



## **AGENDA FOR COMMITTEE OF THE WHOLE MEETING NOTICE**

A Committee of the Whole meeting will be held on **Monday, June 14, 2021 at 6:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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**NOTE:** The Mayor, Alderpersons, City Clerk and City Attorney will gather in the Council Chambers and will dial into the teleconference referenced below prior to the “Call to Order”. Department heads, news media, and others appearing before the council, as well as any members of the public desiring to monitor the meeting, are to do as follows:

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

Meeting ID: 768 946 6740 Password: Tomah2020

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

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### **AGENDA:**

#### **CALL TO ORDER — ROLL CALL**

#### **APPROVAL OF THE MINUTES:**

- [1.](#) Approval of Committee of the Whole Minutes May 17, 2021

#### **REPORTS:**

- [2.](#) 2021 - 2022 Property and Equipment Insurance Proposals

##### **Mayor**

##### **Treasurer**

- [3.](#) Cash and Investments Report - May 2021

##### **Parks & Recreation**

- [4.](#) Tomah Parks and Recreation Program Report

##### **Public Works & Utilities**

- [5.](#) Public Works and Utilities Director Report - June 2021

##### **Police Department**

- [6.](#) May 2021 Police Department Monthly Report

#### **GENERAL:**

- [7.](#) Emergency Services Building Bonding Information
- [8.](#) Renewal of Alcohol Beverage Licenses for the Period of 7/1/2021 through 6/30/2022
- [9.](#) Renewal of “Indoor” and “Indoor/Outdoor” Cabaret Licenses for the Period of 7/1/2021 through 6/30/2022
- [10.](#) Special Beer & Wine Permit Application for Tomah Rotary Club for Rotary’s Rally for the Record on September 17 & 18, 2021
- [11.](#) Tomah Area Transit Rates & Fees
- [12.](#) Fire Extinguisher Annual Inspections Agreement

## Committee of the Whole – June 14, 2021

- [13.](#) Professional Services Procurement Policy
14. Procure Keller Builds, Inc. for Emergency Services Building design and construction management
15. Procure CBS Squared (cbs2), Inc. for Emergency Services Building Community Development Block Grant (CDBG) Public Facilities (PF) grant application and environmental study
- [16.](#) Procure CBS Squared for Archeological Survey for the Emergency Services Building
- [17.](#) New Fire Department Development Update
18. Sale of a 2000 Ford F-350 ambulance to the Tomah Lion's Club for \$1.00.
  
19. Planning & Zoning Department additional staff position
- [20.](#) Property / Evidence Room Custodian Wage Determination and Job Description Approval
- [21.](#) Senior & Disabled Services Aide Wage Adjustment
- [22.](#) League of Wisconsin Municipalities recommended resolution for Shared Revenues
- [23.](#) Resolution approval for CMAR (Compliance Maintenance Report)
- [24.](#) Resolution Authorizing Payment of Monthly Bills
- [25.](#) Replacement of EMS quick response vehicle and DC take home vehicle
- [26.](#) Tomah Area Ambulance minimum billing requirement

### **ADJOURN**

**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.

**MEETING MINUTES – CITY OF TOMAH  
COMMITTEE OF THE WHOLE**

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 17th day of May, 2021 in the Council Chambers at City Hall with Council Vice President Adam Gigous presiding. The meeting was called to order at 6:30 p.m. The General Public was able to access the meeting as follows:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFllwMzdSzz09>

**Meeting ID: 768 946 6740      Password: Tomah2020**  
**Dial by your location    +1 312 626 6799 US (Chicago)**  
**Meeting ID: 768 946 6740      Password: 546782713**

Roll call was taken with the following members present: Adam Gigous, Richard Yarrington, Shawn Zabinski, John Glynn, Mike Murray, Mitchell Koel (6:31 p.m.), Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: none. Quorum present. The meeting was called to order by Evans at 6:30 p.m.

Also present: Police Chief Scott Holum, City Administrator Brad Hanson, Dir. Of Parks and Rec Joe Protz, Public works Director Kirk Arity, Public Safety Director/Fire Chief Tim Adler, City Treasurer Molly Powell and City Clerk Becki Weyer. Shane Rolf appeared via Zoom. Gregg Hagen videotaped the meeting.

**Approval of Minutes from April 19, 2021**

Motion by Zabinski, second by Peterson, to approve the Minutes from April 19, 2021. Motion carried.

**REPORTS:**

**Treasurer**

Powell presented the April Cash and Investments report. The 2020 Financial audit is now complete. The auditors have filed the Municipal Financial Report for 2020 with the Department of Revenue.

Motion by Yarrington, second by Pater, to recommend the Council approve the April Cash and Investment report. Motion carried.

**Parks & Recreation**

Dir. Protz provided a written report. Parks projects have been busy. The park bathrooms are now open. Thanks to NASA for the beginning of the installation of the Inclusion Park at Butts Park. Roof restoration is completed at Buckley Park. Recreation summer signup began on May 10<sup>th</sup>. The schedule for the Aquatic Center is complete and available online.

**Public Works & Utilities**

Dir. Arity provided a written report.  
Street: Good weather for crack sealing operations. Currently patch fixing asphalt. The street department did a lot of work for the NASA playground project. Getting through the transition with the garbage route changes. Doing some storm sewer repairs and cleaning. West Monroe street project will begin and will be done before the Downtown Thursday nights. East and West Saratoga will also be worked on. There are funds available for sidewalk repair. Any suggestions for sidewalk repair sent to the Public Works Dept. for review.

Sewer: Sludge has been delivered to the farmers for fertilizer. The new Vac truck was received. One sewer repair on West Veterans that was a 2-day emergency repair, and one repair on Arthur and Superior.

Water: Just starting to wrap up the directional flushing. It took about 4 weeks longer than normal, but should result in better water quality. Next Lake Committee meeting is Thursday at 5:00 p.m. in the Council Chambers and via Zoom. City Hal's new HVAC system should be online by the first week in June.

Lake Committee: Is working on a project on the trail area located on Jones Court called "Help us Plan our Path." It is a landscaping project for trees, shrubs, and wildflower patches. A booklet with instructions is available at City Hall and on the City of Tomah Website. They are looking for design layouts and a name for the area.

**Police Department**

Police Chief Holum provided a written report. There is one full time position open and the Police Department is taking applications through the 21<sup>st</sup> of May. Justice Blackhawk will start in the academy on June 7<sup>th</sup> and will start as a police officer in February of 2022. They will be promoting an Assistant Police Chief and Lieutenant. The Department is working with the community on area events like Downtown Thursday Nights, Tractor Pull, and the Fire Department's 150<sup>th</sup> anniversary event. The Police Department is working towards the purchase of a therapy dog in September. Hours for ATV's in Tomah is 6 a.m. to 10:00 p.m.

**GENERAL**

**2021 - 2022 Property and Equipment insurance proposals**

Administrator Hanson presented quotes from both MPIC and TRICOR insurance. Administrator Hanson introduced the visitors for both TRICOR and MPIC. Brian Christ from MPIC appeared to promote MPIC Insurance and answer any questions from the Committee regarding the property and equipment insurance coverage for the City. Terry Christen from TRICOR appeared to do the same for TRICOR insurance.

Motion by Glynn, second by Pater, to recommend the Council renew the contract with TRICOR for the City's property and equipment insurance. Yarrington, Zabinski, Kiefer, Peterson voted no. Motion carried with 4 negative votes.

**Special Beer Permit Application for Tomah Lions Club, Inc. for their event Kindness Classic on June 19, 2021**

Motion by Yarrington, second by Kiefer, to recommend the Council approve the Special Beer Permit application for Tomah Lions club for their event Kindness Classic on June 19, 2021. Motion carried. (Gigous abstained).

**Ordinance to amend the Comprehensive Plan of the City of Tomah related to Future Land Use Map. Amend Parcel # 286-01622-4200 from Commercial to High Density Residential. (1st & 2nd Reading & Adoption)**

Motion by Murray, second by Peterson, to recommend the Council adopt the Ordinance to amend the Comprehensive Plan of the City of Tomah related to Future Land Use Map. Amend Parcel # 286-01622-4200 from Commercial to High Density Residential. Motion carried.

**Ordinance to amend the Comprehensive Plan of the City of Tomah related to Future Land Use Map. Amend Parcel # 286-02651-3600 from Commercial to High Density**

**Residential. (1st & 2nd Reading & Adoption)** Motion by Yarrington, second by Koel, to recommend the Council adopt the 9. Ordinance to amend the Comprehensive Plan of the City of Tomah related to Future Land Use Map. Amend Parcel # 286-02651-3600 from Commercial to High Density Residential. Motion carried.

**Ordinance Rezoning Parcel #286-01622-4200 from B-Business District to R5-Mobile Home District (1st & 2nd Reading & Adoption)**

Motion by Kiefer, second by Peterson, to recommend the Council adopt the Ordinance Rezoning Parcel #286-01622-4200 from B-Business District to R5-Mobile Home District. Motion carried.

**Ordinance to rezone property parcel #286-02651-3600 from B2- Highway Business District to R5-Mobile Home District**

Motion by Koel, second by Pater, to recommend the Council adopt the Ordinance to rezone property parcel #286-02651-3600 from B2- Highway Business District to R5-Mobile Home District. Motion carried.

**NASA Lease Agreement**

The Public Works and Utilities Commission (PW&U) has endorsed entering into an agreement for NASA to utilize the land adjacent to the Waste Water Treatment Facility (WWTF) for the physically challenged and elderly to enjoy varying recreational activities. The PW&U is recommending the leasing of the property adjacent to the WWTF. ??? from NASA appeared to answer any questions from the Committee of the Whole.

Motion by Murray, second by Koel, to recommend the Council approve the lease agreement between The North American Squirrel Association and the City of Tomah. Motion carried.

**Renewal of Alcohol Beverage Licenses for the Period of 7/1/2021 through 6/30/2022  
"Class A" Liquor and Class "A" Fermented Malt Beverage Licenses:**

1. Aldi Inc. (Store #52) at 1844 N. Superior Ave
2. Casey's Marketing Company DBA Casey's General Store #1933
3. Simran Corporation DBA Hwy 12 & 16 BP Citgo at 1030 E Clifton St
4. Wittig Inc. DBA Hwy 21 BP at 311 Wittig Rd
5. 907 McCoy Inc. DBA Hwy 21 Shell Mobil at 907 E McCoy Blvd
6. Kwik Trip, Inc. (Store #484) at 124 W McCoy Blvd
7. Kwik Trip, Inc. (Store #718) at 1504 Superior Avenue
8. Kwik Trip, Inc. (Store #796) at 310 E McCoy Blvd
9. Molter Family Markets LLC DBA Molter's Fresh Market at 701 E. Clifton St
10. Tomah Quick Stop & Spirit Shop LLC at 201 W. Veterans St.
11. Wal-Mart Stores East, LP DBA Walmart #965 at 222 W McCoy Blvd

Motion by Peterson, second by Pater, to recommend the Council approve the renewal of the Class A Liquor and Class A Fermented Malt Beverage Licenses as listed. Motion carried.

**Renewal of Class B Liquor and Class B Fermented Malt Beverage Licenses in the City of Tomah:**

1. M&M Vending Amusements, LLC DBA The Bank Bar at 1015 Superior Ave
2. Tomchadah Inc. DBA The Break Room Sports Bar & Grill at 1121/1123 Superior Ave
3. Cancun Bay LTD 1422 Superior Ave (RESERVE LICENSE)

4. Carlton LLC at 309 Superior Ave
5. T & J Hospitality LLC DBA Cran-Bear Pub at 319 Wittig Rd
6. The Crow Bar LLC at 1206 Superior Ave
7. Don Cinco De Mayo Cantina Inc. 918 E McCoy Blvd
8. Swami Hospitality Inc. DBA Econolodge at 2005 N Superior Ave
9. James Frandsen DBA Franny's at 1115 Superior Ave
10. II Zones, LLC DBA Strike Zone & Pizones 208 & 210 Superior Ave
11. Kelsey's LLC at 201 Superior Ave
12. JVM Investments LLC DBA Murray's on Main at 810 Superior Ave
13. C & H Foodservice Inc. DBA Perkins Family Restaurant / Mr. P's at 1015 E McCoy Blvd
14. Kenneth Pierce DBA Smoke's Elbow Room Bar at 114 W Benton St
15. T & J Hospitality LLC DBA Taphouse Twenty 201 Helen Walton Dr., Ste. 1
16. Vacant RESERVE License

Motion by Peterson, second by Pater, to recommend the Council approve the renewal of Class B Liquor and Class B Fermented Malt Beverage Licenses in the City of Tomah as listed. Motion carried. (Murray abstained)

**Renewal of Class B Fermented Malt Beverage Licenses in the City of Tomah:**

1. Area Community Theatre Inc. at 907 Kilbourn Ave
2. Zheng's 1688 Inc. DBA China Buffet at 115 W McCoy Blvd
3. Stump Hospitality LLC DBA Hampton Inn at 219 Buan St
4. Knights of Columbus of Tomah Wisconsin Inc. at 202 E Juneau St
5. Mandy's Cafe and Deli LLC at 201 Helen Walton Dr., Ste. 5
6. ZM Peking Chinese Restaurant LLC DBA Peking Chinese Restaurant at 1013 Superior Ave
7. Northfield Restaurant Corporation DBA Pizza Hut at 1821 N Superior Ave
8. Tomah American Legion Post 201 Baseball Inc. 400 N. Glendale Ave (6 MONTH LICENSE)

Motion by Peterson, second by Yarrington, to recommend the Council approve the renewal of Class B Fermented Malt Beverage Licenses in the City of Tomah as listed. Motion carried.

**Renewal of Class C Wine License in the City of Tomah:**

1. Zheng's 1688 Inc. DBA China Buffet at 115 W McCoy Blvd
2. Mandy's Cafe and Deli LLC at 201 Helen Walton Dr, Ste 5
3. Paula Caucutt DBA Natural Connection at 1012 Superior Ave
4. ZM Peking Chinese Restaurant LLC DBA Peking Chinese Restaurant at 1013 Superior Ave

Motion by Peterson, second by Pater, to recommend the Council approve the renewal of Class C Wine Licenses in the City of Tomah as listed. Motion carried.

**Amendment to 28-81 correcting previous typo within the ordinance and add language allowing for bow hunting on parcel 286-02674-000 which is owned by the City. (Second Reading and Adoption)**

Motion by Yarrington, second by Peterson, to recommend the Council approve the second reading and adoption of the Amendment to 28-81 Ordinance regarding bow hunting. Motion carried with two negative votes. (Zabinski and Pater)

### **3RT/Lynxx Information Technology Agreement Reviewed**

Hanson explained the cost difference in the invoice from 3RT compared to the quote that was originally given by 3RT was due to the City adding additional locations and increased network devices and access points.

Motion by Murray, second by Yarrington, to approve the additional spending on the 72-month contract with 3RT. Motion carried.

### **City Debt Structure & Repayment**

Informational only – Hanson presented the Committee of the Whole with a consolidated worksheet showing all of the City's debt and payments due in an easy to read format.

### **Core Distinction Group Comprehensive Hotel Study**

Informational only – Hanson presented the Committee with an update on the Comprehensive Hotel Study and advised the completed study was received over the weekend and available for viewing.

### **New Fire Department Development Update**

Chief Adler gave an update on the scheduling of the testing of the land on N Superior and updated the Committee on the progress of the CDBG loan application. He suggested beginning engineering and architectural needs as soon as the studies are completed, and the City has closed on the property for the new Public Safety Building.

### **Resolution Authorizing Payment of Monthly Bills**

Motion by Murray, second by Peterson, to recommend the Council approve the Resolution Authorizing the Payment of Monthly Bills in the amount of \$1,863,144.36. Motion carried.

### **Bid Proposal Approval for Roller Gate on Dam**

Dir. Arity presented two bid proposals for the repair of the roller gate at the dam, and recommended the bid from Sabel Mechanical LLC in the amount of \$23,230.00.

Motion by Murray, second by Glynn, to recommend the Council approve the bid for Sabel Mechanical LLC in the amount of \$23,230.00 for the repair of the roller gate at the dam. Motion carried.

### **Resolution Designating Public Deposit Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

Treasurer Powell presented this resolution required by CCF Bank for the authorization of Molly Powell as the City's Treasurer.

Motion by Kiefer, second by Peterson, to recommend the Council approve the Resolution Designating Public Deposit Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys. Motion carried.

### **2021 Budget Amendment Park Improvement Cell Tower Account and Donation for Multi-Use Trail at Winnebago Park Point**

The Parks and Recreation Committee has recommended to the City Council a budget amendment to accept an anonymous \$25,000 donation for the Winnebago Park Point Trail and to allocate \$17,000 from the Cell Tower Account to complete the project.

Motion by Murray, second by Kiefer, to approve a budget amendment accepting \$25,000 donation into account 05-48500 and transferring to account 08-5720-810 and \$17,000 from the fund balance of the cell tower to Park Outlay to account 08-5720-810 for use in the Winnebago Park point Trail project. Motion carried.

**Mathy Construction Conditional Use Permit to operate a portable hot mix asphalt plant**

Mathy Construction has requested a 5 year or longer conditional use permit to operate a portable hot mix asphalt plant at 600 Industrial Ave, and has requested waiving the annual reporting to the City as they are already required to report annually to the WI DNR. The Planning Commission has recommended approval of this conditional use permit.

Motion by Murray, second by Pater, to approve the five-year Conditional Use Permit for Mathy Construction to operate a portable hot mix asphalt plant. Motion carried.

**Adjourn**

Motion by Koel, second by Pater, to adjourn. Motion carried. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Rebecca Weyer, City Clerk





819 Superior Ave  
Tomah, WI 54660  
608.374.7400

*"The Gateway to Cranberry Country"*  
City Clerk Becki Weyer  
City Treasurer Mollie Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

June 9, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

2021 – 2022 Property and Equipment Insurance

### Summary and Background Information:

In December of 2015 the City changed insurance providers for all insurance coverage including property, equipment, liability, vehicles, workers compensation, and other small coverages. The City's current agent changed offices from Westland Insurance, which was purchased by TRICOR in 2015. Previous provider prior to December of 2015 was the League of Wisconsin Municipalities Mutual Insurance (LWMMI) through Westland Insurance. Today, Property and Equipment Insurance coverage expires July 31, 2021, whereas all of the other coverage expires January 1, 2022.

Today, the provider is EMC for property and equipment. Equipment includes machines such as, but not limited to: grader, loader, excavator, sewer jetter, etc. Therefore, we advised TRICOR in January of 2021 the City would be comparing rates of at least one other firm, which is something that should be completed at least every five years. Both insurance companies were consulted and were provided each other's coverage and rates to ensure the policies were compared appropriately. Both insurance companies will have representatives to discuss what they can provide to the City on Monday, May 17, 2021 at the Committee of the Whole meeting.

From the Common Council's last month's direction I reached out to multiple different agencies to see if they would be able to quote coverage for the City of Tomah. Some of these agencies were here in the City's boundaries and some were outside the City. Unfortunately, these were the responses received about our inquiry: do not do public entities, not enough time to complete an adequate quote, we do not offer that type of coverage, market is "blocked" with the best rates - unless they become the "Agent of Record", or they currently work with one of the agents currently before the Council.

### Fiscal Note:

Negligible with an annual increase with retention of current provider or decrease with new provider.

### Recommendation:

City Administrator recommended approval for the 2021 – 2022 Property and Equipment insurance provider with the League of Wisconsin Municipalities Mutual Insurance company, last month, thereby saving the City approximately \$22,000.00. However, if the Council believes it is more important to do business locally, then that option is acceptable as well.

**Decision Urgency:**

The renewal is August 1, 2021 and therefore should not be delayed until the latest of July 20, 2021, as this is rather close to the renewal date.

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Department Director

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Date

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Bradley J. Hanson  
City Administrator

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June 9, 2021  
Date

**City of Tomah  
Cash and Investments  
May 31, 2021**

| Fund 01 - General Fund |                              |                    |             |          |                                |                             |
|------------------------|------------------------------|--------------------|-------------|----------|--------------------------------|-----------------------------|
|                        | Investment<br>Description    | Investment<br>Type | C/D<br>Rate | Due      | Beginning Balance<br>4/30/2021 | Ending Balance<br>5/31/2021 |
| MBS                    | Wells Fargo Bk West LV       | C/D                | 1.80        | 12/13/22 | 100,000.00                     | 100,000.00                  |
| MBS                    | Wells Fargo Bk West LV       | C/D                | 1.90        | 01/17/23 | 100,000.00                     | 100,000.00                  |
| MBS                    | UBS Bk Salt Lake City        | C/D                | 3.00        | 06/14/21 | 98,000.00                      | 98,000.00                   |
| MBS                    | Texas Exchange Bk            | C/D                | 0.85        | 09/10/20 | 200,000.00                     | 200,000.00                  |
| MBS                    | Sallie Mae Bk Salt Lake      | C/D                | 1.95        | 08/22/22 | 100,000.00                     | 100,000.00                  |
| RBC                    | Morgan Stanley Pvt Bank      | C/D                | 0.75        | 01/27/28 | 70,000.00                      | 70,000.00                   |
| RBC                    | Bridgewater Bk               | C/D                | 0.25        | 09/20/27 | 60,000.00                      | 60,000.00                   |
| RBC                    | Live Oak Bk                  | C/D                | 0.60        | 10/08/26 | 100,000.00                     | 100,000.00                  |
| RBC                    | Discover Bk Greenwood Del    | C/D                | 3.00        | 08/16/21 | 30,000.00                      | 30,000.00                   |
| RBC                    | Morgan Stanley Bk N A Utah   | C/D                | 3.00        | 08/16/21 | 50,000.00                      | 50,000.00                   |
| RBC                    | Morgan Stanley Bk N A Utah   | C/D                | 3.00        | 08/23/21 | 145,000.00                     | 145,000.00                  |
| RBC                    | Ally Bank Midvale UT         | C/D                | 3.00        | 08/30/21 | 121,000.00                     | 121,000.00                  |
| RBC                    | Comenity Cap Bk Utah         | C/D                | 2.85        | 02/15/22 | 80,000.00                      | 80,000.00                   |
| RBC                    | Capital One Bk USA Natl Assn | C/D                | 2.35        | 06/20/22 | 30,000.00                      | 30,000.00                   |
| RBC                    | Merric Bk South Jordan UT    | C/D                | 1.80        | 08/22/22 | 130,000.00                     | 130,000.00                  |
| RBC                    | BMW Bk North Amer Salt Lake  | C/D                | 1.85        | 10/11/22 | 100,000.00                     | 100,000.00                  |
| RBC                    | Synchrony                    | C/D                | 1.05        | 03/27/23 | 100,000.00                     | 100,000.00                  |
| RBC                    | State Bank of India NY       | C/D                | 1.05        | 06/10/25 | 245,000.00                     | 245,000.00                  |
| RBC                    | Texas Exchange Bk Crowley    | C/D                | 1.00        | 06/19/25 | 155,000.00                     | 155,000.00                  |
| RBC                    | Toyota Fin Svgs Bank         | C/D                | 0.90        | 11/30/27 | 100,000.00                     | 100,000.00                  |
| RBC                    | US Govt MM Fund              | MM                 |             |          | 49,524.02                      | 50,092.80                   |
| FMB                    | x706                         | C/D                | 0.40        | 01/15/22 | 118,074.26                     | 118,074.26                  |
| LGIP                   | 01                           | TF                 |             |          | 5,931.27                       | 5,931.51                    |
| Bank First             | x8095                        | C/D                | 0.80        | 06/19/22 | 174,144.91                     | 174,144.91                  |
| Bank First             | x3439                        | C/D                | 2.25        | 05/22/21 | 169,287.71                     | 170,216.47                  |
| Bank First             | X6465                        | M/M                |             |          | 1,409,825.42                   | 1,409,879.50                |
| Bank First             | Tax Account                  | M/M                |             |          | 449.92                         | 899.84                      |
| Bank First             | ED X1194                     | M/M                |             |          | 90,819.73                      | 93,060.16                   |
| CCF                    | ICS SWEEP ACCOUNT            | M/M                |             |          | 712,890.03                     | 713,103.90                  |
| CCF                    | X768                         | M/M                |             |          | 21,445.11                      | 21,446.75                   |
| <b>TOTAL</b>           |                              |                    |             |          | <b>4,866,392.38</b>            | <b>4,870,850.10</b>         |

**City of Tomah  
Cash and Investments  
May 31, 2021**

| Fund 07 - Debt |       |                           |                    |                                |                             |  |  |
|----------------|-------|---------------------------|--------------------|--------------------------------|-----------------------------|--|--|
|                |       | Investment<br>Description | Investment<br>Type | Beginning Balance<br>4/30/2021 | Ending Balance<br>5/31/2021 |  |  |
| LGIP           | 06    |                           | T/F                | 7,476.24                       | 7,476.55                    |  |  |
| Bank First     | X6465 |                           | M/M                | 349,063.69                     | 349,077.08                  |  |  |
| <b>TOTAL</b>   |       |                           |                    | <b>356,539.93</b>              | <b>356,553.63</b>           |  |  |

| Fund 08 - Capital |       |                           |                    |                                |                             |  |  |
|-------------------|-------|---------------------------|--------------------|--------------------------------|-----------------------------|--|--|
|                   |       | Investment<br>Description | Investment<br>Type | Beginning Balance<br>4/30/2021 | Ending Balance<br>5/31/2021 |  |  |
| LGIP              | 02    |                           | T/F                | 83,186.05                      | 83,189.46                   |  |  |
| Bank First        | X6465 |                           | M/M                | 80,605.12                      | 80,608.21                   |  |  |
| CCF               | X768  |                           | M/M                | 25,505.38                      | 25,507.34                   |  |  |
| <b>TOTAL</b>      |       |                           |                    | <b>189,296.55</b>              | <b>189,305.01</b>           |  |  |

| Fund 02 - Lake |            |                           |                    |             |            |                                |                             |
|----------------|------------|---------------------------|--------------------|-------------|------------|--------------------------------|-----------------------------|
|                |            | Investment<br>Description | Investment<br>Type | C/D<br>Rate | C/D<br>Due | Beginning Balance<br>4/30/2021 | Ending Balance<br>5/31/2021 |
| RIA            | 4337420053 |                           | C/D                | 1.85        | 03/03/21   | 14,837.66                      | 14,843.33                   |
| LGIP           | 03         |                           | TF                 |             |            | 27,192.37                      | 27,193.48                   |
| RIA            | 44374202   |                           | M/M                |             |            | 201,921.92                     | 202,007.67                  |
| <b>TOTAL</b>   |            |                           |                    |             |            | <b>243,951.95</b>              | <b>244,044.48</b>           |

| Fund 04 - CDBG |       |                           |                    |                                |                             |  |  |
|----------------|-------|---------------------------|--------------------|--------------------------------|-----------------------------|--|--|
|                |       | Investment<br>Description | Investment<br>Type | Beginning Balance<br>4/30/2021 | Ending Balance<br>5/31/2021 |  |  |
| TACU           |       |                           | CK                 | 1,433.12                       | 1,433.17                    |  |  |
| TACU           |       |                           | SAVINGS            | 91,610.11                      | 91,964.00                   |  |  |
| Bank First     |       |                           | CK                 | 881.29                         | 873.55                      |  |  |
| Bank First     | X0822 |                           | SAVINGS            | 236,503.59                     | 225,698.64                  |  |  |
| <b>TOTAL</b>   |       |                           |                    | <b>330,428.11</b>              | <b>319,969.36</b>           |  |  |

**City of Tomah  
Cash and Investments  
May 31, 2021**

| <b>Sewer Department</b> |                                   |                            |                     |                    |  |                                     |
|-------------------------|-----------------------------------|----------------------------|---------------------|--------------------|--|-------------------------------------|
|                         | <b>Investment<br/>Description</b> | <b>Investment<br/>Type</b> | <b>C/D<br/>Rate</b> | <b>C/D<br/>Due</b> | <b>Beginning Balance<br/>4/30/2021</b> | <b>Ending Balance<br/>5/31/2021</b> |
| RBC                     | BMO Harris Bk                     | C/D                        | 0.30                | 12/28/23           | 215,000.00                             | 215,000.00                          |
| RBC                     | Magnolia Bk Inc KY                | C/D                        | 0.35                | 04/30/24           | 100,000.00                             | 0.00                                |
| RBC                     | First Natl Bk Amer East           | C/D                        | 0.75                | 04/30/26           | 0.00                                   | 115,000.00                          |
| RBC                     | Morgan Stanley Bk N A Utah        | C/D                        | 3.00                | 08/09/21           | 50,000.00                              | 50,000.00                           |
| RBC                     | Third Fed Svgs & LN Assn OCD      | C/D                        | 2.50                | 01/31/22           | 102,000.00                             | 102,000.00                          |
| RBC                     | Sallie Mae Bk                     | C/D                        | 2.75                | 03/21/22           | 65,000.00                              | 65,000.00                           |
| RBC                     | Cap One VA                        | C/D                        | 2.35                | 06/20/22           | 178,667.00                             | 178,667.00                          |
| RBC                     | Morgan Stanley Bk N A Utah        | C/D                        | 1.90                | 08/22/22           | 175,000.00                             | 175,000.00                          |
| RBC                     | Capital One Bk USA Nat            | C/D                        | 1.90                | 08/22/22           | 45,000.00                              | 45,000.00                           |
| RBC                     | Merrick Bk South Jordan UT        | C/D                        | 1.80                | 08/22/22           | 15,000.00                              | 15,000.00                           |
| RBC                     | US Govt MM Fund                   | M/M                        |                     |                    | 19,087.53                              | 4,112.60                            |
| Bank First              | 43411                             | C/D                        | 2.25                | 05/17/21           | 129,855.42                             | 130,567.85                          |
| Bank First              | 28089                             | C/D                        | 0.80                | 06/19/22           | 133,571.60                             | 133,571.60                          |
| LGIP                    | 04                                | T/F                        |                     |                    | 541,050.87                             | 541,073.02                          |
| CCF                     | XX8352                            | M/M                        |                     |                    | 403,383.44                             | 403,414.38                          |
| CCF                     | ICS Sweep                         | M/M                        |                     |                    | 261,180.75                             | 261,274.86                          |
| Bank First              | X6341                             | M/M                        |                     |                    | 691,712.49                             | 866,740.94                          |
| Bank First              | CLEARING ACCT                     | M/M                        |                     |                    | 699,163.53                             | 120,195.84                          |
| <b>TOTAL</b>            |                                   |                            |                     |                    | <b>3,824,672.63</b>                    | <b>3,421,618.09</b>                 |

| <b>Water Department</b> |                                   |                            |                     |                    |  |                                     |
|-------------------------|-----------------------------------|----------------------------|---------------------|--------------------|--|-------------------------------------|
|                         | <b>Investment<br/>Description</b> | <b>Investment<br/>Type</b> | <b>C/D<br/>Rate</b> | <b>C/D<br/>Due</b> | <b>Beginning Balance<br/>4/30/2021</b> | <b>Ending Balance<br/>5/31/2021</b> |
| RBC                     | Texas Echange                     | C/D                        | 0.60                | 12/18/25           | 90,000.00                              | 90,000.00                           |
| RBC                     | Comenity Cap Bk Utah              | C/D                        | 3.00                | 08/30/21           | 90,000.00                              | 90,000.00                           |
| RBC                     | Goldman Sach Bank                 | C/D                        | 3.15                | 12/20/21           | 245,000.00                             | 245,000.00                          |
| RBC                     | Citibank National Association     | C/D                        | 2.75                | 02/28/22           | 55,000.00                              | 55,000.00                           |
| RBC                     | Comenity Cap Bk Utah              | C/D                        | 2.80                | 02/28/22           | 75,000.00                              | 75,000.00                           |
| RBC                     | Wells Fargo Bank                  | C/D                        | 2.60                | 04/12/22           | 93,000.00                              | 93,000.00                           |
| RBC                     | Cap One VA                        | C/D                        | 2.35                | 06/20/22           | 36,333.00                              | 36,333.00                           |
| RBC                     | TIAA Jacksonville                 | C/D                        | 2.10                | 07/29/22           | 211,000.00                             | 211,000.00                          |
| RBC                     | Lakeland Bk NFLD NJ               | C/D                        | 1.15                | 03/30/23           | 245,000.00                             | 245,000.00                          |
| RBC                     | BMW BK North Am Salt Lake         | C/D                        | 1.85                | 10/11/22           | 35,000.00                              | 35,000.00                           |
| RBC                     | Flagstar Bk Troy Mich.            | C/D                        | 0.45                | 08/14/24           | 245,000.00                             | 245,000.00                          |
| RBC                     | Toyota Fin Svgs Bank              | C/D                        | 0.90                | 11/30/27           | 145,000.00                             | 145,000.00                          |
| RBC                     | BMW BK North Am Salt Lake         | C/D                        | 1.65                | 02/28/23           | 110,000.00                             | 110,000.00                          |
| RBC                     | United Roosevelt Svgs             | C/D                        | 0.55                | 03/12/26           | 245,000.00                             | 245,000.00                          |
| RBC                     | First Natl Bk Amer East           | C/D                        | 0.75                | 04/30/26           |  | 40,000.00                           |
| RBC                     | Sunwest Bk Irvine                 | C/D                        | 0.70                | 04/30/26           |  | 45,000.00                           |
| RBC                     | US Govt MM Fund                   | M/M                        |                     |                    | 85,941.36                              | 1,467.83                            |
| LGIP                    | 05                                | TF                         |                     |                    | 22,414.22                              | 22,415.14                           |
| CCF                     | x659                              | M/M                        |                     |                    | 181,552.18                             | 31,556.24                           |
| CCF                     | ISC SWEEP ACCOUNT 659             | M/M                        |                     |                    | 1,083,086.04                           | 1,083,410.96                        |
| Bank First              | CLEARING ACCT                     | M/M                        |                     |                    | 537,658.68                             | 91,573.15                           |
| <b>TOTAL</b>            |                                   |                            |                     |                    | <b>3,830,985.48</b>                    | <b>3,235,756.32</b>                 |

**City of Tomah  
Cash and Investments  
May 31, 2021**

| <b>TOTAL BY INSTITUTION</b>      |                      |                      |
|----------------------------------|----------------------|----------------------|
|                                  | <b>4/30/2021</b>     | <b>5/31/2021</b>     |
| Bank First                       | 4,703,543.10         | 3,847,107.74         |
| Multi-Bank Securities, Inc.      | 598,000.00           | 598,000.00           |
| CCF                              | 2,689,042.93         | 2,539,714.43         |
| Farmers & Merchants Bank Kendall | 118,074.26           | 118,074.26           |
| Local Government Investment Pool | 687,251.02           | 687,279.16           |
| RIA Federal Credit Union         | 216,759.58           | 216,851.00           |
| RBC Wealth Management            | 4,536,552.91         | 4,537,673.23         |
| Tomah Area Credit Union          | 93,043.23            | 93,397.17            |
| <b>TOTAL</b>                     | <b>13,642,267.03</b> | <b>12,638,096.99</b> |

## **PROGRAM REPORT for June 2021 City Council Meeting**

### **Other Parks**

Mowing and cleaning of parks  
 Field Prep and Painting youth fields  
 Installation of n.a.s.a. Inclusive Playground at Butts Park has been completed  
 May 26th held Spring Planting Day  
 Damage to Little Red School house, break in and sprayed fire extinguisher

### **RECREATION PROGRAMS**

T-Ball began on June 7th with 56 participants  
 Middle School and High School Tennis programs begins June 14th  
 Adult Softball and Volleyball began on May 19th-8 Softball Teams, 16 Women's Volleyball Teams  
 June 19th-Kindness Community Classic Event, July 11th Squirrel Fest both at Winnebago Park

### **AQUATIC CENTER**

Delayed opening due to leak, tentative open date Wednesday June 9th  
 Girl Scouts finished painting the Bathhouse for Community Project

### **RECREATION PARK**

May events- May 8<sup>th</sup> Wedding, May 15<sup>th</sup> High School Prom, June 4-5 Cat Show.  
 June 10-12 Quinceanera, June 11th Wedding (Exhibit) June 16-17th District Holstein Show, June 19th Wedding (Rec Bldg) June 24-26th Tractor Pull  
 July Events-July 2-3 Quinceanera, July 19th-25th Fair, July 31st Wedding

*Joe Protz*

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**Joe Protz**

**Director Tomah Parks and Recreation**

## Director of Public Works and Utilities Report

June 2021

### 1) Street Department

We started striping and the North bound traffic is complete and they are moving South to complete main street. We have a number of asphalt patches to complete and hopefully next week Monroe Street will be paved. After Monroe is completed we will move to West Saratoga. The mower has started as of last week and it will take approx. 2 more weeks to complete one complete mowing of the city. The gas company is progressing on King Ave. and the dewatering is scheduled for June 21.

### 2) Sewer Department

A portion of the staff attended confined space training in Plover last week. Operations are normal.

### 3) Water Department

Staff is done working on the directional flushing program throughout the City. We are working on upgrading our security cameras throughout the system. We did have one water service repair on Jefferson Street.

### 4) Lake Committee

We met with the mechanical contractor hired to repair the roller gate at the dam. The repairs are tentatively scheduled for late July or early August.

**Respectfully Submitted**

**Kirk Arity**

**Director of Public Works and Utilities**



## **Tomah Public Works and Utilities Employees**

### City Hall

Director – Kirk Arity

Administrative Assistant – Samantha Linehan

Bookkeepers – Kim Lambert, Patricia Marten

Custodian – Scott Donovan

### Water Department

Supervisor – Mark Rezin

Licensed Operators – Dennis Baldwin, Jeff Marten, Derek Nofsinger, Nathan Waege

### Sewer Department

Supervisor-Brandy Leis

Licensed Operators Rodney Sherwood, Michael Linehan, Tom Bemis, Chad Richmond, Craig Dechant

### Public Works

Supervisor – Bill Kobleska

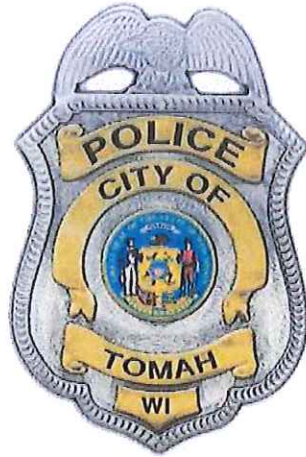
Mechanic – John Holmes

Equipment Operators – Stuart Westpfahl, Paul Marten, Joe Kube, Corey Clay

Truck Drivers – Steve Schultz, Paul Steele, Brad Rewey, Tony Newcomb, Justin Randall

Sanitation Operators – Lance Larson, Justin King, Mark Dixon

# TOMAH POLICE DEPARTMENT



**"Serving the Community"**

**May 2021 Report**

### CHIEF'S ACTIVITIES

The following is a list of tasks/assignments/responsibilities carried out by Chief Holum in the month of May 2021:

I coordinated and attended weekly Administrative Staff meetings.

I attended a Department Director meeting.

I coordinated and attended a quarterly Command Staff meeting with all Tomah PD supervisory staff.

I had a meeting with City Administrator Bradley Hanson regarding wages for the Assistant Police Chief and the Lieutenant.

I had a meeting with Judge Thomas Flock concerning Municipal Court procedures.

I attended a meeting with Chris Schreier regarding the upcoming Tractor Pull.

I attended a ceremony with Nancy Vandermeer to recognize Joanne Cram's service to the City of Tomah.

I met with Mayor Mike Murray to discuss wages for the Assistant Police Chief and the Lieutenant.

I met with Debra Reid to discuss the upcoming ATV event regarding traffic control as they attempt to break a world record.

I handled a personnel complaint (PC 21-01) involving a sworn member of the department.

I attended a Police and Fire Commission meeting.

I attended a Committee of the Whole meeting.

I attended a closed-session meeting with the City Council to discuss wages for the Assistant Police Chief and the Lieutenant.

I visited the Neenah Police Department to review their IA Pro software. This software consolidates data such as use of force incidents, discipline and vehicle pursuits that makes it much easier to track information.

I attended a joint City/School Planning meeting to discuss pedestrian safety.

I coordinated a Sergeant promotional process with the Police and Fire Commission to fill an internal vacancy.

I met with WXOW for an on-camera interview.

I attended a Monroe County Justice Committee meeting.

I attended the Memorial Day service at Oak Grove Cemetery to honor our fallen soldiers.

### **COMBINED TACTICAL UNIT**

COMBINED TACTICAL UNIT CALL OUT (Full Team):

May 9: CTU conducted a search warrant related to a drug overdose homicide at a residence in Tomah. Two subjects were detained without incident with one of them later being taken to jail.

COMBINED TACTICAL UNIT CALL OUT (Partial Team):

None to report.

TRAINING REVIEW:

May 11: The team performed two large scale hostage scenarios at the Best Western Hotel. CTU integrated with the Crisis Negotiation Team (CNT) to work on surrender and evacuation protocols along with inter-team communications.

May 18: CTU trained at the Monroe County range and conducted shooting drills while wearing gas masks, shooting in close proximity to other members, and live fire officer down rescues.

### **K-9 REPORT**

The Tomah Police K-9 Unit consists of Officer Adam Perkins and his partner K-9 Viktor. Officer Perkins has been employed with the Tomah Police Department since September 2011 and was selected to be the K-9 handler in late 2016.

In March 2017, Officer Perkins traveled to the Jessiffany Canine Services LLC Kennel in Iron Ridge, Wisconsin to select a K-9 partner. Officer Perkins met with the head trainer and looked at numerous dogs, ultimately selecting K-9 Viktor. K-9 Viktor is a Czech Shepherd from the Czech Republic. Officer Perkins and K-9 Viktor trained for 5 weeks at Jessiffany Canine Services and certified through Jessiffany and the American Police Canine Association (APCA) in early April.

Officer Perkins and K-9 Viktor primarily work 3rd shift but are available off duty in an on-call capacity. Officer Perkins and Viktor are also members of the Monroe County Combined Tactical Unit (CTU). K-9 Viktor is a “dual purpose” patrol dog meaning patrol work and narcotics detection. “Patrol work” encompasses handler protection, criminal apprehension, tracking, building searches, and area searches. For narcotics detection,

Viktor is trained to alert on the odors of Marijuana, Methamphetamine, Cocaine/Crack Cocaine, Heroin and MDMA.

Officer Perkins and K-9 Viktor train on a frequent basis to stay proficient in the numerous tasks Viktor is trained in.

### UTILIZATIONS OF IMPORTANCE

**Training** – Attended two days of training. One day was in Sparta, the other was in Tomah.

**Assist** – Assisted a residential owner with a drug search of the residence. Prior tenants were illegal drug users and there was some recent suspicious activity occurring. Nothing was located.

**Apprehension** – A high-risk traffic stop was conducted on I-94. The occupants of the vehicle were involved in a large fight at McDonald's and the initial report indicated a possible kidnapping occurred. Viktor was utilized as a deterrent to the occupants as they were ordered out of the vehicle. Everyone complied and Viktor was secured in the squad.

**Vehicle Sniff** – Conducted a few vehicle sniffs with negative indications.

**Vehicle Sniff** – Assisted Monroe County with a vehicle sniff. A positive indication was obtained. A search of the vehicle yielded heroin and paraphernalia. The driver was arrested for OWI and the drug-related charges.

**Apprehension** – A high-risk traffic stop was conducted on a vehicle for a suspect that shot off a round from a firearm in the County. A Tomah officer located the vehicle and stopped it. Viktor was utilized as a deterrent to the occupants as they were ordered out of the vehicle. Everyone complied and Viktor was secured in the squad.

**Vehicle Sniffs** – A Search Warrant was conducted at a residence and numerous vehicles were sniffed. Negative indication on all of the vehicles.

### CRIME PREVENTION/COMMUNITY RELATIONS

Chief Holum and Assistant Chief Pedersen attended the Memorial Day service at Oak Grove Cemetery to honor our fallen soldiers.

### INVESTIGATIONS

#### **Resisting/Obstructing/Bailjumping/Warrant**

A business in the City reported a suspicious male walking around the inside of the store and then spoke to the employees acting as if he knew them. The male exited and sat in a vehicle. The employee believed the male was "casing" the business. The employee stated she felt uncomfortable about the male and would call back at closing time for officers to escort her out to her vehicle. The male left and a couple hours later returned. The

employee promptly called the police. Contact was made with the vehicle and the male. The male was uncooperative with police and provided a false name. The male never identified himself prior to being transported to jail. The jail was later able to identify the male. The male was on DOC Supervision and had a Warrant for his arrest out of another County.

### **OWI 3rd/Hit and Run**

A Tomah officer was on routine patrol and located a crash that had just occurred. One of the vehicles had left the scene, but due the damage a license plate was left behind. A records check of the license plate provided a name and an address within the City. Contact was made with the owner of the truck as their residence. The owner admitted to driving and crashing. The driver also admitted to consuming intoxicants at home prior to the crash. The driver stated they left the crash scene to avoid being caught. The driver was ran through Standardized Field Sobriety Tests and was placed under arrest for OWI 3<sup>rd</sup> Offense. Citations for OWI 3<sup>rd</sup> and Hit and Run were issued.

### **Child Neglect/Manufacture Psilocybin Mushrooms/Maintain Drug Warehouse/P&P Hold**

Officers were called to a residence for a welfare check on two adults, as the caller believed they were under the influence of something. After aggressive knocking on the door, the male woke up and stumbled to the door to greet officers. At this point officers could see numerous illegal substances inside the residence. Both the male and female showed signs of impairment. The scene was secured by officers and an ACT 79 search was conducted on the residence. During the search a large scale growing operation for Psilocybin Mushrooms was located in a bedroom. Numerous other illegal drug-related items were located and seized. The reporting party indicated the call stemmed from a child that resides at the residence. The child returned home from school and was unable to wake the adults. Both adults were arrested and transported to Jail. The child was placed with a responsible family member. MCHS was notified.

### **Felony Bailjumping/P&P Hold**

Officers were dispatched to a male in a vehicle who was suicidal and possibly armed with a firearm. A high-risk contact was conducted with the vehicle. The male exited and was compliant with commands. The male and vehicle were searched and no firearm was located. The suicidal report information was unfounded. The male had consumed alcohol, which was violation of his felony bond. The male was also on probation. He was arrested for Felony Bailjumping and a Probation Hold and was transported to Jail.

### **Stalking/Harassment**

Officers took a report from a subject advising of an ongoing issue over a couple of years. Prior to living in the Tomah area, the subject had professional contact with a female. The female became obsessed with them and made numerous advances towards the subject. The subject contacted the police in that jurisdiction and the female was told multiple times to cease contact. The subject decided to move across the state in part to move away

from the female. However, similar behaviors from the female continued. Tomah officers made contact with the female and advised her to cease her conduct. Approximately two weeks later the female presented at the subjects place of work in Tomah and was looking into the subjects' car. Officers responded and placed the female into custody. She was transported to the jail on the above charges.

#### **Agency Assist**

The Monroe County Sheriff's Department took a report of a male arriving at a residence and shortly after, shooting a firearm. The male was gone by the time Deputies arrived. A vehicle description was obtained and was sent out to neighboring agencies. A Tomah officer later located the vehicle and was about to conduct a traffic stop with it when it pulled into the same parking lot and drove towards the officer's squad. The truck stopped and the officer turned around to conduct the stop from an advantageous angle. A high-risk contact was conducted. Two teenagers were ordered out of the truck and questioned. The passenger advised the suspect in the Monroe County case was in the back seat. Verbal commands were given to the suspect. After a few commands, the suspect presented himself and exited the vehicle without incident. He was taken into custody and turned over to the Sheriff's Department. All charges are through the Monroe County Sheriff's Department.

#### **PERSONNEL COMPLAINTS**

May Complaints = 0      Year-To-Date Personnel Complaints = 1

**EMPLOYEE LISTING BY DATE OF HIRE**  
**May 31, 2021**

|                                |            |
|--------------------------------|------------|
| Admin. Asst. Rhonda Culpitt    | 12/12/1994 |
| Sergeant Mike Preuss           | 2/25/1996  |
| Chief Scott Holum              | 5/2/1999   |
| Officer Melanie Marshall       | 5/28/2000  |
| Investigator Paul Sloan        | 5/13/2001  |
| Officer Brittnay Westpfahl     | 1/16/2005  |
| Assistant Chief Eric Pedersen  | 7/9/2005   |
| Officer Steven Keller          | 8/14/2005  |
| Lieutenant Jarrod Furlano      | 1/13/2008  |
| Sergeant Adam Perkins          | 9/4/2011   |
| Police Clerk Janelle Rodriquez | 4/16/2013  |
| Sergeant Rylan Corcoran        | 10/11/2015 |
| Officer Brandon Kuhn           | 10/12/2015 |
| Officer Brennon Scallon        | 10/30/2016 |
| Officer David Heckman, Jr.     | 01/05/2018 |
| Sergeant Wilbert Steinborn     | 08/19/2018 |
| Officer Peter Huneck           | 08/27/2018 |
| Sergeant Cody Paulson          | 09/24/2018 |
| Custodian Billy Boehme         | 11/04/2018 |
| Police Clerk Ashley Bankhead   | 03/11/2019 |
| Officer Delaney Hanrahan       | 06/02/2019 |
| Police Clerk DeAnn Batten      | 06/17/2019 |
| Officer Alexander Brueggeman   | 12/08/2019 |
| Officer Lindsey Harvey         | 01/24/2021 |





## MAY COUNCIL MONTHLY REPORT



| Reports                     | Current Month | Current Year to Date | Prior Year to Date | Change | Percentage Change |
|-----------------------------|---------------|----------------------|--------------------|--------|-------------------|
| Total Reports               | 181           | 831                  | 705                | 126    | 18.30%            |
| Alarm                       | 7             | 49                   | 55                 | -6     | -10.91%           |
| Burglaries                  | 2             | 9                    | 7                  | 2      | 28.57%            |
| Criminal Damage             | 15            | 68                   | 85                 | -17    | -20.00%           |
| Death Investigations        | 2             | 8                    | 11                 | -3     | -27.27%           |
| Disorderly Conduct          | 10            | 82                   | 73                 | 9      | 12.33%            |
| Theft/shoplifting           | 24            | 102                  | 97                 | 5      | 5.15%             |
| School Reports              | 22            | 87                   | 60                 | 27     | 45.00%            |
|                             |               |                      |                    |        |                   |
| Traffic Crashes             | Current Month | Current Year to Date | Prior Year to Date | Change | Percentage Change |
| Total Traffic Crashes       | 27            | 100                  | 112                | -12    | -10.71%           |
| Property Damage             | 19            | 72                   | 83                 | -11    | -13.25%           |
| Persons Killed              |               |                      |                    |        |                   |
| Persons Injured             | 2             | 12                   | 9                  | 3      | 33.33%            |
| Pedestrians Injured         | 0             | 1                    | 0                  | 1      | 100%              |
|                             |               |                      |                    |        |                   |
| Citations/arrests           | Current Month | Current Year to Date | Prior Year to Date | Change | Percentage Change |
| Total Criminal Referrals    | 98            | 775                  | 534                | 241    | 45.13%            |
| Total Municipal Citations   | 61            | 350                  | 490                | -140   | -28.57%           |
| MCHS Juvenile Referral      | 2             | 10                   | 27                 | -17    | -62.96%           |
| Burglary                    | 0             | 8                    | 6                  | 2      | 33.33%            |
| Disorderly Conduct          | 10            | 82                   | 66                 | 16     | 24.24%            |
| Drug Related Charges        | 23            | 173                  | 154                | 19     | 12.34%            |
| Parking Citations           | 4             | 78                   | 142                | -64    | -45.07%           |
| Underage Alcohol violations | 2             | 4                    | 7                  | -3     | -42.86%           |
| Warrants                    | 24            | 124                  | 59                 | 65     | 110.17%           |
| Traffic Citations Total     | 47            | 272                  | 412                | -140   | -33.98%           |
| Traffic OAR/OAS             | 14            | 98                   | 116                | -18    | -15.52%           |
| Traffic OWI                 | 6             | 31                   | 42                 | -11    | -26.19%           |
| Traffic Seatbelt            | 0             | 2                    | 4                  | -2     | -50.00%           |
| Traffic Speed Citations     | 2             | 24                   | 14                 | 10     | 71.43%            |
| Traffic Warnings            | 68            | 716                  | 776                | -60    | -7.73%            |
| Traffic Warnings 5 Day      | 5             | 17                   | 62                 | -45    | -72.58%           |

2021 OPERATING WHILE INTOXICATED STATISTICS

| CASE #   | AGE | SEX | 1ST | 2ND | 3RD | 4TH | 5TH | 6TH | 7TH | 8TH | 9TH | 10TH | BAC   | REFUSAL | ACCIDENT | REST SUBSTANCE TYPE         |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|---------|----------|-----------------------------|
| #21-0001 | 18  | F   | X   |     |     |     |     |     |     |     |     |      | 0.150 |         |          |                             |
| #21-0002 | 17  | M   | X   |     |     |     |     |     |     |     |     |      |       | X       |          | Pending                     |
| #21-0023 | 27  | M   |     | X   |     |     |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0100 | 65  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0127 | 33  | M   | X   |     |     |     |     |     |     |     |     |      | 0.210 |         |          |                             |
| #21-0179 | 25  | M   |     | X   |     |     |     |     |     |     |     |      | 0.239 |         |          |                             |
| #21-0185 | 31  | F   | X   |     |     |     |     |     |     |     |     |      | 0.140 |         |          |                             |
| #21-0212 | 28  | M   | X   |     |     |     |     |     |     |     |     |      | 0.110 |         |          |                             |
| #21-0216 | 49  | F   |     |     |     | X   |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0226 | 23  | F   | X   |     |     |     |     |     |     |     |     |      | 0.110 |         | X        |                             |
| #21-0252 | 41  | M   | X   |     |     |     |     |     |     |     |     |      | 0.186 |         |          |                             |
| #21-0267 | 25  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0271 | 48  | F   | X   |     |     |     |     |     |     |     |     |      | 0.126 |         |          |                             |
| #21-0281 | 23  | F   | X   |     |     |     |     |     |     |     |     |      | 0.130 |         |          | With passengers under 16    |
| #21-0317 | 26  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 |         | X        | Pending                     |
| #21-0324 | 31  | M   | X   |     |     |     |     |     |     |     |     |      | 0.228 | X       |          | Absolute Sobriety violation |
| #21-0336 | 29  | M   |     |     |     |     |     | X   |     |     |     |      | 0.060 |         |          |                             |
| #21-0356 | 19  | F   | X   |     |     |     |     |     |     |     |     |      | 0.136 |         |          | Pending                     |
| #21-0449 | 25  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 |         |          |                             |
| #21-0471 | 27  | F   |     | X   |     |     |     |     |     |     |     |      | 0.109 |         |          |                             |
| #21-0486 | 49  | F   | X   |     |     |     |     |     |     |     |     |      | 0.190 |         |          |                             |
| #21-0488 | 40  | F   |     |     |     | X   |     |     |     |     |     |      | 0.000 | X       |          | Pending                     |
| #21-0497 | 39  | M   |     |     |     |     |     | X   |     |     |     |      | 0.000 |         |          |                             |
| #21-0534 | 34  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 | X       |          |                             |
| #21-0576 | 35  | M   |     | X   |     |     |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0580 | 43  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0675 | 32  | M   | X   |     |     |     |     |     |     |     |     |      | 0.000 |         |          | Pending                     |
| #21-0693 | 30  | M   |     | X   |     |     |     |     |     |     |     |      | 0.120 |         |          |                             |
| #21-0702 | 66  | M   |     |     |     |     | X   |     |     |     |     |      |       |         |          | Pending                     |
| #21-0729 | 58  | M   |     |     |     |     |     | X   |     |     |     |      |       |         |          | Pending                     |
| #21-0748 | 22  | M   |     | X   |     |     |     |     |     |     |     |      |       |         |          | Pending                     |
| #21-0768 | 49  | M   | X   |     |     |     |     |     |     |     |     |      |       |         |          |                             |
| #21-0813 | 29  | F   |     | X   |     |     |     |     |     |     |     |      |       |         |          | Pending                     |
| TOTALS   |     |     | 20  | 7   | 1   | 3   |     | 2   |     |     |     |      | 0.150 |         |          | AVERAGE BAC                 |



819 N Superior Ave  
Tomah, WI 54660  
608.374.7420

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City Clerk Becki Weyer  
City Treasurer Molly Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

June 9, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Emergency Services Building (ESB) Bonding Information

### Summary and Background Information:

Staff has reviewed with Ehler’s Public Finance Advisor David Ferris, the United States Department of Agriculture (USDA) Rural Development (RD), and CBS Squared staff different funding mechanisms and routes to the funding of the ESB. Mr. Ferris and I believed it was best to discuss some of these options, and the future pursuit of the ESB bonding measure, to at least break the ice with the pending action.

### Fiscal Note:

There is no fiscal responsibility at this time, but is strictly informational for the pending bond issue for the new station.

### Recommendation:

City Administrator recommends to approve the CDI Grant application to WEDC support resolution for betterment of the structures and youth activities.

### Decision Urgency:

There is no urgency and the decision can, and should, be delayed.

|                     |              |
|---------------------|--------------|
| _____               | _____        |
| Department Director | Date         |
| _____               | _____        |
| Bradley J. Hanson   | June 9 ,2021 |
| _____               | _____        |
| City Administrator  | Date         |



# 2021 Financing Plan

## City of Tomah

David Ferris, CPA, Municipal Advisor

# Summary

- The City has a significant project schedule for the 2021 financing.
- There are certain purposes included in the borrowing that are not bondable purposes, such as the EMS portion of the Public Safety Building.
- Staff has reviewed the potential use of USDA loans.
  - USDA loans are not General Obligation Debt. The annual debt payment cannot be levied outside the levy limit like the City's regular CIP debt.
    - » The debt payments will either use up the regular operating levy, or
    - » The City will need to take out a short-term loan prior to approving the budget and levy for the next calendar year so that the loan is considered General Obligation. The debt payment can then be added to the Adjust E on the levy limit worksheet and levied outside of the levy limit.
      - This process would have to be undertaken every year until the final maturity.
      - This process adds additional financing costs each year.

## Potential Financing Timing

- City reviews the approved capital plan to determine actual projects to finance.
- After tightening up project costs for Public Safety Building, Street projects, etc. to be financed, the City will reach out to local banking institutions to obtain interim financing. Why interim financing?
  - Allows the City to finance all projects and equipment purchases into an “obligation.”
  - Refunding bonds can then be issued at a future date to “take out” the obligation.
  - Eliminates the restrictive nature of using bonds due to purposes dictated by state statutes.
  - Allows the City to borrow for the entire Public Safety Building project.

## Potential Financing Timing (cont)

- Why interim financing? (cont.)
  - Refunding Bonds will provide more flexibility for the use of the proceeds if the City has excess proceeds.
  - Locks the entire project into permanent financing at near historic low interest rates.
- How long should the interim financing be held?
  - At a minimum, the City must close on the loan and deposit the funds into the City's bank account. At that point the obligation exists and can be refunded.
  - The City can work with the local bank to determine how long to hold the loan or just make sure it is prepayable at any time.
  - Ehlers can start refunding process as soon as a payoff date is decided. Process is usually about 2 months from start to closing.

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Renewal of “Class A” Liquor & Class “A” Fermented Malt Beverage Licenses

Renewal of “Class A” Liquor Beverage Licenses

Renewal of “Class B” Liquor & Class “B” Fermented Malt Beverage Licenses

Renewal of “Class C” Wine Beverage Licenses

### Summary and Background Information:

(Appropriate Documentation Attached)

See attached list of Alcohol License Applications. All licenses are for the period July 1, 2021 to June 30, 2022.

### Fiscal Note:

Total revenue generated to the City of Tomah by the issuance of these licenses is \$1,700.00.

### Recommendation:

The license applications and background checks have been reviewed and completed. It is requested that the Committee of the Whole recommend the Common Council to approve the issuance of the alcohol license renewals for the license period of July 1, 2021 through June 30, 2022.

Respectfully submitted by:

Berta A. Downs

Committee: Committee of the Whole & Common Council

Meeting Date: June 14 & 15, 2021



**CITY OF TOMAH**  
**NOTICE OF APPLICATION FOR RENEWAL BEER AND/OR LIQUOR LICENSES**  
**FOR THE LICENSE PERIOD OF: 7/1/2021 – 6/30/2022**

**The following have applied for "Class A" Liquor and Class "A" Fermented Malt Beverage Licenses in the City of Tomah:**

1. Tomah Mini Mart LLC at 215 W Clifton Street

**The following have applied for "Class A" Liquor License in the City of Tomah:**

1. Vino Anjo, LLC at 800 Superior Ave

**The following have applied for "Class B" Liquor and Class "B" Fermented Malt Beverage Licenses in the City of Tomah:**

1. American Legion Post 201 at 800 Wisconsin Ave
2. Vino Anjo, LLC at 800 Superior Ave

**The following have applied for a "Class C" Wine License in the City of Tomah:**

1. The Baker's Table at 233 N Superior Ave

Berta Downs, Deputy City Clerk, Tomah, WI

***Publish: Monroe County Herald – In-Line Single Column Legal Notice–Monday, June 7, 2021. Charge Account #8988 - City of Tomah. Please provide affidavit of publication. Thank you!***

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Renewal of “Indoor” and “Indoor/Outdoor” Cabaret Licenses for the Period of 7/1/2021 through 6/30/2022

**Summary and Background Information:**

(Appropriate Documentation Attached)

See attached list of Cabaret License renewal applications. All licenses are for the period July 1, 2021 to June 30, 2022.

**Fiscal Note:**

The City receives \$55.00 per Indoor Cabaret License and \$85.00 per Indoor/Outdoor Cabaret License. The revenue generated to the City of Tomah by issuance of these licenses is \$665.00.

**Recommendation:**

The license applications have been reviewed and completed. It is requested that the Committee of the Whole recommend the Common Council to approve the issuance of the cabaret license renewals for the license period of July 1, 2021 through June 30, 2022.

Respectfully submitted by:

Berta A. Downs

Committee: Committee of the Whole & Common Council

Meeting Date: June 14 & 15, 2021

**CITY OF TOMAH**  
**NOTICE OF APPLICATION FOR RENEWAL CABARET LICENSES**  
**FOR THE LICENSE PERIOD OF: 7/1/2021 – 6/30/2022**

**Indoor Cabaret License July 1, 2021 through June 30, 2022**

1. American Legion Post 201 at 800 Wisconsin Ave
2. Carlton LLC at 309 Superior Ave
3. T & J Hospitality LLC DBA Cran-Bear Pub at 319 Wittig Road
4. Il Zones, LLC DBA Strike Zone & Pizones at 208/210 Superior Ave
5. Kelsey's LLC at 201 Superior Ave
6. Knights of Columbus of Tomah Wisconsin Inc. at 202 E Juneau St
7. Kenneth Pierce DBA Smoke's Elbow Room Bar at 114 W Benton St
8. James Frandsen DBA Franny's at 1115 Superior Ave
9. Vino Anjo, LLC at 800 Superior Ave

**Indoor/Outdoor Cabaret License July 1, 2021 through June 30, 2022**

1. JVM Investments, LLC DBA Murray's on Main at 810 Superior Ave
2. Tomchadah Inc. DBA The Breakroom Sports Bar & Grill at 1121/1123 Superior Ave

Berta Downs, Deputy City Clerk, Tomah, WI

***Publish: Monroe County Herald – In-Line Single Column Legal Notice–Monday, June 7, 2021. Charge Account #8988 - City of Tomah. Please provide affidavit of publication. Thank you!***

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Special Beer & Wine Permit Application for Tomah Rotary Club for Rotary’s Rally for the Record on September 17 & 18, 2021

**Summary and Background Information:**

(Appropriate Documentation Attached)

Tomah Rotary 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 their “Rotary’s Rally for the Record” event being held at Recreation Park, 1625 Butts Avenue, on September 17 & 18, 2021. They are requesting to sell/consume beer and wine at all the buildings and grounds contained within Recreation Park.

**Fiscal Note:**

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

**Recommendation:**

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Special Beer and Wine License for the Tomah Rotary Club for their event on September 17 & 18, 2021 at Recreation Park.

Respectfully submitted by:

Berta A. Downs

Committee: Committee of the Whole & Common Council

Meeting Date: June 14 & 15, 2021

### Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 — 4-00069 PAID (WPK) Application Date: 6-8-2021  
 Town  Village  City of Tomah County of Monroe

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Friday, 9/17 and ending Sat, 9/18 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
  - Church
  - Lodge/Society
  - Veteran's Organization
  - Fair Association or Agricultural Society
  - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Tomah Rotary Club

(b) Address 833 Hollister Ave Tomah WI 54660  
(Street)  Town  Village  City

(c) Date organized Apr 1924

(d) If corporation, give date of incorporation Apr 1924

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:  
President Jeremy Hahn  
Vice President Pete Reichardt  
Secretary \_\_\_\_\_  
Treasurer Deb Reid

(g) Name and address of manager or person in charge of affair: Deb Reid - 833 Hollister Ave  
Tomah WI 54660

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number REC PARK

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

**3. Name of Event**

(a) List name of the event Rotary's Rally for the Record

(b) Dates of event Fri, 9/17 & Sat, 9/18

#### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Deb Reid  
(Signature / Date)

Tomah Rotary Club  
(Name of Organization)

Date Filed with Clerk 6-8-2021

Date Reported to Council or Board 6/14 & 6/15/2021

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



819 N Superior Ave  
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608.374.7420

*"The Gateway to Cranberry Country"*  
City Clerk Becki Weyer  
City Treasurer Molly Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

Item 11.

June 9, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Tomah Area Transit Rates & Fees

### Summary and Background Information:

Staff has received numerous complaints from residents regarding the transportation needs of riders and the delay in access to arrive on time to their destinations. The facts of the matter include: a reduction in local competition, COVID-19 federal restrictions with rider ship, and costs to riders. We believe the fees required by riders needs review and possible increases, and staff as well as the current contractor would like to discuss with the Council their input. If the Council believes rates should be increased, then a Public Hearing has to be held. We believe that the Seniors, disabled individuals, and Veterans' increase should go from \$2.75 to \$3.00 for the base rate and able-bodied individuals should go from \$3.00 to \$4.00 for their base rate. Both ridership categories have a mileage fee in addition to the base rate.

### Fiscal Note:

There is no fiscal responsibility increase in expense from the City, besides advertising for the Public Hearing.

### Recommendation:

City Administrator recommends to proceed with a public hearing to increase rates per ridership category.

### Decision Urgency:

There is no urgency and the decision can be delayed.

\_\_\_\_\_  
Department Director  
  
\_\_\_\_\_  
Bradley J. Hanson  
City Administrator

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
June 9 ,2021  
Date



819 Superior Ave  
Tomah, WI 54660  
608.374.7400

*"The Gateway to Cranberry Country"*  
City Clerk Becki Weyer  
City Treasurer Mollie Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

Item 12.

June 9, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Fire Extinguisher (FE) Annual Inspections Agreement

### Summary and Background Information:

Today the City currently has both providers of FE Inspections on site different days and times throughout the City. Having one provider will provide efficiency and savings with trip charges as the entire City FEs can be inspected in one day, any required FE maintenance or testing on their site can have multiple FEs with one trip charge, instead of multiple trip charges for these pressure and other needed tests. The City's Department Directors will be discussing this item at our DD Meeting on Tuesday morning, June 15, 2021, to discuss the best proposal and recommendation for Council consideration.

### Fiscal Note:

There should be no increase to that of a slight increase as we establish one provider for FE Inspections. The most savings should occur with trip charges from the selected provider.

### Recommendation:

The Department Directors will be meeting on Tuesday, June 15 and will be discussing the proposals to provide our recommendation.

### Decision Urgency:

There is no urgency with this decision.

\_\_\_\_\_  
Department Director  
  
\_\_\_\_\_  
Bradley J. Hanson  
City Administrator

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
June 9, 2021  
Date



**Fire Protection Specialists**  
 PO BOX 289  
 BangorWI54614  
 (608) 486-1120  
 Donna@fpsweb.net

|                       |            |
|-----------------------|------------|
| <b>ESTIMATE #</b>     | 49265386   |
| <b>DATE</b>           | 05/28/2021 |
| <b>PO #</b>           |            |
| <b>ESTIMATE TOTAL</b> | \$191.80   |

| <b>CUSTOMER</b>          |
|--------------------------|
| City of Tomah            |
| 3747400                  |
| slinehan@tomahonline.com |

| <b>SERVICE LOCATION</b>                          |
|--|
| 819 Superior Ave.<br>Tomah, WI, 54660<br>3747400 |
| slinehan@tomahonline.com                         |

| <b>SCOPE</b> | ABC Recharge Fire Extinguisher Maintenance<br>6/12 Year Fire Extinguisher Maintenance<br><br>Valid for all locations<br><br>2021-2023 Pricing |
|--------------|---|
|--------------|---|

| <b>Description</b>  | <b>Qty</b> | <b>Rate</b> | <b>Tax</b> | <b>Total</b> |
|---|------------|-------------|------------|--------------|
| <b>2.5ABCR</b><br>2.5 lb ABC Recharge. Includes: Valve Stem, O-Ring, and Service Collar.<br>\$13.00 - Service, \$2.00 Oring, \$2.00 Service Collar  | 1.00       | \$17.00     | 0.000%     | \$17.00      |
| <b>5ABCR</b><br>5 lb ABC Recharge. Includes: Valve Stem, O-Ring, and Service Collar.<br>\$16.00 - Service, \$2.00 Oring, \$2.00 Service Collar  | 1.00       | \$20.00     | 0.000%     | \$20.00      |
| <b>10ABCR</b><br>10 lb ABC Recharge. Includes: Valve Stem, O-Ring, and Service Collar.<br>\$20.00- Service, \$2.00 Oring, \$2.00 Service Collar   | 1.00       | \$24.00     | 0.000%     | \$24.00      |
| <b>20ABCR</b><br>20 lb ABC Recharge. Includes: Valve Stem, O-Ring, and Service Collar.<br>\$32.00 - Service, \$2.00 Oring, \$2.00 Service Collar  | 1.00       | \$36.00     | 0.000%     | \$36.00      |
| <b>ABCS</b><br>2.5 lb, 5 lb, 10 lb, 20 lb ABC/BC Extinguisher 6 Year Maintenance. Includes: Valve Stem, O-Ring, and Service Collar<br>\$16.00 - Service, \$8.00 Valve Stem, \$2.00 Oring, \$2.00 Service Collar | 1.00       | \$28.00     | 0.000%     | \$28.00      |
| <b>ABCH</b><br>2.5 lb, 5 lb, 10 lb, 20 lb ABC/BC Extinguisher Hydrostatic Test. Includes: Valve Stem, O-Ring, and   | 1.00       | \$33.00     | 0.000%     | \$33.00      |



Service Collar  
 \$21.00 - Service, \$8.00 Valve Stem, \$2.00 Oring,  
 \$2.00 Service Collar

|  |      |         |        |         |
|--|------|---------|--------|---------|
| <b>HMC</b><br>Hazard Material Charge                               | 1.00 | \$18.20 | 0.000% | \$18.20 |
| <b>FPSLC-EXT</b><br>Truck Charge - Scheduled Service Extinguishers | 1.00 | \$15.60 | 0.000% | \$15.60 |
| Exempt Sales Tax WI  |      |         | 0.000% | \$0.00  |

Installation Projects: 50% of total project due at acceptance or initiation of project. Remaining balance due within 30 days of finish date. Please review full Terms & Conditions attached.

Bulk orders: Bulk orders in excess of \$2,500 require 50% down payment, unless stated otherwise in FPS Service Agreement.

All Estimates & Invoices reflect a 4% cash discount. Credit card payments will be assessed a 4% processing fee.

**Estimate Total: \$191.80**

## **FIRE PROTECTION SPECIALISTS TERMS & CONDITIONS**

### **STANDARD PAYMENT TERMS:**

**Projects:** Customer acknowledges that the Fire Protection Specialist (FPS) requires a 50% deposit prior to the initiation of any project. The remaining balance is due in full within 30 days of project completion.

**Material orders:** Orders of \$2,500 or more require a 50% deposit and are due in full within 30 days of delivery.

**Reoccurring Services:** Customers approved by FPS for payment terms will receive a standard payment term of Net 15, unless otherwise stated in their Service or Maintenance Agreement.

**CANCELATION POLICY:** Orders may be canceled or returned only with FPS's written consent. Prevailing restocking & handling charges will be applied on all cancellations and returns, in addition to any transportation or freight costs. All goods must be returned in their original resalable condition. A restocking fee of not less than 25% of the purchase price of the product will be assessed for all returned items. Under no circumstance will returns be accepted for non-stocked or custom order products. Returns will not be honored unless covered by a signed credit authorization.

Estimates are valid for 60 days, unless stated differently on said estimate. After that time the estimate may be withdrawn or subject to revision.

**INSPECTION SERVICES:** The Customer understands and acknowledges that our service will indicate only if the equipment was mechanically functioning during the period of time in which our Service Technician was performing said services. The Customer further acknowledges that FPS does not imply or suggest that the equipment will extinguish all fires regardless of origin. Training on the proper use of this equipment is the responsibility of the owner. FPS makes multiple attempts to contact each customer prior to the due date of their annual inspection. It is the responsibility of the customer to communicate with FPS schedulers to ensure timely inspection. FPS does not take responsibility for any past due inspections.

**PRE-INSTALLATION POLICY:** All FPS projects require a Pre-installation Site Inspection (PSI). This inspection ensures that the installing party understands the FPS shop drawing and manufacturer's information data sheets. FPS trained technicians will conduct the inspection and require a sign-off by the installing party. If FPS is providing the installation through its own employees or a subcontractor, the PSI will become an internal procedure to FPS.

FPS does not supply or install the wiring necessary for system operations unless specifically stated in the estimate. Unless the installing party is a subcontractor of FPS, FPS is not responsible to solve any wiring problems only to assist in isolating the problem to a loop or pair of wires or conductors by using their troubleshooting training, methods and measures. The installing party is the party who warrants that the wiring is free from these types of problems as they are the party who provides and installs the wiring.

The best scheduling efforts are made by FPS. All projects have estimated time of completion. The owner and/or installing contractor must make their best efforts in communicating an accurate time of completion for the project. If a deadline is involved this must be clearly communicated to FPS. The owner and/or installing contractor must provide adequate time from installation to the deadline for FPS to complete the final tasks of final connections, testing, certifying and training. If FPS is not given the proper time to complete its tasks it will not be responsible for a timely completion.

Any code satisfaction should not be assumed by the purchase of any system from FPS. Projects are estimated using owner provided plans and specifications. Conditional approval and code satisfaction lies within the plan's approvals by Authorities Having Jurisdiction, City and State Codes, Federal Codes, etc. FPS only certifies that the equipment will operate within the manufacturer's guidelines. Any additional equipment required to satisfy AHJ or customer requests will incur additional charges.

FPS drawings must be strictly followed by the installing party. Any deviations from the drawings may result in the need for the re-wiring of a system by the installing party and at the installing party's expense. Best efforts are made in the PSI visit to assure that this does not happen.

The system being proposed has been estimated to include specific labor components that FPS is responsible for carrying out. The standard labor components are as follows: a) PSA b) final connections to the head end equipment c) programming of systems requiring such d) testing of the complete system with assistance if needed from the installing party e) certification of system requiring such f) owner training g) field drive connections (ONLY if specifically stated in the body of the estimate). These standard labor components have trip limits. If additional trips are required due to the installing party's lack of preparation, premature request for FPS to visit the site for final connections, or improper installation FPS may charge additional fees to cover the costs of

transportation and labor hours. Best efforts are made by FPS before visiting the site at the request of the installing party to unproductive trips from occurring.

System submittals being provided by FPS for projects designed by architects and/or engineers must have approvals from the architect and/or engineer. This is standard procedure for designed projects. These approvals must be forwarded to FPS for proper corrections and timely shipments and scheduling.

No shipment of product will be released until proper approvals are received by FPS. Rough in materials may be approved for shipment before approvals are received, if the request is first approved by FPS management.

A pre-lien notice may be sent to the project's management as standard operating procedure.

A minimal amount of project management time is allocated to standard projects. Complete project management is included only if indicated in the body of the Estimate. FPS expects that all parties involved take responsibility for their tasks during a project. It is expected by FPS that each project has an owner provided project manager. If this becomes an issue or if the owner and/or purchaser would like to pay for additional project management services, FPS will provide an estimate for the additional fees to provide the desired project management services.

FPS often brings extra equipment and supplies to each project to ensure delays do not occur due to overlooked or unexpected circumstances. As such, unless otherwise agreed to in advance, FPS owns all extra equipment and parts remaining at the completion of a project.

### **INDEMNIFICATION AND LIMITATION OF COMPANY'S LIABILITY**

**LIMITATION OF LIABILITY:** Customer acknowledges that the FPS is not an insurer of or against any potential or actual loss or damage to person or property, whether direct, incidental and/or consequential, that may occur in or at the premises. FPS's total liability to customer for damages for any claims, losses or damages arising out of or in any way related to any cause whatsoever in relation to this agreement, whether based in contract, tort (including where FPS is alleged to be negligent), strict liability, breach of warranty or other cause, shall not exceed \$1,000. Notwithstanding the foregoing sentence, under no circumstances shall FPS be liable for any damages for loss of use, interruption of business, lost profits, revenue or opportunity, claims of third parties or for injury to persons or property or for any other special, exemplary, incidental, indirect, punitive, consequential or other damages of any kind or nature (including those allegedly resulting from FPS's own negligence). If the FPS is found liable for any loss or damage due to its gross negligence, the FPS's liability shall not exceed \$7,500.00. This agreement is not a guarantee or warranty that the system will in all cases provide the level of protection for which it was originally intended, is free of all defects and deficiencies, and is in compliance with all applicable codes. Customer agrees that it has not retained FPS to make these assessments unless otherwise specifically indicated.

**LIMITATION OF LIABILITY FOR DUCT CLEANING:** In addition to the above terms found under the above section titled "Limitation of Liability," Customer acknowledges that it is Customer's responsibility to maintain its kitchen exhaust system. Customer expressly agrees FPS shall not be responsible for damages arising from a kitchen exhaust system that was not installed in a manner compliant with current applicable building codes, except in the event of FPS's sole negligence. Customer expressly acknowledges that unless agreed to in a signed written agreement specifically referencing an obligation to clean ventilation servicing a solid fuel cooking application, FPS shall not be responsible for cleaning solid fuel cooking ventilation, including charcoal, pizza ovens and smoker units. Customer further expressly acknowledges that unless agreed to in a signed written agreement specifically referencing appliance cleaning, Company shall not be responsible for cleaning kitchen appliances or areas surrounding such appliances that do not comprise the kitchen exhaust system. Unless specifically agreed in writing, FPS shall not be responsible for pitching or installation of access panels in a kitchen exhaust system. After Customer accepts cleaning performed by FPS, Customer's sole remedy shall be limited to FPS's re-cleaning of the filters, hood, duct or other item FPS identifies as being deficiently cleaned.

**LIMITATION OF LIABILITY FOR ANSUL SYSTEM INSPECTIONS:** In addition to the above terms found under the above section titled "Limitation of Liability," Customer acknowledges that FPS shall not be liable for any claims of improper and/or imperfect performance based on the failure of any system to function effectively due to causes beyond the control of FPS, such as wear and tear, tampering, changes to the protected areas, failure of Customer to authorize modifications or repairs or conduct required or recommended inspection/testing/maintenance, intentional and/or violent acts of third parties against Customer's employees, invitees, licensees, trespassers or others on the premises, and faulty design/installation by others.

**WARRANTY DISCLAIMER:** Except as provided in any specific warranty paragraphs, FPS makes no warranty of any kind, express or implied, including but not limited to, any warranty of merchantability or warranty of fitness for a particular purpose.

**INDEMNIFICATION:** Customer agrees to indemnify, hold harmless, defend, and release FPS from liability and shall reimburse the FPS for any liabilities, damages, losses or expenses (including reasonable attorneys' fees, expert fees and costs including litigation

costs), injuries, claims, suits, judgments, and causes of action incurred by FPS in connection with any claims, suits, judgments, or causes of action which relate to the products or services FPS provides. This indemnity includes claims brought by any third party, including, without limitation, Customer's insurance company, whether the claim arises under contract, warranty, tort (including where FPS is alleged to be negligent), or any other theory of liability. **This agreement to indemnify, hold harmless, release, and defend FPS from liability includes claims where Company is alleged to be negligent, solely negligent or partially negligent, in any way.**

**WAIVER OF SUBROGATION:** In case of any claim or loss, Customer agrees that it is responsible to maintain, and has sufficient insurance coverage to cover any potential claim or loss. Customer further agrees to look to its property and/or general liability insurance carrier for reimbursement. Customer and FPS mutually agree to release one another from any and all claims with respect to any loss covered by (or which should have been covered) the insurance coverages which were required and/or recommended that may be applicable to any property where FPS performs services and/or provides materials for FPS. For purposes of this Section, all deductibles shall be considered insured losses. They further mutually agree that their respective insurance companies shall have no right of subrogation against the other for any claim or loss, including but not limited to, of any nature arising out of or connected to FPS's actions or inactions (including its own negligence) in any way.

**CUSTOMER RESPONSIBILITIES:** Customer has a duty to disclose any facts to FPS that have any potential to affect its past, present, and/or future work in any way. This duty continues after the work is completed. Customer's failure to disclose any of these facts to FPS within two weeks of discovery of said facts constitutes estoppel and/or waiver of Customer's ability to bring any claims, losses or damages arising out of or in any way related to any cause whatsoever in relation to this agreement, whether based in contract, tort (including where FPS is alleged to be negligent), strict liability, breach of warranty or other cause. Customer shall be responsible for exercising due care in all regards, including but not limited to, cleaning, maintaining, and inspecting all duct and/or hood systems. If Customer contracts with FPS to provide maintenance, cleaning, and/or inspection of said duct and/or hood systems at certain time intervals, then Customer shall be responsible for exercising due care in all regards, including but not limited to, cleaning, maintaining, and inspecting all duct and/or hood systems in between these contracted-for intervals. Customer's failure to exercise due care in any regard constitutes estoppel and/or waiver of Customer's ability to bring any claims, losses or damages arising out of or in any way related to any cause whatsoever in relation to this agreement, whether based in contract, tort (including where FPS is alleged to be negligent), strict liability, breach of warranty or other cause. In the event that conditions occur which render the fire protection system inoperable or damaged, FPS expressly disclaims any responsibility for such conditions, and assumes no responsibility to investigate the cause, source or extent of such condition. Customer acknowledges this warning and acknowledges that under NFPA and other applicable codes and regulations, it is the responsibility of the customer to maintain its fire protection system. Failure to properly maintain such systems may lead to conditions that may render the fire protection system inoperable, or that damage to the system may result in injury, damage to property and loss of use.

**CONTRACTUAL LIMITATION PERIOD:** Customer expressly agrees that any claim, lawsuit, or cause of action, whether in contract, tort or other legal theory, relating in any way and/or arising out of FPS's services and/or materials provided to Customer, its subsidiaries and/or its insurers, must be filed no more than one (1) year from the date the alleged damage(s) occurs, that is the subject of the claim, lawsuit and/or cause of action. Customer expressly waives any statutory and/or common law limitation period to the contrary.

**LAW AND JURISDICTION:** This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of WI.

**SEVERABILITY:** If any provision of this Agreement is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Agreement shall remain operative and binding on the Parties.

**INTEGRATION:** This Agreement supersedes all prior agreements between the parties with respect to its subject matter and constitutes (along with the documents referred to in this Agreement) a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter.

**I, the undersigned, certify that I have read the above Terms & Conditions. I agree that I and any representatives of my company will comply with all requirements outlined in Contractor Terms & Conditions.**

|                          |   |
|--------------------------|---|
| <b>Acceptance:</b>       | <i>I have read the terms &amp; conditions above and agree to the scope of work outlined in this estimate.</i> |
| <b>Name &amp; Title:</b> |   |
| <b>Signature:</b>        |   |
| <b>Date:</b>             |   |



**Fire Protection Specialists**  
 PO BOX 289  
 BangorWI54614  
 (608) 486-1120  
 Donna@fpsweb.net

|                       |            |
|-----------------------|------------|
| <b>ESTIMATE #</b>     | 49262598   |
| <b>DATE</b>           | 05/28/2021 |
| <b>PO #</b>           |            |
| <b>ESTIMATE TOTAL</b> | \$673.50   |

| <b>CUSTOMER</b>                     |
|-------------------------------------|
| City of Tomah                       |
| 3747400<br>slinehan@tomahonline.com |

| <b>SERVICE LOCATION</b>  |
|--|
| 819 Superior Ave.<br>Tomah, WI, 54660<br>3747400<br>slinehan@tomahonline.com |

| <b>SCOPE</b> | Annual Extinguisher Inspection per NFPA 10<br>All Locations<br>2021-2023 Pricing |
|--------------|--|
|--------------|--|

| Description  | Qty    | Rate    | Tax    | Total    |
|--|--------|---------|--------|----------|
| <b>OSFEI 2021 Pricing</b><br>On site fire extinguisher inspection  | 153.00 | \$4.00  | 0.000% | \$612.00 |
| <b>FPSBRS</b><br>Building Report Documentation Fee (Per Device)    | 153.00 | \$0.30  | 0.000% | \$45.90  |
| <b>FPSLC-EXT</b><br>Truck Charge - Scheduled Service Extinguishers | 1.00   | \$15.60 | 0.000% | \$15.60  |
| Exempt Sales Tax WI  |        | 0.000%  |        | \$0.00   |

| Description  | Qty    | Rate    | Tax    | Total    |
|--|--------|---------|--------|----------|
| <b>OSFEI 2022 Pricing</b><br>On site fire extinguisher inspection  | 153.00 | \$4.00  | 0.000% | \$612.00 |
| <b>FPSBRS</b><br>Building Report Documentation Fee (Per Device)    | 153.00 | \$0.30  | 0.000% | \$45.90  |
| <b>FPSLC-EXT</b><br>Truck Charge - Scheduled Service Extinguishers | 1.00   | \$15.60 | 0.000% | \$15.60  |
| Exempt Sales Tax WI  |        | 0.000%  |        | \$0.00   |

| Description   | Qty    | Rate   | Tax    | Total    |
|---|--------|--------|--------|----------|
| <b>OSFEI 2023 Pricing</b><br>On site fire extinguisher inspection | 153.00 | \$4.00 | 0.000% | \$612.00 |
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|  |      |         |        |         |
|--|------|---------|--------|---------|
| <b>FPSLC-EXT</b>                               | 1.00 | \$15.60 | 0.000% | \$15.60 |
| Truck Charge - Scheduled Service Extinguishers |      |         |        |         |
| Exempt Sales Tax WI                            |      | 0.000%  |        | \$0.00  |

Installation Projects: 50% of total project due at acceptance or initiation of project. Remaining balance due within 30 days of finish date. Please review full Terms & Conditions attached.

Bulk orders: Bulk orders in excess of \$2,500 require 50% down payment, unless stated otherwise in FPS Service Agreement.

All Estimates & Invoices reflect a 4% cash discount. Credit card payments will be assessed a 4% processing fee.

**Estimate Total: \$673.50**

## **FIRE PROTECTION SPECIALISTS TERMS & CONDITIONS**

### **STANDARD PAYMENT TERMS:**

**Projects:** Customer acknowledges that the Fire Protection Specialist (FPS) requires a 50% deposit prior to the initiation of any project. The remaining balance is due in full within 30 days of project completion.

**Material orders:** Orders of \$2,500 or more require a 50% deposit and are due in full within 30 days of delivery.

**Reoccurring Services:** Customers approved by FPS for payment terms will receive a standard payment term of Net 15, unless otherwise stated in their Service or Maintenance Agreement.

**CANCELATION POLICY:** Orders may be canceled or returned only with FPS's written consent. Prevailing restocking & handling charges will be applied on all cancellations and returns, in addition to any transportation or freight costs. All goods must be returned in their original resalable condition. A restocking fee of not less than 25% of the purchase price of the product will be assessed for all returned items. Under no circumstance will returns be accepted for non-stocked or custom order products. Returns will not be honored unless covered by a signed credit authorization.

Estimates are valid for 60 days, unless stated differently on said estimate. After that time the estimate may be withdrawn or subject to revision.

**INSPECTION SERVICES:** The Customer understands and acknowledges that our service will indicate only if the equipment was mechanically functioning during the period of time in which our Service Technician was performing said services. The Customer further acknowledges that FPS does not imply or suggest that the equipment will extinguish all fires regardless of origin. Training on the proper use of this equipment is the responsibility of the owner. FPS makes multiple attempts to contact each customer prior to the due date of their annual inspection. It is the responsibility of the customer to communicate with FPS schedulers to ensure timely inspection. FPS does not take responsibility for any past due inspections.

**PRE-INSTALLATION POLICY:** All FPS projects require a Pre-installation Site Inspection (PSI). This inspection ensures that the installing party understands the FPS shop drawing and manufacture's information data sheets. FPS trained technicians will conduct the inspection and require a sign-off by the installing party. If FPS is providing the installation through its own employees or a subcontractor, the PSI will become an internal procedure to FPS.

FPS does not supply or install the wiring necessary for system operations unless specifically stated in the estimate. Unless the installing party is a subcontractor of FPS, FPS is not responsible to solve any wiring problems only to assist in isolating the problem to a loop or pair of wires or conductors by using their troubleshooting training, methods and measures. The installing party is the party who warrants that the wiring is free from these types of problems as they are the party who provides and installs the wiring.

The best scheduling efforts are made by FPS. All projects have estimated time of completion. The owner and/or installing contractor must make their best efforts in communicating an accurate time of completion for the project. If a deadline is involved this must be clearly communicated to FPS. The owner and/or installing contractor must provide adequate time from installation to the deadline for FPS to complete the final tasks of final connections, testing, certifying and training. If FPS is not given the proper time to complete its tasks it will not be responsible for a timely completion.

Any code satisfaction should not be assumed by the purchase of any system from FPS. Projects are estimated using owner provided plans and specifications. Conditional approval and code satisfaction lies within the plan's approvals by Authorities Having Jurisdiction, City and State Codes, Federal Codes, etc. FPS only certifies that the equipment will operate within the manufacture's guidelines. Any additional equipment required to satisfy AHJ or customer requests will incur additional charges.

FPS drawings must be strictly followed by the installing party. Any deviations from the drawings may result in the need for the re-wiring of a system by the installing party and at the installing party's expense. Best efforts are made in the PSI visit to assure that this does not happen.

The system being proposed has been estimated to include specific labor components that FPS is responsible for carrying out. The standard labor components are as follows: a) PSA b) final connections to the head end equipment c) programming of systems requiring such d) testing of the complete system with assistance if needed from the installing party e) certification of system requiring such f) owner training g) field drive connections (ONLY if specifically stated in the body of the estimate). These standard labor components have trip limits. If additional trips are required due to the installing party's lack of preparation, premature request for FPS to visit the site for final connections, or improper installation FPS may charge additional fees to cover the costs of

transportation and labor hours. Best efforts are made by FPS before visiting the site at the request of the installing party to unproductive trips from occurring.

System submittals being provided by FPS for projects designed by architects and/or engineers must have approvals from the architect and/or engineer. This is standard procedure for designed projects. These approvals must be forwarded to FPS for proper corrections and timely shipments and scheduling.

No shipment of product will be released until proper approvals are received by FPS. Rough in materials may be approved for shipment before approvals are received, if the request is first approved by FPS management.

A pre-lien notice may be sent to the project's management as standard operating procedure.

A minimal amount of project management time is allocated to standard projects. Complete project management is included only if indicated in the body of the Estimate. FPS expects that all parties involved take responsibility for their tasks during a project. It is expected by FPS that each project has an owner provided project manager. If this becomes an issue or if the owner and/or purchaser would like to pay for additional project management services, FPS will provide an estimate for the additional fees to provide the desired project management services.

FPS often brings extra equipment and supplies to each project to ensure delays do not occur due to overlooked or unexpected circumstances. As such, unless otherwise agreed to in advance, FPS owns all extra equipment and parts remaining at the completion of a project.

### **INDEMNIFICATION AND LIMITATION OF COMPANY'S LIABILITY**

**LIMITATION OF LIABILITY:** Customer acknowledges that the FPS is not an insurer of or against any potential or actual loss or damage to person or property, whether direct, incidental and/or consequential, that may occur in or at the premises. FPS's total liability to customer for damages for any claims, losses or damages arising out of or in any way related to any cause whatsoever in relation to this agreement, whether based in contract, tort (including where FPS is alleged to be negligent), strict liability, breach of warranty or other cause, shall not exceed \$1,000. Notwithstanding the foregoing sentence, under no circumstances shall FPS be liable for any damages for loss of use, interruption of business, lost profits, revenue or opportunity, claims of third parties or for injury to persons or property or for any other special, exemplary, incidental, indirect, punitive, consequential or other damages of any kind or nature (including those allegedly resulting from FPS's own negligence). If the FPS is found liable for any loss or damage due to its gross negligence, the FPS's liability shall not exceed \$7,500.00. This agreement is not a guarantee or warranty that the system will in all cases provide the level of protection for which it was originally intended, is free of all defects and deficiencies, and is in compliance with all applicable codes. Customer agrees that it has not retained FPS to make these assessments unless otherwise specifically indicated.

**LIMITATION OF LIABILITY FOR DUCT CLEANING:** In addition to the above terms found under the above section titled "Limitation of Liability," Customer acknowledges that it is Customer's responsibility to maintain its kitchen exhaust system. Customer expressly agrees FPS shall not be responsible for damages arising from a kitchen exhaust system that was not installed in a manner compliant with current applicable building codes, except in the event of FPS's sole negligence. Customer expressly acknowledges that unless agreed to in a signed written agreement specifically referencing an obligation to clean ventilation servicing a solid fuel cooking application, FPS shall not be responsible for cleaning solid fuel cooking ventilation, including charcoal, pizza ovens and smoker units. Customer further expressly acknowledges that unless agreed to in a signed written agreement specifically referencing appliance cleaning, Company shall not be responsible for cleaning kitchen appliances or areas surrounding such appliances that do not comprise the kitchen exhaust system. Unless specifically agreed in writing, FPS shall not be responsible for pitching or installation of access panels in a kitchen exhaust system. After Customer accepts cleaning performed by FPS, Customer's sole remedy shall be limited to FPS's re-cleaning of the filters, hood, duct or other item FPS identifies as being deficiently cleaned.

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costs), injuries, claims, suits, judgments, and causes of action incurred by FPS in connection with any claims, suits, judgments, or causes of action which relate to the products or services FPS provides. This indemnity includes claims brought by any third party, including, without limitation, Customer's insurance company, whether the claim arises under contract, warranty, tort (including where FPS is alleged to be negligent), or any other theory of liability. **This agreement to indemnify, hold harmless, release, and defend FPS from liability includes claims where Company is alleged to be negligent, solely negligent or partially negligent, in any way.**

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|                          |   |
|--------------------------|---|
| <b>Acceptance:</b>       | <i>I have read the terms &amp; conditions above and agree to the scope of work outlined in this estimate.</i> |
| <b>Name &amp; Title:</b> |   |
| <b>Signature:</b>        |   |
| <b>Date:</b>             |   |

# The Tools to Protect Your Buildings. The Expertise to Provide Peace of Mind.

## Installation/Service

- Fire Alarms
- Fire Sprinklers
- Fire Extinguishers
- Dry Chemical/CO2
- Clean Agent Systems
- Kitchen & Industrial Suppression Systems
- Industrial Fire Protection
- Rack Storage/ASRS
- Special Hazard Systems

## Inspection/Monitoring

- Fire Alarms
- Fire Sprinklers
- Fire Extinguishers
- Fire Safety/Extinguisher Training
- Special Hazard Systems
- Emergency & Exit Lighting
- Backflow Prevention

## Security Services

- Access Control
- CCTV Video Surveillance & Management Systems

## Summit Fire Consulting Services

- Means of Egress
- Smoke Management
- HazMat Analysis
- Oil Field Consulting
- Fire Sprinkler Design
- Fire Code Consulting
- Fire Alarm System Guidance
- Building Code Consulting
- Engineering Judgments

# A National Accounts Team with an Emphasis on You.

Summit National Accounts, a subsidiary of Summit Companies, offers national and regional fire and life safety services to our customers. Its local branches across the country and trusted vendor partners are ready to serve your business and ensure each of your sites across the country receive the same quality service for all your fire protection and life safety systems. Our approach is simple - we are industry experts that believe excellent customer service comes first.

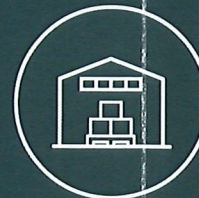
## Solutions for All End Markets



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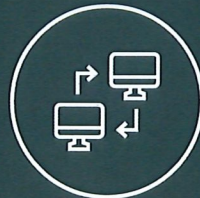
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Logistics



Healthcare



Education



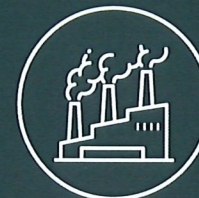
Data Center/  
Mission Critical



Residential/  
Multi-Family



Institutional/  
Govt.



Industrial

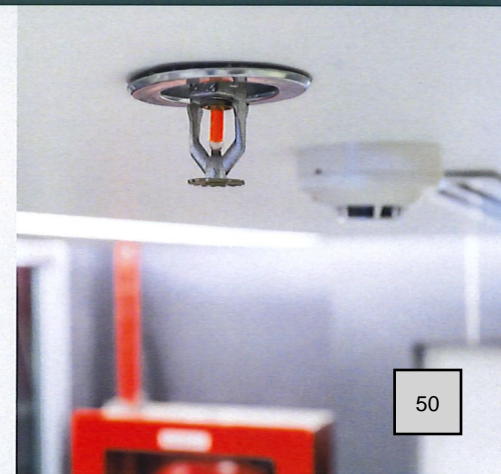


Oil & Gas



## Expertise You Can Count on Every Day.

Our team of experts takes pride in offering you complete fire protection, any time of day or night.



# Setting the Standard in Fire Protection.

Summit Fire Protection is your one source for all fire protection and life safety solutions. Our innovative team of experts takes pride in protecting you and your buildings from fire and intrusion. Our full suite of capabilities, including testing, inspecting, maintenance, design and installation offers complete and proactive care when you need it most. We remain committed to providing our customers with an unmatched level of service and care.



Fire • Life Safety • Consulting

## Together, We Lead the Way.

At Summit Fire Protection, we take pride in safeguarding our customers' most valuable assets. Our experience and capabilities create a complete solution for fire detection and suppression throughout our communities. From our local community-based branches to our national accounts team, we're built to serve you.



1602 Redfield Street  
La Crosse, WI 54601  
Tel: 608.785.7570 | Fax: 608.785.7012  
[SummitFire.com](http://SummitFire.com)



## Comprehensive Fire Protection and Life Safety Solutions

Your one solution for fire protection to keep you compliant, prepared and completely protected



Thursday, May 27, 2021

Mr. Bradley Hanson  
City Administrator  
819 Superior Avenue  
Tomah, WI. 54660

Re: Annual fire extinguisher maintenance

Thank you for the opportunity to quote on your fire extinguisher service. Your price for annual extinguisher service will be \$4.25 each. Trip charge \$25.00. We will provide a full report with locations upon completion. Service will be provided per your guidelines. We will guarantee these prices for a *three-year* period.

- 154 Fire Extinguishers
- All inspections completed in one day
- One trip charge for all sites
- Six-year maintenance will be completed on-site
- 12-year hydrostatic test will be completed at our location

We do offer a wide variety of fire protection and security services. Please let me know if you have any questions.

Best Regards,

David Wiggert  
Fire Suppression Manager  
608-785-7570

*[Faint handwritten scribbles]*



819 N Superior Ave  
Tomah, WI 54660  
608.374.7420

*"The Gateway to Cranberry Country"*  
City Clerk Becki Weyer  
City Treasurer Molly Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

Item 13.

June 9, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Emergency Services Building (ESB) Procurement Policy & Procurements

### Summary and Background Information:

During the United States Department of Agriculture (USDA) – Public Facilities (PF) grant process, CBS Squared reviewed the City’s Procurement Policy for engineering services. It is their professional recommendation that the City’s current professional services policy is inadequate and recommends the approval of the verbiage found on page 33 of the attached Finance Policy. Once the policy is updated, we need to ensure that the Common Council formally procures the firms to complete their appropriate steps in the ESB development.

### Fiscal Note:

The Archaeological Study is the only unapproved fiscal responsibility that has not been approved as of yet, and the recommended proposal by CBS Squared with TRC has a cost of \$4,845.00.

### Recommendation:

City Administrator recommends to approve the Procurement for Keller Builds, Inc. as the design and Project Manager, CBS Squared for the CDBG – PF grant application, and CBS Squared to complete the Archeological Study.

### Decision Urgency:

There is no urgency and the decision can, be delayed until the July Council meeting if necessary, but should not be delayed later as the decision by CDBG PF decision will be made in mid-August.

\_\_\_\_\_  
Tim Adler  
Department Director

\_\_\_\_\_  
June 9, 2021  
Date

\_\_\_\_\_  
Bradley J. Hanson  
City Administrator

\_\_\_\_\_  
June 9, 2021  
Date

# City of Tomah

## Purchasing – Budget – Accounting

A Framework for Financial Stability Guide Book  
Process, Practices, and Policies

Effective: **October 09, 2018**



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Wisconsin DOT Procurement and Contract Administration Manual

## **INTRODUCTION**

### **AUTHORITY, PURPOSE AND CONTENT**

This document repeals all other policies regarding Purchasing, Budgeting, and Accounting as prepared by the Treasury Department and adopted by the City of Tomah Common Council with the effective date of October 9, 2018.

City Administration shall review and update the policy manual on an annual basis. Any additions or modifications shall be presented to the Committee of the Whole and approved by the Common Council. Any modifications to this policy manual shall be noted with the date that it became effective.

The intent of this document is to provide purchasing, budgeting, and accounting guidance for accountability, consistency and standards of operational procedures and processes for all financial transactions. The Finance Department shall assist where further clarification is needed.

This guide book shall be used as a procedural framework for employees to make sound defensible decisions of the highest ethical standards.

This policy manual is a guide to procedures and policies and does not give anyone the authority to revise or manipulate the adopted budget. The adopted budget shall be adhered to as adopted by the City of Tomah Common Council.

The policies in this manual cannot provide for every possible financial transaction situation. The content is guidance in every day ordinary transactions. When out of the ordinary situations arise, the Treasury Department will determine the proper processing method to be used.

This document does not contain any confidential information.

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# 1- PURCHASING POLICY

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## 1.1 Definitions:

**Agreement** is a negotiated and usually legally enforceable understanding between two or more legally competent parties. An agreement typically documents the give-and-take of a negotiated settlement and a contract specifies the minimum acceptable standard of performance.

**Bid** is the written commitment of a vendor to furnish goods, materials and/or services or a combination thereof in specific quantities at a firm price.

**Bidder** is one who submits a bid in response to a Request for Bids, Quotes or Proposals.

**Certificate of Insurance** is a document describing the insurance policies maintained by an insured. It identifies the policy number, effective and expiration dates and name of the insurance company affording coverage. It generally acts as proof or evidence of insurance.

**Environmentally Preferable Products** are products that have a less harmful impact on human health and the environment when compared with competing products.

**Information Services (IS)** are those items that relate to computers, software, hardware, telephone or other technology-type equipment, services and supplies.

**Professional Services** are performed by independent contractors/consultants whose occupation is the rendering of such services. While not limited to licensed occupations, the services are considered "professional." Such professional services include, but are not limited to:

- Accounting and billing services
- Appraisal services
- Consulting services
- Information services studies
- Environmental studies
- Financial and operational audits
- Legal services (except witnesses/consultants retained for litigation)
- Personnel, job classification and benefit studies
- Training services
- Translation services

**Public Works** is any project for the construction, repair, remodeling or improvement of any public works building, infrastructure and grounds and/or the furnishing of supplies or material of any kind for such work.

**Purchase Order (PO)** is a written contract with a vendor that formalizes the terms and conditions of a proposed transaction.

**Quotation** is the written or verbal commitment of a vendor to furnish non-public works products or services in specific quantities at a firm price.

**Request for Bid (RFB)** is a structured purchasing process for public works projects used to determine source selection when price is the only factor. Contract is awarded to the lowest responsible bidder provided it meets the required specifications and is within budget.

**Request for Information (RFI)** is a method to collect information about the capabilities of various suppliers for comparative and budgeting purposes as well as help make decisions on whether to proceed with a RFP or RFQ.

**Request for Proposal (RFP)** is a method of purchasing when price is not the only factor and used when specifications and scope of services cannot be prepared to provide all prospective contractors with a complete and accurate description of the work to be performed. It is intended that the contractor will perform that work. Performance factors along with price are considered. Contract is awarded to the highest scoring vendor provided it meets the required specifications.

**Request for Quote (RFQ)** is a structured purchasing decision process used to determine source selection when price is the only factor. Contract is awarded to the vendor with the lowest price or highest proceeds quoted provided it meets the required specifications.

**Services** means the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term includes professional services.

**Sole Source** is when there is only one specific vendor that can provide the specific equipment, supplies or services requested.

**Specification** is any description of the necessary characteristics of a product, service, or item that must be met by prospective vendors. Specifications are developed jointly by the user department and Purchasing and shall not be written to limit competition.

**Vendor** refers to a company or firm that is a source of supply for goods and/or services.

**W-9** is an IRS form, also known as "Request for Taxpayer Identification Number and Certification", which is used to verify an entity's taxpayer identification number (TIN).

**1.2 General Departmental Purchasing Requirements:**

All purchasing activities shall be conducted in such a manner as to obtain the best possible price, quality and service for the City of Tomah.

Departments shall:

1. Ensure its employees are aware of the City of Tomah's purchasing policies and procedures.
2. Receive Department Head/Supervisor approval PRIOR to starting the purchasing process.

3. Ensure the necessary funding is available in their budget PRIOR to starting the purchasing process.
4. Obtain a W-9 for all new vendors except if it is a refund/reimbursement.
5. Ensure the City of Tomah does not pay sales tax for any goods or services within the State of Wisconsin.
6. Not reimburse sales tax paid for purchases within the State of Wisconsin.
7. Not lead vendors to believe they will be awarded a contract if information they provide is being used for budget or planning purposes only.
8. Have the Department Head/Supervisor review and approve all invoices and account lines being charged.
9. Negotiate terms and discounts for purchases.
10. Request a Certificate of Insurance from any vendor performing a service on any property owned by the City of Tomah.
11. Obtain proper Material/Safety data sheets where applicable.
12. Follow Federal, City and Wisconsin State Statutes regarding procurement for all projects. (see PURCHASING CATEGORIES)
13. Structure specifications for all requests so as not to limit competition.
14. Return to Finance Department any checks that are returned back to the city due to error, lack of need, undeliverable, etc.
15. Allow Accounts Payable checks to be mailed directly to the vendor, unless they are city employees or the department has a specific written request for needing the check back.

**1.3 Employee Reimbursements:**

Travel - Every employee reimbursement must be documented, along with attached original itemized receipts, nature of business, program allocation, and funding source (if applicable) before submitting for reimbursement.

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment – If an employee travels for work-related business, then the employee may be eligible for meal reimbursement for each full day of travel when engaged in approved travel. There are some restrictions as to how the allowance relates to breakfast and dinner. Breakfast is only subject to reimbursement if the employee is staying overnight the day before when traveling or leaves before 6:00 a.m. to travel. Dinner will not be covered unless the employee is not expected home before 7:00 pm.

The maximum expense for meals is as follows:

|           |                       |
|-----------|-----------------------|
| Breakfast | Up to \$10.00 per day |
| Lunch     | Up to \$15.00 per day |
| Dinner    | Up to \$20.00 per day |

The City does not reimburse employees for snacks or alcoholic beverages

Mileage – for the use of personal vehicles for City business is paid at the current IRS rate.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The City of Tomah is exempt from Sales Tax and Room Taxes when traveling within the State of Wisconsin. All employees shall obtain a Sales Tax Exemption Form (S-211) prior to incurring any travel expenses or purchasing any goods that would be subject to Wisconsin Sales Tax. Sales Tax Exemption Forms may be obtained from the Finance Department. The Sales Tax Exemption Form must be presented prior to purchasing to avoid paying sales tax.

Sales Tax paid by an employee will not be reimbursed. (exception for meals within per diem amounts)

**1.4 Vendor Relations:**

City of Tomah employees participating in purchasing activities shall give all qualified bidders equal consideration and assurance of an unbiased judgment in determining whether the vendor's goods or services meet the specifications put forth by the city in the solicitation process.

City of Tomah employees purchasing from vendors with a direct family or personal relationship shall take caution in doing so and document a competitive purchasing process. Family/personal relationships with vendors should be disclosed in writing to your supervisor to provide disclosure prior to any purchase.

City of Tomah employees are encouraged to buy local if possible.

**1.5 City-Wide Contracting**

Pre-approved City-wide Standard Contracts

Departments shall purchase standard products or services from contracts negotiated for City-wide use. Examples of such contracts may include office supplies, janitorial supplies, copy paper, copier maintenance, IT, etc.

**1.6 Disposal of Supplies and Equipment:**

Supplies or Equipment no longer serving a useful purpose shall be disposed by transferring the material to a department which might have a use, by public auction or in such manner considered to be in the best interest of the city.

**1.7 Purchasing Categories:**

The City of Tomah purchasing activities are divided into categories:

1. Purchases under \$5,000
2. Purchases over \$5,000
3. Public works purchases \$5,000-\$24,999
4. Public works purchases over \$25,000

Values are based on the total cost of an order, not individual items, and should include all incidental costs such as shipping, installation, training, etc. Separating or splitting purchases to remain within a specific category is strictly prohibited.

Details for each of the categories are described below:

1. Purchases under \$5,000

Purchases under \$5,000 may be procured by an employee authorized by the department head to purchase on behalf of that department in accordance with this policy. Quotes are encouraged and can be either verbal or written.

2. Purchases over \$5,000 (Non-Public Works)

Non-public works purchases over \$5,000 may be procured by an employee authorized by the department head to purchase on behalf of that department in accordance with this policy.

It is preferred by the City of Tomah to have documentation of two or more written competitive quotes unless it is from a sole source vendor.

3. Public Work Purchases \$5,000-\$24,999

Public works procurement process shall be in accordance with the Wisconsin State Statutes Chapter 62 regarding Public Works. It is preferred by the City of Tomah to have documentation of two or more written competitive quotes unless it is from a sole source vendor.

4. Public Work Purchases over \$25,000

Public works procurement process shall be facilitated via a RFB in accordance with the Wisconsin State Statutes Chapter 62 regarding Public Works. Award of the bid and vendor selection are required of the requesting department's standing committee and City of Tomah Common Council.

The City of Tomah may reject any and all bids, quotes or proposals for substantial noncompliance with the specifications or if price is higher than budgeted. A bid shall be awarded to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

**1.8 Major Equipment and Vehicle Policy**

The following procedure shall be used by all departments when purchasing any vehicle or major piece of equipment. The steps are as follows:

1. Funding for specific vehicle and equipment purchases are approved during the budget process by the Administrator, the Mayor, Committee of the Whole, and ultimately adopted by the full Common Council.
2. The department head is then responsible to inform the Standing Committee of the Common Council that they work with about the details of the impending vehicle/equipment purchase.
3. Standing Committee approves purchase.
4. When purchasing a piece of equipment costing \$10,000 - \$25,000, competitive quotes or bids must be taken. Competitive bids must be taken when purchasing any vehicle, or any other piece of equipment costing \$25,000 or more. The Committee of the Whole approval is required to waive the competitive bid process for specialized major equipment and vehicles.
5. Common Council approves successful bid and purchase.

**1.9 Exceptions:**

This policy shall NOT apply to:

Emergency purchases used to resolve an immediate threat to the health or safety of the public and/or employees. The department addressing the emergency situation shall procure the necessary products/services and submit a report of all emergency purchases and justification to the City Administrator within five (5) business days of the event.

Purchases based on a cooperative purchasing agreement established by one or more units of government. Cooperative purchasing may include, but are not limited to, joint or multi-party contracts between units of government or open-ended state, municipal, federal or other government contracts which are made available to the City of Tomah.



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**1.1-  
CREDIT CARD/P-(PURCHASE) CARD POLICY**

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**1.1.0 Introduction to Credit Card Policy:**

The City of Tomah will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Tomah may withdraw in the event of serious or repeated abuse. Any credit card the City of Tomah issues to an employee/department must be used for business purposes only and are intended to be used primarily for conferences, hotels, meals, and purchases where vendors do not provide purchase terms.

Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The City of Tomah will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the City of Tomah's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the City of Tomah. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Tomah's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Tomah. Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

**1.1.1 Clerk's Department Approval:**

The Clerk's Department approves the positions/departments with the ability to use a credit card issued by the City of Tomah.

The Clerk's Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.

**1.1.2 DEPARTMENTAL USAGE POLICY**

Cardholders approved to use a credit card shall:

- Have purchases authorized by a Department Head/Supervisor
- Only use the credit card for City of Tomah purchases
- Ensure that sales tax is not paid on all exempt purchases

- Follow the policy on Employee Reimbursements (refer to 1.3 of this manual)
- Cardholders are responsible for ensuring that they adhere to the Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes
- Report lost or stolen cards immediately to the Credit Card Company and report immediately to the Clerk and/or the Treasury Department.
- Upon resignation or termination of duties with the City of Tomah, reconcile all expenditures on his/her card account since the last Statement and surrender the card upon termination to appropriate staff or exit interviewer.

### **1.1.3 CREDIT CARD ACCOUNTING PROCESS**

Purchase receipts and invoices shall be turned in to Accounts Payable department within 5 working days. It is recommended to scan receipts and email to Accounts Payable. Monthly credit card statements will be received and opened by Accounts Payable. Accounts Payable will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card or shall be held responsible for any late payment fees incurred.

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## 2- ACCOUNTS PAYABLE PROCESS

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### 2.1 Overview

City of Tomah strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

It is the policy of the City of Tomah that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be supported by an approved purchase order where necessary and should be reviewed and approved by a Department Manager prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

### 2.2 Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a semi-monthly basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

It is the policy of City of Tomah that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

### 2.3 Preparation of an Invoice

Prior to any account payable being submitted for payment, the following shall be assembled. Each invoice shall contain the following documents:

1. Purchase Order (where appropriate)
2. Vendor invoice
3. Packing slip (where appropriate)
4. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
5. Any other supporting documentation deemed appropriate

### 2.4 Processing of Invoices

The following procedures shall be applied to each voucher package by the designated department employee:

1. Check the mathematical accuracy of the vendor invoice,
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order request form, packing slip, and receiving report,
3. Review the general ledger distribution that has been documented by each department using the Organization's current chart of accounts, and
4. Obtain the review and approval of the department director (or their designee) associated with the goods or services purchased.

Approvals by department directors indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding, and agreement to pay vendor in full. Approvals shall be documented with initials or signatures of the approving individual.

### **2.5 Payment Discounts**

To the extent practical, it is the City's policy to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

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## 3- BUDGET POLICY

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### 3.1 Definition of Fund Structure:

The City of Tomah uses fund accounting for its financial structure. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

Funds are the control structures that ensure that public monies are spent only for authorized purposes and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular governmental function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by the Governmental Accounting Standards Board (GASB).

For financial statement presentation purposes, the various funds of the City are grouped into the following fund types under three broad fund categories: governmental, proprietary, and fiduciary / agency.

#### *1 - Governmental Funds*

Governmental funds are those through which most municipal functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

The City's Governmental Funds are the General Fund, Special Revenue Funds, Debt Service Fund and Capital Project Funds.

The General Fund accounts for all financial resources except those required to be accounted for in another fund. The unassigned general fund balance is available to the City for any purpose provided it is expended or transferred according to the general laws of Wisconsin, and of the City of Tomah.

Special Revenue Funds are used to account for revenue from specific sources (other than major capital projects) which require separate accounting because of legal restrictions.

Debt Service Funds account for the accumulation of resources for and payment of general long-term obligations' principal and interest.

Capital Projects Funds account for financial resources to be used for acquisition of equipment and the construction of major capital facilities (other than those financed by proprietary funds), and to account for the financing of public improvements or services deemed to benefit specific properties on which assessments are levied.

**2 - Proprietary Funds**

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service.

Enterprise funds are used to account for operations that provide services which a fee is charged to external users for goods or services.

**3 - Fiduciary /Agency Funds**

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund is comprised of only the agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The City does not have to appropriate agency funds. Agency funds account for money a government holds in an agency capacity on behalf of another person or entity. Therefore a government has minimal discretion in spending this money.

**3.2 Capital Budgeting:**

Capital Projects include the acquisition of equipment and construction projects. Construction projects are defined as a study, engineering/design, and construction, or a combination of all three phases totaling \$5,000 or more having a useful life of at least five years. Equipment is defined as any equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually to be an equipment replacement/purchase eligible item.

The Capital Improvement Plan (CIP) is comprised of all current and anticipated long-term capital needs of the City. The ability to fund those projects will be based on the Financial Forecasting “Plan”. The “Plan” is a document updated by the City Administrator as needed. The CIP is a comprehensive resource of the City’s assets indicating useful life, entry price and depreciable value.

Projects will be funded by a combination of note proceeds, bond proceeds, grants, municipal capital lease financing, government loans, gifts, and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project.

**3.3 Budget Timeline Guide:**

- January            Carryover requests are due
- April-May        Budget priority setting and long-term capital planning
- June              Five-year capital and equipment plans submitted to City Administrator.
- July                Departments submit preliminary operational budgets to administration
- Aug/Sept        Administration prepares budget for Council

- October Council budget workshop review session
- November Council adopts the budget and sets the levy rate
- December Tax bills are generated

### 3.4 Budget Transfer

#### Policy: **BACKGROUND**

During the course of a fiscal year, departments often find it necessary to adjust their budget due to unanticipated savings or temporary shifting of departmental priorities. Because of the temporary (i.e., current fiscal year) basis of these adjustments, budget transfers are processed to affect the change. It is expected that department heads will make all permanent budget adjustments through the annual budget process.

In addition, funding for some activities are budgeted on a system-wide basis (contingencies, etc.) and allocated to the individual departments during the fiscal year. Budget transfers are also prepared for supplemental funding and/or spending authorized or approved by the Mayor, the Committee of the Whole, other Council Standing Committees and the Common Council

This policy applies to any changes made to the council adopted budget.

#### **POLICY**

Department Heads and Supervisors are responsible for monitoring their budgets. At a minimum, departments are to monitor their ability to be in balance by the end of each quarter and fiscal yearend. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department heads and supervisors are **not allowed to manipulate revenues and expenses to avoid budget overdrafts.**

If, during the course of the year, a department determines an expense account may be in overdraft status at the end of the fiscal year, that department should initiate the proper budget adjustment action according to the procedures outlined below. Requests for a budget transfer should be made at the time the department realizes it cannot achieve its objective for a given account.

Departments will fill out the Budget Transfer Request Form as provided by the Finance Department and present the completed form to the Finance Department to initiate the appropriate process. The document will be submitted to a department, committee or governing body contingent on the amount of the request (see below).

Budget transfers are bound by department. This allows for transfers between functions within departments, but restricts transfers between departments as well as different funds. In rare unforeseen circumstances, budget transfers or amendments between departments as well as different funds may occur upon approval by a two-thirds vote from Common Council. A class 1 notice of the change must be published after the change is made or the change is invalid.

Transfer approvals will be determined by the level of funds being requested for transfer.

- ❖ Level #1 - Less than \$2,500 – Treasurer or designee(s)
- ❖ Level #2 - \$2,500 – \$9,999 – Oversight Committee
- ❖ Level #3 - \$10,000 - \$24,999 – Oversight Committee and Treasurer
- ❖ Level #4 - \$25,000 & Up – Oversight Committee, Finance Committee and Common Council

All budget transfers will be processed by the Treasury Department. Budget status and transfer activity will be monitored by the Treasurer through the use of the City-Wide Financial Management System. The City Administrator, Mayor and the Common Council will monitor activity through monthly budget to actual reporting.

After respective approval and the transfer of data has been entered into the Financial Management System, the Budget Transfer Request Form will be sent to the department head and/or manager with the Finance Department's section completed to confirm the transfer or give feedback on a denial.

**Departments must review all transfers to ensure that resources have been distributed properly.**



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## ACCOUNTING POLICY

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### **4.1 Basis of Accounting:**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting, and proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

### **4.2 Service Charges and Regulatory Fees:**

The City of Tomah Common Council shall establish all service charges and fees at a level sufficient to cover the costs of services provided. It will also consider market rates and charges levied by other municipalities to establish comparable amounts. Fees and charges should be reviewed annually, and should be modified to allow growth at a rate that keeps pace with the costs of the provided service.

### **4.3 Accounts Receivable**

Training in the module is available from the Treasurer's Department and Procedural processes are drafted and available for use to all employees using the module.

Any invoice placed in the system shall not be reversed, adjusted or discounted by the department that initiated the invoice. The department shall request for their standing committee to recommend to the Common Council the bill be reversed or adjusted.

Exceptions would include: an error on the billing, usual and customary adjustments, wrong customer billed or any invoice that does not require a judgment whether it is a legitimate billing.

### **4.4 Accounts Receivable Delinquent Payments and Collections:**

The Finance Department is responsible for coordinating, tracking, monitoring and collecting all delinquent payments due to the City of Tomah.

The accounts receivable aging schedule for the City of Tomah to send a past due notices to overdue accounts are:

- 30 days past due shall receive a letter from the Treasurer's Department notifying them of a past due amount.
- 60-90 days past due accounts shall receive a letter from the Treasurer's Department notifying them of the past due amount and the available option to start a payment plan
- Over 90 days past due accounts shall receive a final notice letter regarding the account going to collection if not paid within 10 days of the letter.

- The Treasury Department is authorized to send accounts remaining delinquent after 100 days to a collection agency/TRIP or State Debt Collections.

**4.5 Cash Receipts/Cash Handling**

Any department taking in cash/check/credit card transactions must report and cash handle deliverables on a timely basis. Each department has unique situations and as such timely means something different. Therefore, the minimum deposit requirements for departments are at least weekly.

Departments shall:

- Contact the Treasury Department to assist in the deposit process if unsure how to account for the monies.
- Immediately receipt all funds collected
- Deposit all receipts intact with the City Treasurer’s Office. This means receipts shall be deposited in receipt number order.

**4.6 Payments from Accounts with Non-Sufficient Funds:**

If payment is submitted to the City of Tomah from a bank account with non-sufficient funds, the City Treasurer/Deputy Treasurer shall notify the issuer for recovery of the amount plus an administrative/service/bank fee of \$25. This fee is to recover costs associated with the NSF payment.

The City Treasurer/Deputy Treasurer, for all non-tax payment transactions, when notified of a NSF, shall immediately reverse the receipt and send the debtor a letter of notification that the debt is not paid. Upon repayment the debt shall be processed through cash receipting. Repayment deadline of a tax payment that is NSF shall be determined by the installment due dates taking consideration for the grace period. If not repaid by a deadline, the City Clerk shall reverse the payment in the tax system and mark the tax parcel delinquent if applicable.

**4.7 Bank/Cash Reconciliation**

The Treasury Department is responsible for balancing cash and all bank statements monthly. This shall be done no later than the 20<sup>th</sup> of the following month. Any discrepancies, errors and adjustments shall be made and departments affected shall be notified as to the issue to assist in future accuracy.

The Treasurer is responsible for the cash flow availability with movement of monies between accounts for positive impact of the City of Tomah’s resources.

**4.8 Unassigned General Fund Balance Policy**

To maintain the City of Tomah’s credit rating and meet seasonal cash flow shortfalls, the Budget shall provide for anticipated Unassigned General Fund Balance be 25% and of the annual General Fund expenditures.

Should the Unassigned General Fund Balance fall below 25% of General Fund expenditures a plan for regaining compliance with the policy shall be submitted to the City Council via the Committee of the Whole.

In the event the Unassigned General Fund Balance is above 25%, the difference must be used for capital

expenditures which do not increase ongoing City costs.

**4.9 Asset Capitalization Policy**

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the city’s annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets.

**4.9.1 Capitalization Threshold**

Capital assets may be acquired through purchase, self-construction, or donation. The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. Donated or contributed assets are recorded at fair market value as of the date the asset is acquired. The cost of self-constructed assets will include all costs of construction.

Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets.

| Class of Asset          | Examples of Costs to be Capitalized  | Capitalization      |
|-------------------------|--|---------------------|
| Land                    | Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements | Capitalize all land |
| Machinery and equipment | Purchase price, freight charges, assembly, installation  | \$5,000             |
| Land Improvements       | Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls   | \$5,000             |
| Buildings               | Materials, labor, design costs, site excavation, purchase price  | \$5,000             |
| Building Improvements   | Component units when separately replaced. Major renovation or alterations of original building.                                  | \$5,000             |
| Intangible assets       | Software, land use rights, patents, copyrights, trademarks   | \$25,000            |
| Infrastructure          | See Attachment A of Examples   | \$25,000            |

- a. Capital assets having values of \$250 to \$5,000 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets.
- b. Value estimates of capital assets required to be reported, but for which no historical documentation is available due to past accounting practices, shall be reviewed by the City auditor in accordance with GASB requirements.
- c. A listing of capital assets is to be kept, annually reconciled and reported in the annual financial statements.

**4.9.2 Useful Lives**

Consider the following when determining the useful life of an asset:

- The length of time these assets have historically lasted
- Anticipated changes in technology
- Specific asset use
- Maintenance practices – among City departments, similar assets may be assigned different useful lives, depending on asset use and maintenance

Capital Assets – General Guidance

- Buildings 30-50 years
- Building Improvements 15-50 years
- Machinery and equipment 3-20 years
- Land improvements 15 – 30 years
- Intangible assets 2 – 100 years

Infrastructure Assets – Specific Guidance

- Asphalt 20 years
- Curb & Gutter 30 years
- Concrete 30 years
- Sidewalks 30 years
- Bridges 50 years

**4.9.3 Salvage Value**

The salvage value of capital assets is estimated to be immaterial to the financial statements. Therefore, generally the City will not record salvage value on capital assets.

**4.9.4 Disposition of Assets**

Fixed assets may be disposed of due to sale, obsolescence, loss, destruction, or replacement. Upon disposal of an asset, the capital asset records will be relieved of the cost and related depreciation.

**4.9.5 Depreciation Method**

The straight-line depreciation method will be used for all capital assets. The capital asset software program used by the City allows for depreciation to be calculated on an individual asset basis. In addition, depreciation will be calculated in the year of addition based on one half year’s depreciation regardless of when in the year the asset was put into use.

Infrastructure assets will be depreciated on the straight-line method on an annual basis. Assets will be depreciated on an individual segment basis, when possible, or a composite method when determined to be more reasonable.

**4.9.6 Works of Art and Historical Treasures**

Works of art and historical treasures purchased by or donated to the City should be reported at their historical cost or estimated fair value at date of donation.

Attachment A – Infrastructure Capitalization Guidance

| <b><u>Infrastructure</u></b>       | <b><u>Examples of Costs to be Capitalized</u></b>             | <b><u>Examples of Costs to be Expensed</u></b>  |
|------------------------------------|---|---|
| <b>Streets, Curb, &amp; Gutter</b> | New construction, partial reconstruction, full reconstruction | Crack filling, sweeping, patching, seal coating, pavement rehabilitation, pavement recycling, overlay |
| <b>Bridges</b>                     | New construction, partial reconstruction, full reconstruction | Crack filling, patching   |
| <b>Storm Sewers</b>                | New construction, partial reconstruction, full reconstruction | Storm sewer repairs   |
| <b>Sidewalks</b>                   | New construction, partial reconstruction, full reconstruction | Spot replacements   |
| <b>Dams</b>                        | New construction, partial reconstruction, full reconstruction | Spot repairs, maintenance   |

**4.10 Debt Management Policy**

The City of Tomah shall, as a matter of policy, conduct its finances so that the amount of direct, non- self-supporting, unlimited tax general obligation debt outstanding at any time that is subject to approval by the City Council does not exceed 75% of the city’s legal debt margin capacity which is calculated at 5% of the city’s total equalized valuation.

The city’s general obligation public improvement bond issues should be structured such that, on average, the life is less than 15 years.

When the city finances capital projects by issuing bonds, it will pay back the related debt within a period not to exceed useful life of the projects.

The city will promote effective communications regarding its financial conditions with bond rating agencies and others in the marketplace based on full disclosure.

The city will regularly evaluate its adherence to the debt policy.

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**5-**  
**INVESTMENT POLICY**

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**5.1 Governing Authority**

Legality – The investment program shall be operated in conformance with federal, state and other legal requirements, including Wisconsin Statute §66.0603.

**5.2 Scope**

This policy applies to the investment of all funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds. The City of Tomah will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

**5.3 General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City of Tomah will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section 7 of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and adviser with which the City of Tomah will do business in accordance with Section 5.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City of Tomah will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter term securities, money market funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see Section 8)

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer the same date liquidity for short term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. Local Considerations

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the state. The City of Tomah may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

**5.4 Standards of Care**

1. Prudence

The standard of care to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from the expectations

are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances when prevailing, which the persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Tomah.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director/Treasurer and City Administrator, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers.

**5.5 Safekeeping and Custody**

Securities will be held by a (centralized) independent third party custodian selected by the entity as evidenced by safekeeping receipts in the City of Tomah’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

**5.6 Internal Controls**

The finance director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Tomah are protected from losses, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefit requires estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority and review from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities.
- Clear delegation of authority to subordinate staff members.



- Written confirmation of transactions for investment and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodians.

## 5.7 Suitable and Authorized Investments

### 1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of Deposit and other evidences of deposit at financial institutions;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1 or D-1 or higher) by a nationally recognized rating agency;
- Bonds, notes, debentures or other evidences of indebtedness issued or guaranteed by a corporation which are, at the time of purchase, rated by any Rating Agency in any of the three highest rating categories (without regard to any refinement or gradation of rating category by numerical modifier or otherwise);
- Investment-grade obligations of state provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money Market mutual funds regulated by the Security and Exchange Commission and whose portfolios consist only of dollar denominated securities; and
- Local government investment pool either state administered or developed through joint powers statutes and other intergovernmental agreement legislation.

### 2. Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

**5.8 Investment Parameters**

1. Diversification

The City of Tomah will minimize concentration of credit risk, the risk of loss attributed to the magnitude of a government's investment in a single issuer, by diversifying the portfolio so that reliance on any one issuer or broker/dealer will not place an undue financial burden on the City of Tomah. Accordingly, the permitted concentrations of investments, as a percentage of the portfolio and per individual issuer, are as follows:

- U.S. Treasury Obligations: 0-100 percent.
- State or Municipal Debt Obligations: 0-50 percent, 0-10 percent per issuer.
- U.S. Sponsored Agencies: 0-70 percent, 0-10 percent per issuer.
- Certificates of Deposit: 0-10 percent, not to exceed applicable FDIC coverage per institution.
- Corporate Notes/Bonds: 0-70 percent, 0-10 percent per issuer.
- Cash and cash equivalents (savings and money market accounts): 0-100 percent, not to exceed applicable FDIC coverage unless covered by a collateralization agreement or bond(s).

2. Maximum Maturities

To the extent possible, the City of Tomah shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Tomah will not directly invest in securities maturing more than seven (7) years from the date of purchase or in accordance with state and local statutes and ordinances. The City of Tomah shall adopt weighted average maturity limitations (which range from 90 days to 7 years), consistent with the investment type objectives.

Reserve funds and other funds with longer term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as the local government investment pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

**5.9 Reporting**

1. Methods

The finance director shall prepare a detailed investment report monthly. The investment report will be prepared in a manner, which will allow the City of Tomah to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the finance committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period
- Average weighted yield to maturity of portfolio on investments.
- Listing of investment by maturity date.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Mark to Market

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

**5.10 Policy Considerations**

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

**5.11 Approval of Investment Policy**

The investment policy shall be formally approved and adopted by the city council and may be reviewed as deemed appropriate.

**5.12 Supporting Documentation**

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances;
- Investment Procedures and Internal Controls;
- Glossary;
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used;
- Safekeeping agreements;
- Wire transfer agreements;
- Sample investment reports;
- Methodology for calculating rate of return;
- GFOA Recommended Policies.

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## 6- INTERNAL CONTROLS

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### 6.1 Definition of Internal Control

Internal control is a process that is developed by the municipality to provide reasonable assurance that the following categories of objectives will be achieved:

- the municipality's financial reporting will be reliable;
- the municipality will be operated effectively and efficiently; and
- the municipality will comply with applicable laws, regulations, contracts and grant agreements.

A good internal control structure is essential to providing reasonable assurance that the City of Tomah is achieving their objectives. Such objectives include, but are not limited to, utilizing public resources in compliance with laws, regulations and budgetary limitations. An adequate control structure will provide information that helps detect errors and fraud, and provides reasonable assurance that financial reports are accurate. It will limit the opportunity for theft or unauthorized use of assets, including cash, inventory and capital assets.

These Internal Controls establish guidance related to internal control and compliance for management within the City of Tomah. Developing an adequate internal control system requires continual analysis and modification to address changing circumstances. Management should identify and address additional objectives that are relevant to their operations.

These objectives are often stated as goals and should address all significant activities of the City of Tomah. There is the need to identify these activities and place relevant risks and related control procedures to them.

The framework for a comprehensive control plan is within these five essential components:

1. Control environment
2. Risk assessment
3. Control Activity
4. Information and communication
5. Monitoring

These five components must operate together to have effective internal control.

### 6.2 Control Environment

The control environment is the foundation for all the other components. It "sets the tone at the top". That is, if management (the Administrator, Mayor, Council, Department Heads) views internal control as important, the rest of the organization will likely follow that same path. Control environment factors include integrity, ethical values, management's philosophy and operating style, organizational structure, assignment of authority and responsibility, and human resource policies and practices.

The control environment involves more than setting standards, policies, and structures; it involves communicating and enforcing those standards, policies and structures.

**6.3 Risk Assessment**

Municipal officials should have processes in place to identify potential risks due to changing circumstances. Technological developments, employee turnover, new programs, new accounting standards, new laws and regulations, economic growth and decline, and many other factors impact the adequacy of a municipality’s internal control structure.

Municipal officials need to consider the potential for fraud in assessing the various types, assessing incentive, pressures and opportunities. Each will present different risks that must be identified and analyzed for its significance and each risk needs a determination of the level for response.

Operations –

- Ensure that the municipality’s resources are adequately safeguarded
- Provide taxpayer services efficiently and effectively
- Consider tolerances for risk
- Provide for the long-term stability of the municipality
- Provide a stable and rewarding environment for employees

Financial Reporting –

- Provide timely internal financial reports and schedules for evaluating operations
- Provide timely external financial and non-financial reporting
- Issue timely financial reports that comply with generally accepted accounting principles and the additional requirements of GASB (Government Accounting Standards Board)
- Provide an Internal Audit Report regarding security status of municipal resources

Compliance–

- Comply with all relevant laws, regulations, contracts and grant agreements

**6.4 Control Activities**

Control activities are management’s specific policies and procedures that help ensure that the risks related to achieving management’s objectives are addressed.

Management should at a minimum:

- Develop an employee manual that addresses management’s expectations regarding business practices and ethical behavior (includes pay scales, promotions, dress code, probationary period, evaluations, conflict of interest issues, etc.); job skills requirements (job descriptions, lines of authority and responsibility, certifications, education, training, etc.); employee benefits (leave, flex plans, health insurance, pension, PTO, etc.); disciplinary policies and procedures
- Establish a simple and flexible organizational plan that clearly places responsibility for specific activities upon specified individuals/job titles. Control over the accounting function should be centralized under one official who is responsible for all recordkeeping and reporting and who has

the authority to supervise the entire financial operation. Centralizing the accounting function does not eliminate the approval and custodial functions. It allows for consistent application of accounting rules and a general overall review of all activities of the municipality.

- Separate duties of employees so that no one person has control over a complete transaction from beginning to end. Work flow should be established so that one employee’s work is automatically verified by another employee working independently. When possible, different persons should be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures, to prevent manipulation of records and minimize the possibility of collusion. When adequate segregation of duties is not possible, management oversight should be increased to provide reasonable assurance that errors, irregularities or fraud are prevented or detected and corrected in a timely manner. Such oversight would include, but not be limited to, the review of bank statements, cash receipts and cash disbursements summaries as well as the related supporting documentation, and analysis of monthly reports.
- Maintain record retention to substantiate transactions.
- Should ensure that qualified individuals are hired and that appropriate training is provided.
- Establish IT controls for information processing a)security b)passwords c)change management d)numerical sequences of transactions and checks
- Use tangible and intangible safeguards to secure the organization’s resources. Tangible being: cameras, locks, barriers; Intangible being: collateral/insurance on financial resources, institutional knowledge.

**6.5 Information and Communication**

Information and communication systems should provide reliable reports for both internal and external purposes. The means of communicating information within the organization will significantly impact whether objectives are achieved.

**6.6 Monitoring**

Monitoring the internal control system provides assurance to management that: policies and procedures are being followed; information is being communicated accurately and timely; and, risks are being identified and appropriately addressed. In addition, it ensures that internal control continues to operate effectively, since processes, goals, and circumstances are not static and changes in those areas will necessitate changes in internal control.

During the annual external audit, performed by a Certified Public Accounting Firm, internal controls shall also be analyzed and measured for their effectiveness throughout the organization. They shall issue a report on internal controls and compliance, offering information regarding laws and regulations and internal controls related to financial reporting.

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**FEDERAL AWARDS**

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**7.1 Charging of Costs to Federal Awards**

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

**7.2 Criteria for Allowability**

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
  - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
  - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
  - c. Whether the individuals concerned acted with prudence in the circumstances;
  - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
  - a. The cost is incurred specifically for a federal award;
  - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
  - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.

8. The cost must be adequately documented.

**7.3 Personnel and Fringe Benefit Costs**

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Tomah’s written employment compensation and benefits manual.

**7.4 Procurement**

The City of Tomah will adhere to all Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used, WisDOT Procurement Manual attached in the appendix.

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ADD:

Professional Services will be selected through a process that includes department heads making an initial evaluation and then interviewing the firm with the City Administrator. The scope and fee will then be negotiated with the firm in the form of a contract. The City Council will approve all professional services contracts.

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## 8- RECORD RETENTION

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### 8.1 Record Retention

The City of Tomah's policy is to retain records as required by Wisconsin statutes and city ordinance 3.10.

### 8.2 Financial Records

Officers may destroy the following nonutility records under their jurisdiction after the completion of an audit by State auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bonds and coupons after maturity.
- (c) Cancelled checks, duplicates and check stubs.
- (d) License and permit applications, stubs and duplicates.
- (e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt forms.
- (g) Special assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

### 8.3 Utility Records

Officers may destroy the following records of municipal utilities subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Water, sewer, electrical stubs and receipts of current billings.
- (b) Customers' ledgers.
- (c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- (d) Other utility records after 7 years with the written approval of the State Public Service Commission.

### 8.4 Other Records

Officers may destroy the following records, but not less than 7 years after the record was effective:

- (a) Board of Review minutes.
- (b) Contracts and papers relating thereto.
- (c) Financial reports other than annual financial reports.
- (d) Justice dockets.
- (e) Oaths of office.
- (f) Reports of boards, commissions, committees and officials duplicated in the official minutes.

**8.5 Notice Required**

Prior to the *destruction* of any public record described above, at least 60 days notice shall be given the State Historical Society.

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## APPENDIX

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WisDOT Procurement Manual – For the current version see

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>





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June 4, 2021

Kristi Lentz  
CBS Squared, Inc.  
770 Technology Way, Suite 1A  
Chippewa Falls, WI 54729

Subject: Phase I Archaeological Survey of Property in Tomah, Wisconsin.  
TRC Proposal No. 446597.9990.0000

Dear Ms. Lentz:

This letter presents TRC's proposal to conduct support services requested by you via email on May 25, 2021. TRC understands that the City of Tomah is proposing to construct an Emergency Services Building at 815 N Superior Ave. in Tomah, WI. Funding for construction will be through a CDBG and the USDA. The scope of work for this proposal includes a Phase I Archaeological Survey of an approximately seven acres parcel of land at the address provided.

We are pleased to offer this assistance to you. Please contact Al Van Dyke at (262) 878-9960 if you would like to discuss any aspect of our proposal.

Sincerely,

TRC Environmental Corporation

Al Van Dyke  
Principal Archaeologist – Midwest

Attachments: Attachment 1 – Proposal  
Attachment 2 – Work Authorization  
Attachment 3 – Rate Schedule  
Attachment 4 – TRC Standard Terms and Conditions

**Attachment 1  
Proposal**

## Proposal – Phase I Archeological Survey

### Background

TRC understands that the City of Tomah, Wisconsin is proposing to construct an Emergency Services Building at 815 N Superior Ave. in Tomah, Wisconsin. The work will be conducted on an approximately seven acres parcel of land that is now a horse pasture. Archaeological site 47MO165 is adjacent to the property.

### Proposed Scope of Services

TRC proposes the following tasks.

#### Task 1 – Literature and Archives Research

Task 1 is to gather background information on known cultural resources on or adjacent to the Project Area (PA). The background research will include examination of the following sources:

- The Wisconsin Historic Preservation Database (WHPD),
- Published and on-line information on archaeological surveys in the area, and
- Old maps, aerial photos, and other information available at the Wisconsin Historical Society (WHS) Archives Division.

As part of this task, we will assist as needed in any required consultation with the State Historic Preservation Office (SHPO), the Office of the State Archaeologist (OSA), or other agencies.

#### Task 2 – Phase I Archaeological Survey

The Phase I Archaeological Survey will follow guidelines outlined in the 2012 Guide for Public Archaeology in Wisconsin (*Guide*). TRC will use two survey techniques: surface collection and subsurface shovel testing where the ground surface is obscured within the PA. Since the parcel is described as horse pasture, most of the work will require shovel testing.

Surface collection involves walking intervals separated by 5-meters or less in fields with greater than 30 percent surface visibility. Systematic shovel testing is used in areas that do not have at least 30 percent ground surface visibility. Shovel tests are excavated at 15-meter intervals across any part of the PA that is not suitable for surface collection. Excavated soil is screened through ¼-inch mesh hardware cloth and examined for artifacts. Shovel tests are about 35 centimeters (cm) in diameter and are excavated to below culturally sterile soil, typically from 35-50 cm below surface. Additional shovel tests will be dug in compass directions from any artifact find spot at 5-meter intervals as needed. One shovel test will be excavated within surface collected areas where artifacts are encountered.

Field notes will characterize soils and soil stratigraphy for defined coverage areas, and to describe any artifacts found in the PA. Archaeological sites that are identified will be photographed and the location mapped using a sub-meter GPS unit. Standard forms will be used to document the site and landscape. Archaeological site data will be entered and uploaded to the WHPD for sites identified during the survey, and updates to existing site files will be completed for any archaeological site previously reported in the PA, as needed. Photographs will be taken of the general PA as well.

### **Task 3 – Analysis and Reporting**

The results of the Phase I archaeological field survey will be summarized in a report that meets SHPO recommended *Guide*. The report will serve as the basis for comment by the SHPO on the adequacy of the Phase I field survey and the need for additional work (if any). It is expected that the Phase I cultural resources report and voluntary avoidance measures will be sufficient to illustrate that the PA will not adversely affect listed cultural resources sites and no supplemental permitting or consultation will be needed. However, limited permitting support is included in the scope.

### **Deliverables**

- One electronic draft and final Phase I archaeological survey report.

### **Assumptions**

- No changes to the PA will occur after the field crew mobilizes for the Phase I archaeological survey. Any changes to the PA resulting from design changes by others may require additional field time.
- TRC will collect GPS data for identified cultural resources.
- This proposal does not include a geomorphological assessment or deep testing, Phase II NRHP testing, or Phase III Data Recovery.
- TRC assumes 95 percent of the APE will require shovel testing, while the remaining 5 percent will require surface collection.
- TRC assumes Phase I archaeological survey can be completed by a crew of two in one 12-hour day.
- TRC assumes the identification of up to one archaeological site with no more than 20 artifacts recovered. If more sites are discovered, or if the artifact density is greater, additional budget may be needed to complete the survey.
- TRC assumes that the property is owned by the City and that access will not be a problem. If the property is owned by the City, TRC will apply for a Field Archaeology Permit from the OSA.
- TRC assumes one consolidated set of comments/revisions from the City.



- TRC assumes that one electronic copy of both the draft and final report will be submitted to the Client.

### **Schedule**

- This work can begin when the signed Work Authorization form is returned to TRC.

### **Budget**

TRC proposes to perform the Scope of Services on a time and materials basis in accordance with rates included in Attachment 3. The total Proposal Budget, as described in the Scope of Services above, is \$4,845.00.

### **Basis for Payment**

TRC will submit invoices monthly in accordance with the billing rates that are in effect when the work is performed.

### **Terms of Contract**

A Work Authorization is included for execution in Attachment 2. TRC proposes to perform the Scope of Services under the terms and conditions included in Attachment 4.



**Attachment 2  
Work Authorization**

# Acceptance of TRC Proposal No. 435336.9990

The signature below, by a duly authorized representative of City of Tomah, indicates acceptance of the above referenced proposal without exception. Acceptance is limited to the terms stated in this Agreement, and any additional or different terms are rejected unless expressly agreed to in writing by TRC.

Approved and accepted as of the date shown below

TRC Environmental Corporation

City of Tomah, Wisconsin

By:

*Allen P. Van Dyke*  
\_\_\_\_\_  
Signature

By:

\_\_\_\_\_  
Signature

Allen P. Van Dyke

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Project Manager, Principal Archaeologist –  
Midwest

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

June 4, 2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Attachment 3  
Rate Schedule**

**TRC Environmental 2021 Rate Schedule for CBS Squared - City of Tomah Project**

| CODE | TRC LABOR CLASSIFICATION/Category                                      | 2021 HOURLY LABOR RATE |
|------|--|------------------------|
|      | <b>Principal/Technical Director</b>                                    |                        |
| EV28 | Level IV   | \$309                  |
| EV27 | Level III  | 269                    |
| EV26 | Level II   | 240                    |
| EV25 | Level I  | 223                    |
|      | <b>Program Manager/Senior Technical Manager</b>                        |                        |
| EV24 | Level IV   | \$215                  |
| EV23 | Level III  | 200                    |
| EV22 | Level II   | 194                    |
| EV21 | Level I  | 186                    |
|      | <b>Project/Technical Manager</b>                                       |                        |
| EV20 | Level IV   | \$179                  |
| EV19 | Level III  | 170                    |
| EV18 | Level II   | 164                    |
| EV17 | Level I  | 158                    |
|      | <b>Senior Scientist/Engineer/Specialist</b>                            |                        |
| EV16 | Level IV   | \$151                  |
| EV15 | Level III  | 144                    |
| EV14 | Level II   | 137                    |
| EV13 | Level I  | 131                    |
|      | <b>Project Scientist/Engineer/Specialist</b>                           |                        |
| EV12 | Level IV   | \$125                  |
| EV11 | Level III  | 118                    |
| EV10 | Level II   | 112                    |
| EV09 | Level I  | 105                    |
|      | <b>Scientist/Engineer/Specialist, Technicians, and Project Support</b> |                        |
| EV08 | Level VIII   | \$99                   |
| EV07 | Level VII  | 93                     |
| EV06 | Level VI   | 86                     |
| EV05 | Level V  | 80                     |
| EV04 | Level IV   | 72                     |
| EV03 | Level III  | 66                     |
| EV02 | Level II   | 60                     |
| EV01 | Level I  | 49                     |

- (1) A 5% Mark-up will be added to non-labor costs and expenses/ODCs. The markup does not apply to equipment & laboratory rates below.
- (2) A 3% Communication/Digital Fee will be applied to labor charges in lieu of separate reimbursement for digital productivity solutions/applications, photocopying, report production, faxing, computer usage, software usage, telephone charges, and postage costs. Digital productivity solutions/applications include mobile and desktop applications designed to increase efficiency in data collection and representation, excluding custom development as required on a per project basis.
- (3) Overtime rates will apply to non-exempt (hourly) staff in conformance with applicable law.
- (4) TRC rates are subject to an annual calendar year escalation.
- (5) Invoicing will apply TRC billing rates in conformance with the rate schedule in effect at the time of the services.
- (6) A 2% fee will be applied to the invoice amount to cover Professional Liability and Related Insurance costs.
- (7) For Litigation or Litigation Support Services, please request a copy of our Standard Rates for Litigation Services.



**Attachment 4**  
**TRC Standard Terms and Conditions**

**TRC ENVIRONMENTAL CORPORATION  
TERMS AND CONDITIONS**

**1.0 SERVICES**

TRC ENVIRONMENTAL CORPORATION (“Consultant”) will provide consulting and other professional services on behalf of Client as provided in the Scope of Work. Client is defined in the attached Proposal or Scope of Work. Unless otherwise stated, Consultant’s Proposal to perform the Scope of Work expires sixty (60) days from its date and may be modified or withdrawn by Consultant prior to receipt of Client’s acceptance. The offer and acceptance of any services or goods covered by the Proposal is conditioned upon these terms and conditions. Any additional or different terms and conditions proposed by Client are objected to and will not be binding upon Consultant unless specifically agreed to in writing by Consultant. An order or statement of intent to purchase Consultant’s services, or any direction to proceed with, or acquiescence in the commencement of work shall constitute consent to these terms and conditions.

**2.0 COMPENSATION**

2.1 Consultant will invoice for its services on a time and materials basis using the Schedule of Rates and Terms attached as Exhibit 1 or embodied in the referenced Proposal. Prices or rates quoted do not include state or local taxes where applicable. Our services may include reimbursable expenses, which are charges incurred for travel, transportation, temporary lodging, meals, telephone calls, fax, postage, courier service, photographic, photocopying and other fees and costs reasonably incurred in connection with the services.

2.2 Unless otherwise stated in the Proposal, Consultant will submit invoices for services related to the Scope of Work on at least a monthly basis, and Client will make payment within thirty (30) days of receipt of Consultant’s invoices. If Client objects to any portion of an invoice, the Client will notify Consultant within fifteen (15) days from the date of receipt of the invoice and will pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion of the invoice.

2.3 If Client fails to make any payment due to Consultant within thirty (30) days after receipt of an invoice, then the amount due Consultant will increase at the rate of 1.5 percent per month after the 30th day. If a retainer has been required and the Client has not paid the invoice within thirty (30) days, TRC shall be entitled to draw upon the retainer to satisfy the past due invoice. In addition, Consultant may, after giving seven (7) days’ written notice to Client, suspend its services and any deliverables until Consultant has been paid in full for all amounts outstanding more than thirty (30) days. In the event that Consultant must resort to legal action to enforce collection of payments due, Client agrees to pay attorney fees and any other costs resulting from such action.

**3.0 CLIENT’S RESPONSIBILITIES**

3.1 Client will designate in writing the person or persons with authority to act in Client’s behalf on all matters concerning the work to be performed by Consultant for Client.

3.2 Client will furnish to Consultant all existing studies, reports, data and other information available to Client which may be necessary for performance of the work, authorize Consultant to obtain additional data as required, and furnish the services of others, where necessary, for the performance of the work. Consultant will be entitled to use and rely upon all such information and services.

3.3 Unless otherwise stated in the Proposal, Client shall be responsible to provide Consultant access to the work site or property to perform the work.

**4.0 PERFORMANCE OF SERVICE**

4.1 Consultant’s services will be performed in conformance with the Scope of Work set forth in the Proposal.

4.2 Additional services will be performed and completed in conformance with any supplemental proposals or Scopes of Work approved in writing by the Client.

4.3 Consultant’s services for the Scope of Work will be considered complete at the earlier of (i) the date when Consultant’s report is accepted by the Client or (ii) thirty (30) days after the date when Consultant’s report is submitted for final acceptance, if Consultant is not notified in writing within such 30-day period of a material defect in such report.

4.4 If any time period within or date by which any of Consultant’s services are to be performed is exceeded for reasons outside of Consultant’s reasonable control, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

**5.0 CONFIDENTIALITY**

Consultant will hold confidential all information obtained from Client, not otherwise previously known to us, unless such information comes into the public domain through no fault of ours, is furnished to us by a third party who is under no obligation to keep such information confidential, or is independently developed by us.

**6.0 WARRANTY**

6.1 In performing services, Consultant agrees to exercise professional judgment, made on the basis of the information available to Consultant, and to use the same standard of care and skill ordinarily exercised in similar circumstances by consultants performing comparable services in the region. This standard of care shall be judged as of the time and place the services are rendered, and not according to later standards. The expiration date of this warranty is one (1) year from the date of completion of the service. Reasonable people may disagree on matters involving professional



judgment and, accordingly, a difference of opinion on a question of professional judgment shall not excuse CLIENT from paying for services rendered or result in liability to Consultant.

6.2 If any failure to meet the foregoing warranty appears during one year from the date of completion of the service and Consultant is promptly notified thereof in writing, Consultant will at its option and expense re-perform the nonconforming work or refund the amount of compensation paid to Consultant for such nonconforming work. In no event shall Consultant be required to bear the cost of gaining access in order to perform its warranty obligations.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY. CONSULTANT DOES NOT WARRANT ANY PRODUCTS OR SERVICES OF OTHERS DESIGNATED BY CLIENT.

**7.0 INSURANCE**

Consultant will procure and maintain insurance as required by law. At a minimum, Consultant will have the following coverage:

- (a) Worker’s compensation and occupational disease insurance in statutory amounts.
- (b) Employer’s liability insurance in the amount of \$1,000,000.
- (c) Automotive liability in the amount of \$1,000,000.
- (d) Comprehensive General Liability insurance for bodily injury, death or loss of or damage to property of third persons in the amount of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.
- (e) Professional errors and omissions insurance in the amount of \$1,000,000.

**8.0 INDEMNITY**

8.1 Each Party will indemnify the other Party, its employees, representatives, contractors, consultants and agents from and against any claims, costs, liabilities or expenses, including reasonable attorney’s fees, to the extent caused by the negligent, reckless or willful acts of the indemnifying Party in connection with the services hereunder.

8.2 Notwithstanding the foregoing, in the event that Consultant performs intrusive ground work as part of the Scope of Work, Client shall indemnify Consultant from and against any and all claims, costs, liabilities or expenses, including reasonable attorneys fees, resulting from, or arising out of, damages to subsurface or underground utilities or structures, including but not limited to, gas, telephone, electric, water or sewer utilities whose locations were not designated or identified to Consultant prior to the commencement of any subsurface investigation or cleanup, including but not limited to, excavation, drilling, boring, or probing required to be conducted by Consultant as part of site investigation, characterization or remediation work.

8.3 To the extent the Scope of Work or any Request for Services under this Agreement requires Consultant to communicate (e.g., perform interviews) with any third party including, but not limited to, owners of off-site locations, former employees, current employees or governmental authorities, Consultant shall so inform Client. Client will indemnify Consultant from and claims, costs, liabilities or expenses, including reasonable attorney's fees to the extent arising from claims of breach of confidentiality, waiver of privilege or otherwise associated with any such communications.

## 9.0 ALLOCATION OF RESPONSIBILITY

9.1 Consultant shall be liable to Client only for direct damages to the extent caused by Consultant's negligence or willful misconduct in the performance of its services. UNDER NO CIRCUMSTANCES SHALL CONSULTANT BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES, OR FOR DAMAGES CAUSED BY CLIENT'S FAILURE TO PERFORM ITS OBLIGATIONS. To the fullest extent permitted by law, the total liability in the aggregate of Consultant and its employees, subcontractors or suppliers to Client and anyone claiming by, through or under Client on all claims of any kind (excluding claims for death or bodily injury) arising out of or in any way related to Consultant's services, or from any cause or causes whatsoever, including but not limited to negligence, errors, omissions, strict liability, indemnity or breach of contract, shall not exceed the total compensation received by Consultant under this agreement, or the total amount of \$50,000, whichever is greater. All such liability shall terminate on the expiration date of the warranty period specified in Section 6.

9.2 If Consultant furnishes Client with advice or assistance concerning any products, systems or services which is not required under the Scope of Work or any other contract among the parties, the furnishing of such advice or assistance will not subject Consultant to any liability whether in contract, indemnity, warranty, tort (including negligence), strict liability or otherwise.

## 10.0 DISPOSAL OF CONTAMINATED MATERIAL

10.1 Client understands and agrees that Consultant is not, and has no responsibility as, a generator, operator, owner, treater, arranger or storer of pre-existing substances or wastes found or identified at work sites, including drilling and cutting fluids and other samples. Consultant shall not directly or indirectly assume title to such substances or wastes and shall not be liable to third parties alleging that Consultant has or had title to such materials. Client will indemnify and hold harmless Consultant from and against all losses, damages, costs and expenses, including but not limited to attorneys' fees, arising or resulting from actions brought by third parties alleging or identifying Consultant as a generator, operator, arranger, storer, treater or owner of pre-existing substances or wastes found or identified at work sites.

10.2 Ownership of all samples obtained by Consultant from the project site is maintained by Client. Consultant will store such samples in a professional manner for the period of time necessary to complete the project. Upon completion of the project, Consultant will return any unused samples or portions thereof to Client or, at Consultant's option using a manifest signed by Client as generator, dispose of the samples in a lawful manner and bill Client for all costs related thereto.

Consultant will normally store samples for thirty (30) days.

**11.0 OWNERSHIP OF DOCUMENTS**

11.1 All notes, memoranda, drawings, designs, specifications and reports prepared by Consultant shall become Client's upon completion of the payment to Consultant as provided herein.

11.2 All documents including drawings and specifications prepared by Consultant pursuant to the Scope of Work are instruments of service with respect to this project. Such documents are not intended or represented to be suitable for reuse by Client or by any other party on subsequent extensions or phases of this project or site or on any other project or site without the written consent of both Client and Consultant.

11.2 Any reuse without written approval or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant. Any such reuse requested by Client will entitle Consultant to further compensation at rates to be agreed upon by Client and Consultant. A request by Client to provide a letter of reliance to a third party will entitle Consultant to assess a small charge in connection with documenting its consent.

11.3 Consultant will retain the technical project file for a period of six (6) years from project completion (if Client is a governmental entity, files shall be maintained for a 10-year period following project completion). Client shall notify Consultant at the completion of work if Client requires the file in this matter to be transferred to Client or another entity, or retained by Consultant for a longer period of time. In the absence of any written instructions to the contrary from Client, Consultant will have the right to discard any and all files, records or documents of any type related to the Scope of Work after the 6-year period. During this 6-year period, any requests for document recovery and reproduction will be assessed a fee in accordance with Consultant's Schedule of Fees.

**12.0 INDEPENDENT CONTRACTOR**

Consultant is an independent contractor and shall not be regarded as an employee or agent of the Client.

**13.0 COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS**

The Consultant shall observe all applicable provisions of the federal, state and local laws and regulations, including those relating to equal opportunity employment.

**14.0 SAFETY**

14.1 Client shall be obligated to inform Consultant and its employees of any applicable site safety

procedures and regulations known to Client as well as any special safety concerns or dangerous conditions at the site. Consultant and its employees will be obligated to adhere to such procedures and regulations once notice has been given.

14.2 Unless specifically provided in the Scope of Work, Consultant shall not have any responsibility for overall job safety at the site. If in Consultant’s opinion, its field personnel are unable to access required locations or perform required services in conformance with applicable safety standards, Consultant may immediately suspend performance until such safety standards can be attained. If within a reasonable time site operations or conditions are not brought into compliance with such safety standards, Consultant may in its discretion terminate its performance in accordance with Section 17.0, in which event Client shall pay for services and termination expenses as provided herein.

**15.0 LITIGATION**

At the request of Client, Consultant agrees to provide testimony and other evidence in any litigation, hearings or proceedings to which Client is or becomes a party in connection with the Scope of Work. Client agrees to compensate Consultant at its Litigation Rates in effect at the time the services are rendered for its time and other costs in connection with such evidence or testimony. Similarly, if Consultant is compelled by legal process to provide testimony or produce documents or other evidence in connection with work performed, Consultant agrees to contact Client and cooperate with Client and Client’s counsel. Client agrees to compensate Consultant at its Litigation Rates in effect at the time the services are rendered for its time, expense and retention of counsel in connection with such testimony or document and other evidentiary production.

**16.0 NOTICE**

All notices to either party by the other shall be deemed to have been sufficiently given when made in writing and delivered in person, by facsimile, email, certified mail or courier to the address of the respective party or to such other address as such party may designate.

**17.0 TERMINATION**

The performance of work may be terminated or suspended by either party, in whole or in part. Such termination shall be effected by delivery of seven (7) days prior written notice specifying the extent to which performance of work is terminated and the date upon which such action shall become effective. In the event work is terminated or suspended by Client (or by Consultant as provided herein) prior to the completion of services contemplated hereunder, Consultant shall be paid for (i) the services rendered to the date of termination or suspension; (ii) demobilization costs; (iii) costs incurred with respect to noncancellable commitments; and (iv) reasonable services provided to effectuate a professional and timely project termination or suspension.

**18.0 SEVERABILITY**

If any term, covenant, condition or provision of these Terms and Conditions is found by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of these Terms and Conditions shall remain in full force and effect, and shall in no way be affected, impaired or invalidated thereby.

**19.0 WAIVER**

Any waiver by either party or any provision or condition of these Terms and Conditions shall not be construed or deemed to be a waiver of a subsequent breach of the same provision or condition, unless such waiver is so expressed in writing and signed by the party to be bound.

**20.0 GOVERNING LAW**

These Terms and Conditions will be governed by and construed and interpreted in accordance with the laws of the State of Connecticut.

**21.0 CAPTIONS**

The captions of these Terms and Conditions are intended solely for the convenience of reference and shall not define, limit or affect in any way the provisions, terms and conditions hereof or their interpretation.

**22.0 ENTIRE AGREEMENT**

These Terms and Conditions, and the Scope of Work, represent the entire understanding and agreement between the parties and supersede any and all prior agreements, whether written or oral, and may be amended or modified only by a written amendment signed by both parties.



819 Superior Ave  
Tomah, WI 54660  
608.374.7400

*"The Gateway to Cranberry Country"*  
City Clerk Becki Weyer  
City Treasurer Mollie Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

Item 17.

May 10, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

New Emergency Services Building (ESB) Development Update

### Summary and Background Information:

Staff will be providing information regarding the study updates, land acquisitions status, and other items as deemed relevant and important as of next week.

### Fiscal Note:

No further financial needs at this time with this update.

### Recommendation:

Not applicable.

### Decision Urgency:

Not applicable.

\_\_\_\_\_  
Tim Adler  
Department Director

\_\_\_\_\_  
June 9, 2021  
Date

\_\_\_\_\_  
Bradley J. Hanson  
City Administrator

\_\_\_\_\_  
June 9, 2021  
Date

**STAFF COMMITTEE PREPARATION REPORT**

**Agenda Item:**

Part-Time Property /Evidence Room Custodian


**Summary and Background Information:**

Managing property and evidence is a time-consuming task that, for the most part, has been completed by sworn personnel as time allows. That process has proven to be inefficient through the years and causes a backlog of tasks that should be completed in a timelier manner.

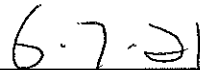
During the 2021 budget preparation process, the City Council approved a part-time Property / Evidence Room Custodian position. This is an hourly, non-exempt position that works up to 40 hours per pay period. The approved starting date for this position is July 1, 2021.

**Recommendation:**

It is my recommendation that the City Council approves the attached job description for the part-time Property / Evidence Room Custodian position. Further, it is my recommendation that the compensation for this position is in Grade H (\$19.59 to \$25.07 per hour).



Department Head



Date

## CITY OF TOMAH

**POSITION TITLE:** PART-TIME NON-SWORN, PROPERTY / EVIDENCE ROOM CUSTODIAN  
**GRADE:** H  
**DEPARTMENT:** POLICE DEPARTMENT  
**SUPERVISOR:** POLICE CHIEF  
**CLASSIFICATION:** HOURLY-NON-EXEMPT / NON-REPRESENTED  
**CREATED:** June 7, 2021  
**COUNCIL APPROVED:** June 15, 2021

**GENERAL DESCRIPTION OF DUTIES:**

Under the supervision of the Police Chief, this position will assist with evidence room activities and other related duties as determined by the Police Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Communicates via telephone and email, provides information and takes or relays messages
2. Operates a computer to enter, review or modify data and verifies accuracy of entered data
3. Manages property seized by law enforcement
4. Assists in the disposition of property to include research, destruction and return to owner
5. Assists in complying with open records requests for items which are in the evidence room
6. Receives property from temporary evidence and places items into permanent evidence storage
7. Researches, evaluates and purges evidence that is no longer needed to be kept
8. Assists with the Prescription Drug Drop Off program
9. Assists in organizing and maintaining the evidence room
10. Performs related duties as assigned

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Graduation from a standard high school or equivalent
2. Ability to read and write comprehensively
3. Possession of a valid Wisconsin driver's license
4. Prior law enforcement training or experience is preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of evidence handling and disposal procedures
2. Knowledge of Microsoft Word and Excel
3. Ability to use all available sources of information to gather data
4. Ability to communicate clearly and effectively
5. Ability to keep detailed records and reports
6. Ability to work with strict deadlines
7. Ability to use independent judgment and work with little direct supervision when necessary
8. Ability to comprehend, interpret, and apply regulations, procedures, and related information
9. Ability to establish and maintain an effective working relationship with the public and other employees
10. Familiarity with local, state and federal laws and proper police procedure as they relate to this position
11. Specific knowledge in following and adhering to policy department rules and regulation related to this position



**PHYSICAL REQUIREMENTS:**

1. Frequent twisting and bending
2. Reaching above and below shoulder height
3. Ability to lift thirty (30) plus pounds occasionally
4. Ability to sit at a keyboard frequently
5. Sitting tasks occupy approximately 70 percent of the day
6. Fifty (50) percent of workday spent walking
7. Fifty (50) percent of workday spent standing

**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.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

| CITY OF TOMAH<br>NON-REPRESENTED |                                   | January 2021             |         | 2020 GRADE ORDER LIST: STEP PLAN |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |  |  |  |
|----------------------------------|-----------------------------------|--------------------------|---------|----------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|--|--|
| AMENDMENT-JANUARY 2021 1/11/21   |                                   | 0.41                     |         | Control Point                    |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |  |  |  |
| GRADE                            | JOB TITLE                         | DEPARTMENT               | Minimum | Step 1                           | Step 2  | Step 3  | Step 4  | Step 5  | Step 6  | Step 7  | Step 8  | Step 9  | Step 10 | Step 11 | Step 12 | Step 13 | Step 14 | Maximum | Minimum |         |  |  |  |
| T                                | CITY ADMINISTRATOR                | ADMINISTRATION           | \$45.00 | \$46.39                          | \$47.54 | \$48.82 | \$50.09 | \$51.37 | \$52.00 | \$52.64 | \$53.28 | \$53.92 | \$54.55 | \$55.19 | \$55.83 | \$56.47 | \$57.10 | \$57.74 | \$58.38 | \$59.02 |  |  |  |
| R                                | DIRECTOR PUBLIC WORKS & UTILITIES | PUBLIC WORKS & UTILITIES | \$42.01 | \$43.20                          | \$44.38 | \$45.58 | \$46.76 | \$47.95 | \$48.54 | \$49.15 | \$49.74 | \$50.33 | \$50.92 | \$51.52 | \$52.11 | \$52.71 | \$53.30 | \$53.90 | \$54.57 | \$55.17 |  |  |  |
| S                                | CHIEF OF POLICE                   | POLICE DEPARTMENT        | \$39.52 | \$40.64                          | \$41.75 | \$42.87 | \$43.98 | \$45.11 | \$45.67 | \$46.23 | \$46.78 | \$47.34 | \$47.90 | \$48.46 | \$49.01 | \$49.57 | \$50.14 | \$50.70 | \$51.26 | \$51.82 |  |  |  |
| Q                                | FIRE CHIEF                        | FIRE                     | \$37.12 | \$38.18                          | \$39.24 | \$40.30 | \$41.77 | \$42.83 | \$43.36 | \$43.89 | \$44.42 | \$44.95 | \$45.48 | \$46.00 | \$46.54 | \$47.08 | \$47.61 | \$48.14 | \$48.67 | \$49.20 |  |  |  |
| P                                | CITY CLERK                        | ADMINISTRATION           | \$35.12 | \$36.13                          | \$37.13 | \$38.13 | \$39.55 | \$40.55 | \$41.05 | \$41.55 | \$42.06 | \$42.56 | \$43.06 | \$43.56 | \$44.06 | \$44.57 | \$45.07 | \$45.57 | \$46.07 | \$46.57 |  |  |  |
| O                                | CITY TREASURER                    | ADMINISTRATION           | \$33.54 | \$34.49                          | \$35.44 | \$36.38 | \$37.32 | \$38.27 | \$38.74 | \$39.22 | \$39.69 | \$40.17 | \$40.64 | \$41.11 | \$41.59 | \$42.06 | \$42.54 | \$43.01 | \$43.48 | \$43.95 |  |  |  |
| N                                | LIBRARY DIRECTOR                  | LIBRARY                  | \$31.55 | \$32.44                          | \$33.33 | \$34.22 | \$35.11 | \$36.00 | \$36.45 | \$36.89 | \$37.33 | \$37.77 | \$38.22 | \$38.67 | \$39.11 | \$39.56 | \$40.01 | \$40.45 | \$40.90 | \$41.34 |  |  |  |
| M                                | POLICE LEUTENANT                  | POLICE DEPARTMENT        | \$29.56 | \$30.39                          | \$31.22 | \$32.06 | \$32.89 | \$33.72 | \$34.14 | \$34.56 | \$34.97 | \$35.39 | \$35.80 | \$36.22 | \$36.64 | \$37.06 | \$37.50 | \$37.98 | \$38.46 | \$38.94 |  |  |  |
| L                                | DEPUTY FIRE CHIEF                 | FIRE                     | \$27.56 | \$28.34                          | \$29.11 | \$29.89 | \$30.66 | \$31.44 | \$31.83 | \$32.21 | \$32.60 | \$32.99 | \$33.38 | \$33.76 | \$34.15 | \$34.54 | \$34.93 | \$35.31 | \$35.70 | \$36.08 |  |  |  |
| K                                | HOUSING/CDBG DIRECTOR             | HOUSING/CDBG             | \$25.57 | \$26.29                          | \$27.01 | \$27.73 | \$28.45 | \$29.16 | \$29.52 | \$29.88 | \$30.25 | \$30.60 | \$30.96 | \$31.32 | \$31.68 | \$32.04 | \$32.40 | \$32.75 | \$33.11 | \$33.46 |  |  |  |
| J                                | ADULT LIBRARIAN                   | LIBRARY                  | \$23.58 | \$24.24                          | \$24.90 | \$25.56 | \$26.23 | \$26.89 | \$27.22 | \$27.55 | \$27.88 | \$28.22 | \$28.54 | \$28.88 | \$29.20 | \$29.54 | \$29.87 | \$30.20 | \$30.54 | \$30.87 |  |  |  |
| I                                | DEPUTY TREASURER                  | TREASURER                | \$21.59 | \$22.20                          | \$22.80 | \$23.40 | \$24.01 | \$24.61 | \$24.92 | \$25.22 | \$25.52 | \$25.83 | \$26.12 | \$26.43 | \$26.74 | \$27.03 | \$27.34 | \$27.64 | \$27.95 | \$28.25 |  |  |  |
| H                                | DEPUTY CLERK                      | CITY CLERK               | \$19.59 | \$20.14                          | \$20.69 | \$21.24 | \$21.78 | \$22.33 | \$22.61 | \$22.88 | \$23.16 | \$23.42 | \$23.70 | \$23.97 | \$24.25 | \$24.52 | \$24.80 | \$25.07 | \$25.35 | \$25.62 |  |  |  |
| G                                | BOOKKEEPER                        | AMBULANCE                | \$17.60 | \$18.09                          | \$18.59 | \$19.08 | \$19.57 | \$20.06 | \$20.30 | \$20.54 | \$20.79 | \$21.03 | \$21.28 | \$21.52 | \$21.78 | \$22.02 | \$22.27 | \$22.51 | \$22.76 | \$23.00 |  |  |  |
| F                                | SAINTATION OPERATOR               | PUBLIC WORKS & UTILITIES | \$16.11 | \$16.56                          | \$17.01 | \$17.45 | \$17.90 | \$18.35 | \$18.58 | \$18.80 | \$19.03 | \$19.25 | \$19.47 | \$19.70 | \$19.92 | \$20.15 | \$20.37 | \$20.60 | \$20.83 | \$21.05 |  |  |  |
| E                                | LIBRARY ASSISTANT                 | LIBRARY                  | \$15.11 | \$15.53                          | \$15.94 | \$16.37 | \$16.79 | \$17.21 | \$17.42 | \$17.63 | \$17.84 | \$18.05 | \$18.26 | \$18.47 | \$18.68 | \$18.89 | \$19.10 | \$19.31 | \$19.51 | \$19.72 |  |  |  |
| D                                | CLERK (TYPST (FT & PT))           | POLICE DEPARTMENT        | \$14.12 | \$14.51                          | \$14.90 | \$15.29 | \$15.69 | \$16.08 | \$16.27 | \$16.46 | \$16.67 | \$16.86 | \$17.05 | \$17.25 | \$17.44 | \$17.65 | \$17.84 | \$18.04 | \$18.24 | \$18.44 |  |  |  |



**SENIOR & DISABLED  
SERVICES DEPT.**

608-374-7476 Fax: 608-374-7462  
 pjbuchda@tomahonline.com  
 Face book page – Tomah Senior Center

**Kupper Ratsch  
Senior Center**

**A Community Gathering Place**  
 1002 Superior Ave. Tomah, WI. 54660

June 15, 2021

**SENIOR & DISABLED SERVICES AIDE  
WAGE ADJUSTMENT PROPOSAL**

Due to the current tough market to get job applicants and the higher wage ranges and competition to get workers, a wage adjustment is recommended for the Senior & Disabled Services Aide. The position has been open since the end of February.

Right now, people can go to the fast food places and Wal-Mart and make about \$15.00 hr. Well above the current wage for this position.

I sent a request to Wisconsin Association for Senior Centers (WASC) for information on wages for Aides to do a comparison. Only got two back. One was more a CNA/Home Care job so I eliminated that one. The other was more on line with what we have.

That job description was from Wisconsin Rapids Lowell Senior Center for a FT position with benefits. Wage was \$18.71.

Based on the number of years that aide has worked I would say the comparison is about the Grade E (\$15.11 minimum-\$19.31 maximum) on our scale.

**Propose moving the Senior & Disabled Services Aide (SDSA) wage position effective immediately**

from Grade B (\$12.12 minimum-\$15.47 maximum)  
 to Grade D (\$14.12 minimum-\$18.04 maximum)  
 or Grade E (\$15.11 minimum-\$19.31 maximum).

Grade D would be a \$2 hr. increase and while still not a high paying job, at least would make it slightly more competitive. This wage would be in the same category as a Library Assistant. (\$2 x 20 wk x 52 wks = \$2,080.00 yrly additional).

Grade E would be a \$2.99 hr. increase (\$3 x 20 wk x 52 wks = \$3,120.00 yrly additional). This wage would make this position competitive and would be more likely to bring in the more experienced people we hope to attract to this position.

The Senior Center rental incomes could cover these increases this year since it was not in the 2021 budget planning.

Thank You.

Submitted by *Pam Buchda*, Tomah's Senior & Disabled Services Director



819 N Superior Ave  
Tomah, WI 54660  
608.374.7420

*"The Gateway to Cranberry Country"*  
City Clerk Becki Weyer  
City Treasurer Molly Powell

**Mayor Mike Murray**  
City Administrator  
Bradley J. Hanson

Item 22.

June 9, 2021

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

League of Wisconsin Municipalities (LOWM) Shared Revenue Resolution

### Summary and Background Information:

Annually, LOWM requests communities to pass a resolution urging the State of Wisconsin legislature to pass additional funding to Cities, Villages, and Townships as the shared revenue has continually declined or become stagnant over years according to the included documents, much like that of property taxes. This resolution is a resolution of support to LOWM's efforts on Shared Revenue's increase.

### Fiscal Note:

There is no fiscal impact to the City.

### Recommendation:

City Administrator recommends to approve the resolution.

### Decision Urgency:

There is no urgency and the decision can, be delayed until the July Council meeting if necessary.

\_\_\_\_\_  
Department Director  
  
\_\_\_\_\_  
Bradley J. Hanson  
City Administrator

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
June 9, 2021  
Date

League of Wisconsin Municipalities Sample Resolution  
3-1-2021

## Support for a Strong State & Local Partnership

### Shared Revenue Funds Critical Services

**Whereas**, for over ninety years the state shared revenue program has been a key component of Wisconsin's state and local relationship and an important part of the state's overall program of property tax relief; and

**Whereas**, over the last 20 years shared revenue funding for municipalities has been cut by \$94 million; and

**Whereas**, over the last generation, property taxes have grown as a share of city and village revenues as shared revenue and other state aid to Wisconsin municipalities has lagged; and

**Whereas**, state aid provided a larger share of municipal revenues in Wisconsin than property taxes from 1975 to 1997. Today property taxes account for more than twice as much municipal revenue as state aid; and

**Whereas**, to create and maintain quality communities that attract businesses and families, municipalities must invest in services and infrastructure that people and businesses expect, like police protection, fire suppression, road maintenance, snowplowing, libraries, and parks; and

**Whereas**, the state should reinvest a portion of its sales and income tax revenue growth in local communities to spur further economic growth and make Wisconsin communities places where people want to live and work.

**Now, Therefore, Be It Resolved**, that the City of Tomah, calls on the Legislature to pass a state budget increasing funding for the shared revenue program and directs the Clerk to send a copy of this resolution to the state legislators representing the City of Tomah, to Governor Tony Evers and to the League of Wisconsin Municipalities.

For your Legislative Delegation contact information please see: <http://legis.wisconsin.gov/>

Governor's address: Office of Governor Tony Evers, 115 East Capitol, Madison, WI 53702 or [govinfo@wisconsin.gov](mailto:govinfo@wisconsin.gov)

Questions – contact Gail Sumi, League Member Engagement and Communications Director at [gsumi@lwm-info.org](mailto:gsumi@lwm-info.org) or direct at 608-267-4477.



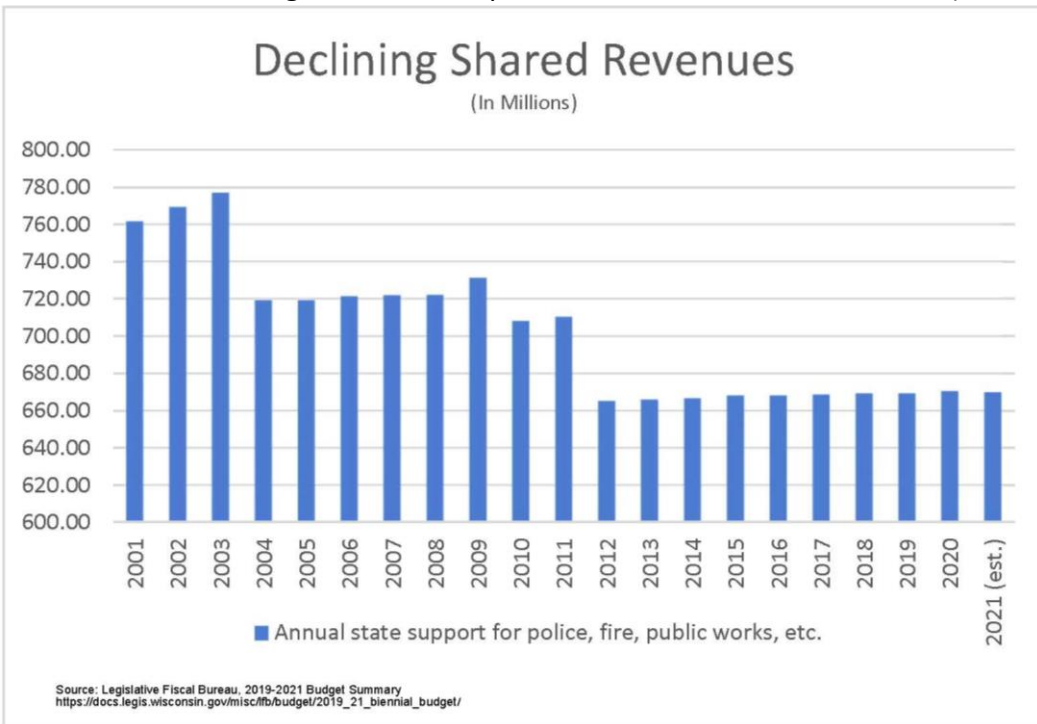
**Background:** [Shared Revenue: Helping Fund Police and Other Services](#), by Curt Witynski, Deputy Executive Director, League of Wisconsin Municipalities in the March 2021 *The Municipality*

**Take Action**

**Adopt the Shared Revenue Resolution** > Sample [here](#).  
Once you adopt the resolution, send out the media release > Sample [here](#).

**Share this chart with your Legislators, in your newsletter, on your website and on social media.**

(How to download > Right click on the photo and choose “Save as Picture”)



## Sample posts –

### Facebook - with the “*Shared Revenue Decline*” chart:

Municipalities in Wisconsin, like the City of Tomah, are funded primarily in two ways; property taxes, and shared revenues from the State. The demands on municipalities, whether it be from the common council/citizenry, unfunded mandates from the state, and inflation on the costs to buy products and materials for our services, have not gone down, in fact, they've increased.

This is simple supply and demand. The demand on municipalities has gone up, and the supply (the funding) has gone down.

Thanks to Mayor Emily McFarland in Watertown for this sample. Here is her post:

<https://www.facebook.com/cityofwatertownwi/posts/2785791168309149>

**Don't forget** to tag the League @LeagueOfWisconsinMunicipalities and use #ItAllStartsLocal  
We will share your post to the League's page!

**Or share the League's Facebook post [here](#).** (Don't forget to copy and paste the text. Otherwise you will be sharing the chart without any context.)

### Tweet with the “*Shared Revenue Decline*” chart:

Reverse decades-long slide in muni services support > police/fire, elections, parks...  
Shared Revenue = important to state's effort to keep property tax growth under control/equitable & is efficient way to help fund services to shared constituency  
@LeagueWIMunis #ItAllStartsLocal

**Or retweet the League's Tweet [here](#).**

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Resolution approval for CMAR (Compliance Maintenance Report)

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

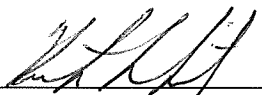
The DNR provides us with a "report card" annually for the Waste Water Utility. The requirement for a formal resolution approval is needed for the DNR.

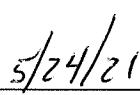
**Fiscal Note:**

None.

**Recommendation:**

The Public Works and Utilities Commission recommends approval of the resolution and approval of the CMAR.

  
\_\_\_\_\_  
Director of Public Works  
Kirk Arity

  
\_\_\_\_\_  
Date





Resolution No. \_\_\_\_\_

COMPLIANCE MAINTENANCE RESOLUTION

RESOLVED that the City of Tomah informs the Department of Natural Resources that the following actions were taken by the City Council:

Review of the 2020 Compliance Maintenance Annual Report, which is attached to this Resolution.

Monitor the operation of the wastewater treatment facility to maintain permit compliance.

Implement and complete a Capacity, Management, Operation and Management (CMOM) program once the DNR drafts a final ruling.

Passed by a \_\_\_\_\_ vote of the Tomah City Council on June 15, 2021.

\_\_\_\_\_  
Mike Murray, Mayor

\_\_\_\_\_  
Becki Weyer, City Clerk



# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/6/2021 **2020**

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

| Influent No. 701 | Influent Monthly Average Flow, MGD | x | Influent Monthly Average BOD Concentration mg/L | x | 8.34 | = | Influent Monthly Average BOD Loading, lbs/day |
|------------------|------------------------------------|---|---|---|------|---|---|
| January          | 1.2841                             | x | 288   | x | 8.34 | = | 3,085   |
| February         | 1.2949                             | x | 309   | x | 8.34 | = | 3,335   |
| March            | 1.4694                             | x | 284   | x | 8.34 | = | 3,482   |
| April            | 1.4478                             | x | 293   | x | 8.34 | = | 3,532   |
| May              | 1.3488                             | x | 324   | x | 8.34 | = | 3,639   |
| June             | 1.5965                             | x | 273   | x | 8.34 | = | 3,630   |
| July             | 1.3759                             | x | 309   | x | 8.34 | = | 3,544   |
| August           | 1.3845                             | x | 347   | x | 8.34 | = | 4,004   |
| September        | 1.4454                             | x | 256   | x | 8.34 | = | 3,082   |
| October          | 1.2492                             | x | 357   | x | 8.34 | = | 3,723   |
| November         | 1.3129                             | x | 275   | x | 8.34 | = | 3,006   |
| December         | 1.1389                             | x | 362   | x | 8.34 | = | 3,434   |

### 2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

| Design                     | Design Factor | x | %   | = | % of Design |
|----------------------------|---------------|---|-----|---|-------------|
| Max Month Design Flow, MGD | 3.3           | x | 90  | = | 2.97        |
|                            |               | x | 100 | = | 3.3         |
| Design BOD, lbs/day        | 4500          | x | 90  | = | 4050        |
|                            |               | x | 100 | = | 4500        |

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

|                               | Months of Influent | Number of times flow was greater than 90% of | Number of times flow was greater than 100% of | Number of times BOD was greater than 90% of design | Number of times BOD was greater than 100% of design |
|-------------------------------|--------------------|--|---|--|---|
| January                       | 1                  | 0  | 0   | 0  | 0   |
| February                      | 1                  | 0  | 0   | 0  | 0   |
| March                         | 1                  | 0  | 0   | 0  | 0   |
| April                         | 1                  | 0  | 0   | 0  | 0   |
| May                           | 1                  | 0  | 0   | 0  | 0   |
| June                          | 1                  | 0  | 0   | 0  | 0   |
| July                          | 1                  | 0  | 0   | 0  | 0   |
| August                        | 1                  | 0  | 0   | 0  | 0   |
| September                     | 1                  | 0  | 0   | 0  | 0   |
| October                       | 1                  | 0  | 0   | 0  | 0   |
| November                      | 1                  | 0  | 0   | 0  | 0   |
| December                      | 1                  | 0  | 0   | 0  | 0   |
| Points per each               |                    | 2  | 1   | 3  | 2   |
| Exceedances                   |                    | 0  | 0   | 0  | 0   |
| Points                        |                    | 0  | 0   | 0  | 0   |
| <b>Total Number of Points</b> |                    |  |   |  | <b>0</b>  |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/6/2021 2020

|  |                                      |                                     |              |                                      |                                      |                           |                          |                          |                                     |  |
|--|--------------------------------------|-------------------------------------|--------------|--------------------------------------|--------------------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|
| <p>3. Flow Meter</p> <p>3.1 Was the influent flow meter calibrated in the last year?</p> <p><input checked="" type="radio"/> Yes      Enter last calibration date (MM/DD/YYYY)<br/> <input type="text" value="2020-11-19"/></p> <p><input type="radio"/> No</p> <p>If No, please explain:<br/> <input style="width:100%;" type="text"/></p>  |                                      |                                     |              |                                      |                                      |                           |                          |                          |                                     |  |
| <p>4. Sewer Use Ordinance</p> <p>4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain:<br/> <input style="width:100%;" type="text"/></p> <p>4.2 Was it necessary to enforce the ordinance?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:<br/> <input style="width:100%;" type="text"/></p>   |                                      |                                     |              |                                      |                                      |                           |                          |                          |                                     |  |
| <p>5. Septage Receiving</p> <p>5.1 Did you have requests to receive septage at your facility?</p> <table style="width:100%; border:none;"> <tr> <td style="width:33%;">Septic Tanks</td> <td style="width:33%;">Holding Tanks</td> <td style="width:33%;">Grease Traps</td> </tr> <tr> <td><input checked="" type="radio"/> Yes</td> <td><input checked="" type="radio"/> Yes</td> <td><input type="radio"/> Yes</td> </tr> <tr> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input checked="" type="radio"/> No</td> </tr> </table> <p>5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.</p> <p>Septic Tanks</p> <p><input checked="" type="radio"/> Yes      <input type="text" value="1,231,315"/> gallons</p> <p><input type="radio"/> No</p> <p>Holding Tanks</p> <p><input checked="" type="radio"/> Yes      <input type="text" value="2,248,310"/> gallons</p> <p><input type="radio"/> No</p> <p>Grease Traps</p> <p><input type="radio"/> Yes      <input type="text"/> gallons</p> <p><input checked="" type="radio"/> No</p> <p>5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.<br/> <input style="width:100%;" type="text" value="Did not affect plant performance"/></p> | Septic Tanks                         | Holding Tanks                       | Grease Traps | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> No |  |
| Septic Tanks   | Holding Tanks                        | Grease Traps                        |              |                                      |                                      |                           |                          |                          |                                     |  |
| <input checked="" type="radio"/> Yes   | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes           |              |                                      |                                      |                           |                          |                          |                                     |  |
| <input type="radio"/> No   | <input type="radio"/> No             | <input checked="" type="radio"/> No |              |                                      |                                      |                           |                          |                          |                                     |  |
| <p>6. Pretreatment</p> <p>6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the situation and your community's response.<br/> <input style="width:100%;" type="text"/></p> <p>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</p>   |                                      |                                     |              |                                      |                                      |                           |                          |                          |                                     |  |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/6/2021 2020

Yes  
 No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/6/2021 **2020**

## Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit > 10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|-----------------|------------------------------|---------------------------------|---------------------------------|----------------------------------|-------------------------|-----------------------------|
| January         | 25                           | 22.5                            | 12                              | 1                                | 0                       | 0                           |
| February        | 25                           | 22.5                            | 19                              | 1                                | 0                       | 0                           |
| March           | 25                           | 22.5                            | 18                              | 1                                | 0                       | 0                           |
| April           | 25                           | 22.5                            | 10                              | 1                                | 0                       | 0                           |
| May             | 15                           | 13.5                            | 8                               | 1                                | 0                       | 0                           |
| June            | 15                           | 13.5                            | 6                               | 1                                | 0                       | 0                           |
| July            | 13                           | 11.7                            | 5                               | 1                                | 0                       | 0                           |
| August          | 13                           | 11.7                            | 6                               | 1                                | 0                       | 0                           |
| September       | 15                           | 13.5                            | 14                              | 1                                | 0                       | 1                           |
| October         | 15                           | 13.5                            | 16                              | 1                                | 1                       | 1                           |
| November        | 25                           | 22.5                            | 8                               | 1                                | 0                       | 0                           |
| December        | 25                           | 22.5                            | 11                              | 1                                | 0                       | 0                           |

\* Equals limit if limit is <= 10

|  |    |   |           |
|--|----|---|-----------|
| Months of discharge/yr                                 | 12 |   |           |
| Points per each exceedance with 12 months of discharge |    | 7 | 3         |
| Exceedances  |    | 1 | 2         |
| Points   |    | 7 | 6         |
| <b>Total number of points</b>                          |    |   | <b>13</b> |

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Had to raise sludge age higher do to the hot days and colder nights then colder then normal temps.

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes      Enter last calibration date (MM/DD/YYYY)

No  
 If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

We had couple high rain days this summer with colder then normal temps some days

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/6/2021 2020

No  
If Yes, please explain:  
Fecal coliform was high, had 2 bulbs burn out on same day.

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?  
 Yes  
 No  
If Yes, please explain:  
Not sure why retested and passed

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?  
 Yes  
 No  
 N/A  
Please explain unless not applicable:

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 13       |
| <b>Score (100 - Total Points Generated)</b> | 87       |
| <b>Section Grade</b>                        | <b>B</b> |



# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/6/2021 **2020**

## Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit >10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|-----------------|------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------|-----------------------------|
| January         | 25                           | 22.5                           | 4                               | 1                                | 0                       | 0                           |
| February        | 25                           | 22.5                           | 5                               | 1                                | 0                       | 0                           |
| March           | 25                           | 22.5                           | 5                               | 1                                | 0                       | 0                           |
| April           | 25                           | 22.5                           | 6                               | 1                                | 0                       | 0                           |
| May             | 15                           | 13.5                           | 8                               | 1                                | 0                       | 0                           |
| June            | 15                           | 13.5                           | 6                               | 1                                | 0                       | 0                           |
| July            | 15                           | 13.5                           | 6                               | 1                                | 0                       | 0                           |
| August          | 15                           | 13.5                           | 8                               | 1                                | 0                       | 0                           |
| September       | 15                           | 13.5                           | 11                              | 1                                | 0                       | 0                           |
| October         | 15                           | 13.5                           | 10                              | 1                                | 0                       | 0                           |
| November        | 25                           | 22.5                           | 5                               | 1                                | 0                       | 0                           |
| December        | 25                           | 22.5                           | 7                               | 1                                | 0                       | 0                           |

\* Equals limit if limit is <= 10

|  |    |          |          |
|--|----|----------|----------|
| Months of Discharge/yr   | 12 |          |          |
| <b>Points per each exceedance with 12 months of discharge:</b> |    | <b>7</b> | <b>3</b> |
| Exceedances  |    | 0        | 0        |
| Points   |    | 0        | 0        |
| <b>Total Number of Points</b>                                  |    |          | <b>0</b> |

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

| Outfall No. 001  | Monthly Average NH3 Limit (mg/L) | Weekly Average NH3 Limit (mg/L) | Effluent Monthly Average NH3 (mg/L) | Monthly Permit Limit Exceedance | Effluent Weekly Average for Week 1 | Effluent Weekly Average for Week 2 | Effluent Weekly Average for Week 3 | Effluent Weekly Average for Week 4 | Weekly Permit Limit Exceedance |
|--|----------------------------------|---------------------------------|-------------------------------------|---------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------------------|
| January  | 9.4                              |                                 | 4.325909091                         | 0                               |                                    |                                    |                                    |                                    |                                |
| February   | 9.4                              |                                 | 6.963684211                         | 0                               |                                    |                                    |                                    |                                    |                                |
| March  | 9.4                              |                                 | 4.493478261                         | 0                               |                                    |                                    |                                    |                                    |                                |
| April  | 7.3                              |                                 | .190909091                          | 0                               |                                    |                                    |                                    |                                    |                                |
| May  | 7.3                              |                                 | .0375                               | 0                               |                                    |                                    |                                    |                                    |                                |
| June   | 4.7                              |                                 | .005454545                          | 0                               |                                    |                                    |                                    |                                    |                                |
| July   | 4.7                              |                                 | .013333333                          | 0                               |                                    |                                    |                                    |                                    |                                |
| August   | 4.7                              |                                 | .008636364                          | 0                               |                                    |                                    |                                    |                                    |                                |
| September  | 4.7                              |                                 | .050952381                          | 0                               |                                    |                                    |                                    |                                    |                                |
| October  | 9.4                              |                                 | .244285714                          | 0                               |                                    |                                    |                                    |                                    |                                |
| November   | 9.4                              |                                 | .17                                 | 0                               |                                    |                                    |                                    |                                    |                                |
| December   | 9.4                              |                                 | .201904762                          | 0                               |                                    |                                    |                                    |                                    |                                |
| Points per each exceedance of Monthly average:                                   |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | 10                             |
| Exceedances, Monthly:  |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | 0                              |
| Points:  |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | 0                              |
| Points per each exceedance of weekly average (when there is no monthly average): |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | 2.5                            |
| Exceedances, Weekly:   |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | 0                              |
| Points:  |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | 0                              |
| <b>Total Number of Points</b>  |                                  |                                 |                                     |                                 |                                    |                                    |                                    |                                    | <b>0</b>                       |

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

| Outfall No. 001  | Monthly Average phosphorus Limit (mg/L) | Effluent Monthly Average phosphorus (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance |
|--|---|--|----------------------------------|-------------------------|
| January  | 1                                       | 0.250                                      | 1                                | 0                       |
| February   | 1                                       | 0.249                                      | 1                                | 0                       |
| March  | 1                                       | 0.214                                      | 1                                | 0                       |
| April  | 1                                       | 0.336                                      | 1                                | 0                       |
| May  | 1                                       | 0.397                                      | 1                                | 0                       |
| June   | 1                                       | 0.310                                      | 1                                | 0                       |
| July   | 1                                       | 0.279                                      | 1                                | 0                       |
| August   | 1                                       | 0.362                                      | 1                                | 0                       |
| September  | 1                                       | 0.278                                      | 1                                | 0                       |
| October  | 1                                       | 0.274                                      | 1                                | 0                       |
| November   | 1                                       | 0.247                                      | 1                                | 0                       |
| December   | 1                                       | 0.296                                      | 1                                | 0                       |
| Months of Discharge/yr   |   |  | 12                               |                         |
| <b>Points per each exceedance with 12 months of discharge:</b> |   |  |                                  | <b>10</b>               |
| Exceedances  |   |  |                                  | 0                       |
| <b>Total Number of Points</b>                                  |   |  |                                  | <b>0</b>                |

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.  
 Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit  
 Publicly Distributed Exceptional Quality Biosolids  
 Hauled to another permitted facility  
 Landfilled  
 Incinerated  
 Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

#### Outfall No. 005 - SLUDGE

| Parameter  | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan  | Feb | Mar | Apr  | May | Jun | Jul  | Aug | Sep | Oct | Nov  | Dec | 80% Value | High Quality | Ceiling |
|------------|--------------|------------|---------------|------|-----|-----|------|-----|-----|------|-----|-----|-----|------|-----|-----------|--------------|---------|
| Arsenic    |              | 41         | 75            | 1.9  |     |     | 2.5  |     |     | 3.4  |     |     |     | <6.4 |     |           | 0            | 0       |
| Cadmium    |              | 39         | 85            | <.12 |     |     | <.1  |     |     | .52  |     |     |     | .48  |     |           | 0            | 0       |
| Copper     |              | 1500       | 4300          | 176  |     |     | 160  |     |     | 216  |     |     |     | 318  |     |           | 0            | 0       |
| Lead       |              | 300        | 840           | 3.7  |     |     | 4.7  |     |     | 18.4 |     |     |     | 11.5 |     |           | 0            | 0       |
| Mercury    |              | 17         | 57            | .14  |     |     | .13  |     |     | .34  |     |     |     | .26  |     |           | 0            | 0       |
| Molybdenum | 60           |            | 75            | 3.5  |     |     | 3.9  |     |     | 4.4  |     |     |     | 5.9  |     | 0         |              | 0       |
| Nickel     | 336          |            | 420           | 15.7 |     |     | 17.1 |     |     | 24.2 |     |     |     | 29.5 |     | 0         |              | 0       |
| Selenium   | 80           |            | 100           | <4   |     |     | <3.5 |     |     | <4.4 |     |     |     | <10  |     | 0         |              | 0       |
| Zinc       |              | 2800       | 7500          | 235  |     |     | 237  |     |     | 357  |     |     |     | 485  |     |           | 0            | 0       |

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)

- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

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3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

|                              |   |
|------------------------------|---|
| Outfall Number:              | 005   |
| Biosolids Class:             | A   |
| Bacteria Type and Limit:     | Fecal Coliform  |
| Sample Dates:                | 01/01/2020 - 03/31/2020                                 |
| Density:                     | 9   |
| Sample Concentration Amount: | MPN/G TS  |
| Requirement Met:             | Yes   |
| Land Applied:                | No  |
| Process:                     | Pasteurization  |
| Process Description:         | We do not land apply, we haul to farmers and they apply |

|                              |  |
|------------------------------|--|
| Outfall Number:              | 005  |
| Biosolids Class:             | A  |
| Bacteria Type and Limit:     | Fecal Coliform   |
| Sample Dates:                | 01/01/2020 - 12/31/2020                                  |
| Density:                     | 9  |
| Sample Concentration Amount: | MPN/G TS   |
| Requirement Met:             | Yes  |
| Land Applied:                | No   |
| Process:                     | Pasteurization   |
| Process Description:         | We do not land apply. We haul to farmers and they apply. |

|                              |   |
|------------------------------|---|
| Outfall Number:              | 005   |
| Biosolids Class:             | A   |
| Bacteria Type and Limit:     | Fecal Coliform  |
| Sample Dates:                | 04/01/2020 - 06/30/2020                                 |
| Density:                     | 9   |
| Sample Concentration Amount: | MPN/G TS  |
| Requirement Met:             | Yes   |
| Land Applied:                | No  |
| Process:                     | Pasteurization  |
| Process Description:         | We do not land apply. We haul to farmers and they apply |

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|                              |  |  |  |
|------------------------------|--|--|--|
| Outfall Number:              | <b>005</b>   |  |  |
| Biosolids Class:             | A  |  |  |
| Bacteria Type and Limit:     | Fecal Coliform   |  |  |
| Sample Dates:                | 07/01/2020 - 09/30/2020                                |  |  |
| Density:                     | 9  |  |  |
| Sample Concentration Amount: | MPN/G TS   |  |  |
| Requirement Met:             | Yes  |  |  |
| Land Applied:                | No   |  |  |
| Process:                     | Pasteurization   |  |  |
| Process Description:         | We don't land apply we haul to farmers and they apply. |  |  |

|                              |                                     |  |  |
|------------------------------|-------------------------------------|--|--|
| Outfall Number:              | <b>005</b>                          |  |  |
| Biosolids Class:             | A                                   |  |  |
| Bacteria Type and Limit:     | Fecal Coliform                      |  |  |
| Sample Dates:                | 10/01/2020 - 12/31/2020             |  |  |
| Density:                     | 9                                   |  |  |
| Sample Concentration Amount: | MPN/G TS                            |  |  |
| Requirement Met:             | Yes                                 |  |  |
| Land Applied:                | No                                  |  |  |
| Process:                     | Pasteurization                      |  |  |
| Process Description:         | We don't land apply farmers do that |  |  |

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

- Yes (40 Points)
- No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

|                                     |                         |  |  |
|-------------------------------------|-------------------------|--|--|
| Outfall Number:                     | <b>005</b>              |  |  |
| Method Date:                        | 03/31/2020              |  |  |
| Option Used To Satisfy Requirement: | pH Adjustment of Sludge |  |  |
| Requirement Met:                    | Yes                     |  |  |
| Land Applied:                       | No                      |  |  |
| Limit (if applicable):              |                         |  |  |
| Results (if applicable):            |                         |  |  |

|                                     |                         |  |  |
|-------------------------------------|-------------------------|--|--|
| Outfall Number:                     | <b>005</b>              |  |  |
| Method Date:                        | 12/31/2020              |  |  |
| Option Used To Satisfy Requirement: | pH Adjustment of Sludge |  |  |
| Requirement Met:                    | Yes                     |  |  |
| Land Applied:                       | No                      |  |  |
| Limit (if applicable):              |                         |  |  |
| Results (if applicable):            |                         |  |  |

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|   |                         |   |
|---|-------------------------|---|
| Outfall Number:   | <b>005</b>              |   |
| Method Date:  | 06/30/2020              |   |
| Option Used To Satisfy Requirement:   | pH Adjustment of Sludge |   |
| Requirement Met:  | Yes                     |   |
| Land Applied:   | No                      |   |
| Limit (if applicable):  |                         |   |
| Results (if applicable):  |                         |   |
| Outfall Number:   | <b>005</b>              | 0 |
| Method Date:  | 09/30/2020              |   |
| Option Used To Satisfy Requirement:   | pH Adjustment of Sludge |   |
| Requirement Met:  | Yes                     |   |
| Land Applied:   | No                      |   |
| Limit (if applicable):  |                         |   |
| Results (if applicable):  |                         |   |
| Outfall Number:   | <b>005</b>              |   |
| Method Date:  | 12/31/2020              |   |
| Option Used To Satisfy Requirement:   | pH Adjustment of Sludge |   |
| Requirement Met:  | Yes                     |   |
| Land Applied:   | No                      |   |
| Limit (if applicable):  |                         |   |
| Results (if applicable):  |                         |   |
| 5.2 Was the limit exceeded or the process criteria not met at the time of land application?   |                         |   |
| <input type="radio"/> Yes (40 Points)<br><input checked="" type="radio"/> No<br>If yes, what action was taken?<br><input type="text"/>  |                         |   |
| 6. Biosolids Storage  |                         |   |
| 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?   |                         |   |
| <input checked="" type="radio"/> >= 180 days (0 Points)<br><input type="radio"/> 150 - 179 days (10 Points)<br><input type="radio"/> 120 - 149 days (20 Points)<br><input type="radio"/> 90 - 119 days (30 Points)<br><input type="radio"/> < 90 days (40 Points)<br><input type="radio"/> N/A (0 Points) |                         |   |
| 6.2 If you checked N/A above, explain why.<br><input type="text"/>  |                         |   |
| 7. Issues   |                         |   |
| 7.1 Describe any outstanding biosolids issues with treatment, use or overall management:<br><input type="text"/>  |                         |   |
| No issues, We finished up the Schwing Bioset unit.  |                         |   |

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|   |            |
|---|------------|
| <b>Total Points Generated</b>               | <b>0</b>   |
| <b>Score (100 - Total Points Generated)</b> | <b>100</b> |
| <b>Section Grade</b>                        | <b>A</b>   |



# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Staffing and Preventative Maintenance (All Treatment Plants)

|   |   |
|---|---|
| <p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>   |   |
| <p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li> <li><input type="radio"/> No (40 points) <input type="checkbox"/><input type="checkbox"/></li> </ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No (10 points)</li> </ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes <ul style="list-style-type: none"> <li><input type="radio"/> Paper file system</li> <li><input type="radio"/> Computer system</li> <li><input checked="" type="radio"/> Both paper and computer system</li> </ul> </li> <li><input type="radio"/> No (10 points)</li> </ul> | 0 |
| <p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul>  |   |
| <p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Excellent</li> <li><input type="radio"/> Very good</li> <li><input type="radio"/> Good</li> <li><input type="radio"/> Fair</li> <li><input type="radio"/> Poor</li> </ul> <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px;"> <p>The guys take great pride in keeping the plant up to date.</p> </div>   |   |

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|   |            |
|---|------------|
| <b>Total Points Generated</b>               | <b>0</b>   |
| <b>Score (100 - Total Points Generated)</b> | <b>100</b> |
| <b>Section Grade</b>                        | <b>A</b>   |

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

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## Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

Certification No:

**0**

---

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

| Sub Class | SubClass Description          | WWTP     |  | OIC |       |          |
|-----------|-------------------------------|----------|--|-----|-------|----------|
|           |                               | Advanced |  | OIT | Basic | Advanced |
| A1        | Suspended Growth Processes    | X        |  |     |       | X        |
| A2        | Attached Growth Processes     |          |  |     |       |          |
| A3        | Recirculating Media Filters   |          |  |     |       |          |
| A4        | Ponds, Lagoons and Natural    |          |  |     |       |          |
| A5        | Anaerobic Treatment Of Liquid |          |  |     |       |          |
| B         | Solids Separation             | X        |  |     |       | X        |
| C         | Biological Solids/Sludges     | X        |  |     |       | X        |
| P         | Total Phosphorus              | X        |  |     |       | X        |
| N         | Total Nitrogen                |          |  | X   |       |          |
| D         | Disinfection                  | X        |  |     |       | X        |
| L         | Laboratory                    | X        |  |     |       | X        |
| U         | Unique Treatment Systems      |          |  |     |       |          |
| SS        | Sanitary Sewage Collection    | X        |  | NA  | NA    | X        |

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance and is basic level only.)

- Yes (0 points)
- No (20 points)

**0**

---

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

**0**

---

4. Continuing Education Credits

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|   |  |
|---|--|
| 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?<br>OIT and Basic Certification:<br><input type="radio"/> Averaging 6 or more CECs per year.<br><input type="radio"/> Averaging less than 6 CECs per year.<br>Advanced Certification:<br><input type="radio"/> Averaging 8 or more CECs per year.<br><input checked="" type="radio"/> Averaging less than 8 CECs per year. |  |
|---|--|

|   |            |
|---|------------|
| <b>Total Points Generated</b>               | <b>0</b>   |
| <b>Score (100 - Total Points Generated)</b> | <b>100</b> |
| <b>Section Grade</b>                        | <b>A</b>   |

# Compliance Maintenance Annual Report

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## Financial Management

|  |  |  |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
|--|--|--|--|--|----|--|--|----|--|---|----|--|--|---|--|--|
| <p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Samantha Linehan"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="608-374-7431"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="slinehan@tomahonline.com"/></p>  |  |  |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| <p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?<br/>Year: <input style="width: 100px;" type="text" value="2020"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>  | 0  |  |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| <p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>   |  |  |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| <p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?<br/>Year: <input style="width: 150px;" type="text" value="2020"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  |  |  |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 100%;" type="text" value="2,338,357.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="2,338,357.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="2,979.00"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td></td> </tr> </table> | <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b> | \$   | <input style="width: 100%;" type="text" value="2,338,357.00"/> | 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) | \$ | <input style="width: 100%;" type="text" value="0.00"/> | 3.2.3 Adjusted January 1st Beginning Balance | \$ | <input style="width: 100%;" type="text" value="2,338,357.00"/> | 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) | \$ | <input style="width: 100%;" type="text" value="2,979.00"/> |  | + |  |  |
| <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>   | \$   | <input style="width: 100%;" type="text" value="2,338,357.00"/> |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)   | \$   | <input style="width: 100%;" type="text" value="0.00"/>         |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| 3.2.3 Adjusted January 1st Beginning Balance   | \$   | <input style="width: 100%;" type="text" value="2,338,357.00"/> |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
| 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)  | \$   | <input style="width: 100%;" type="text" value="2,979.00"/>     |  |  |    |  |  |    |  |   |    |  |  |   |  |  |
|  | +  |  |  |  |    |  |  |    |  |   |    |  |  |   |  |  |

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) - \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 2,341,336.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 1,800,000.00 0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

| Project # | Project Description                             | Estimated Cost | Approximate Construction Year |
|-----------|---|----------------|-------------------------------|
| 1         | Phosphorous trading plan                        | 47000          | 2021                          |
| 2         | Replace grit and bar screen                     | 400000         | 2021                          |
| 3         | Rehab Final Clarifiers                          | 200000         | 2022                          |
| 4         | East Monowau, East Brownell, King ave new sewer | 300,000        | 2021                          |
| 5         | Lakeside DR and Monowau new sewers              | 330,000        | 2022                          |
| 6         | Up grade Oxidation Ditch                        | 500,00         | 2023                          |

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

**COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

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|                | Electricity Consumed (kWh) | Natural Gas Consumed (therms) |
|----------------|----------------------------|-------------------------------|
| January        | 8,121                      |                               |
| February       | 7,396                      |                               |
| March          | 7,870                      |                               |
| April          | 8,316                      |                               |
| May            | 6,828                      |                               |
| June           | 6,071                      |                               |
| July           | 5,484                      |                               |
| August         | 4,497                      |                               |
| September      | 4,610                      |                               |
| October        | 4,623                      |                               |
| November       | 5,700                      |                               |
| December       | 7,236                      |                               |
| <b>Total</b>   | <b>76,752</b>              | <b>0</b>                      |
| <b>Average</b> | <b>6,396</b>               | <b>0</b>                      |

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

finding better dehumidifiers and heaters

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

#### TREATMENT PLANT: Total Power Consumed/Month

|                | Electricity Consumed (kWh) | Total Influent Flow (MG) | Electricity Consumed/Flow (kWh/MG) | Total Influent BOD (1000 lbs) | Electricity Consumed/Total Influent BOD (kWh/1000lbs) | Natural Gas Consumed (therms) |
|----------------|----------------------------|--------------------------|------------------------------------|-------------------------------|---|-------------------------------|
| January        | 83,785                     | 39.81                    | 2,105                              | 95.64                         | 876   | 5,017                         |
| February       | 75,728                     | 37.55                    | 2,017                              | 96.72                         | 783   | 4,230                         |
| March          | 89,780                     | 45.55                    | 1,971                              | 107.94                        | 832   | 2,362                         |
| April          | 96,290                     | 43.43                    | 2,217                              | 105.96                        | 909   | 1,864                         |
| May            | 91,734                     | 41.81                    | 2,194                              | 112.81                        | 813   | 598                           |
| June           | 77,242                     | 47.90                    | 1,613                              | 108.90                        | 709   | 24                            |
| July           | 85,000                     | 42.65                    | 1,993                              | 109.86                        | 774   | 0                             |
| August         | 79,000                     | 42.92                    | 1,841                              | 124.12                        | 636   | 5                             |
| September      | 106,000                    | 43.36                    | 2,445                              | 92.46                         | 1,146   | 110                           |
| October        | 97,000                     | 38.73                    | 2,505                              | 115.41                        | 840   | 1,148                         |
| November       | 88,000                     | 39.39                    | 2,234                              | 90.18                         | 976   | 1,998                         |
| December       | 87,000                     | 35.31                    | 2,464                              | 106.45                        | 817   | 3,560                         |
| <b>Total</b>   | <b>1,056,559</b>           | <b>498.41</b>            |                                    | <b>1,266.45</b>               |   | <b>20,916</b>                 |
| <b>Average</b> | <b>88,047</b>              | <b>41.53</b>             | <b>2,133</b>                       | <b>105.54</b>                 | <b>843</b>  | <b>1,901</b>                  |

7.1.2 Comments:

### 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:



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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

new bar screen 2023  
Oxidation ditch upgrade 2024

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- No
- Yes

If Yes, how is the biogas used (Check all that apply):

- Flared Off
- Building Heat
- Process Heat
- Generate Electricity
- Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- No
- Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

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|   |            |
|---|------------|
| <b>Total Points Generated</b>               | <b>0</b>   |
| <b>Score (100 - Total Points Generated)</b> | <b>100</b> |
| <b>Section Grade</b>                        | <b>A</b>   |

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## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

To provide uninterrupted service, and trying to eliminate infiltration.

Did you accomplish them?

- Yes
- No

If No, explain:

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ordinance chapter 62 sewers

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2017-01-09

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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A description of routine operation and maintenance activities (see question 2 below)  
 Capacity assessment program  
 Basement back assessment and correction  
 Regular O&M training  
 Design and Performance Provisions [NR 210.23 (4) (e)]    
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?  
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements  
 Construction, Inspection, and Testing  
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]    
 Does your emergency response capability include:  
 Responsible personnel communication procedures  
 Response order, timing and clean-up  
 Public notification protocols  
 Training  
 Emergency operation protocols and implementation procedures  
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]    
 Special Studies Last Year (check only those that apply):  
 Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

|                           |                                  |                           |
|---------------------------|----------------------------------|---------------------------|
| Cleaning                  | <input type="text" value="42"/>  | % of system/year          |
| Root removal              | <input type="text" value="0"/>   | % of system/year          |
| Flow monitoring           | <input type="text" value="100"/> | % of system/year          |
| Smoke testing             | <input type="text" value="0"/>   | % of system/year          |
| Sewer line televising     | <input type="text" value="22"/>  | % of system/year          |
| Manhole inspections       | <input type="text" value="45"/>  | % of system/year          |
| Lift station O&M          | <input type="text" value="13"/>  | # per L.S./year           |
| Manhole rehabilitation    | <input type="text" value=".06"/> | % of manholes rehabbed    |
| Mainline rehabilitation   | <input type="text" value=".02"/> | % of sewer lines rehabbed |
| Private sewer inspections | <input type="text" value="0"/>   | % of system/year          |
| Private sewer I/I removal | <input type="text" value="0"/>   | % of private services     |

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River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

We replaced 2800 feet of sewer  
Replaced or lowered 14 man hole castings

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

|                                  |  |
|----------------------------------|--|
| <input type="text" value="44"/>  | Total actual amount of precipitation last year in inches |
| <input type="text" value="32"/>  | Annual average precipitation (for your location)         |
| <input type="text" value="55"/>  | Miles of sanitary sewer                                  |
| <input type="text" value="7"/>   | Number of lift stations                                  |
| <input type="text" value="0"/>   | Number of lift station failures                          |
| <input type="text" value="1"/>   | Number of sewer pipe failures                            |
| <input type="text" value="1"/>   | Number of basement backup occurrences                    |
| <input type="text" value="3"/>   | Number of complaints                                     |
| <input type="text" value="1.4"/> | Average daily flow in MGD (if available)                 |
| <input type="text" value="2.0"/> | Peak monthly flow in MGD (if available)                  |
| <input type="text"/>             | Peak hourly flow in MGD (if available)                   |

3.2 Performance ratios for the past year:

|                                   |  |
|-----------------------------------|--|
| <input type="text" value="0.00"/> | Lift station failures (failures/year)                |
| <input type="text" value="0.02"/> | Sewer pipe failures (pipe failures/sewer mile/yr)    |
| <input type="text" value="0.00"/> | Sanitary sewer overflows (number/sewer mile/yr)      |
| <input type="text" value="0.02"/> | Basement backups (number/sewer mile)                 |
| <input type="text" value="0.05"/> | Complaints (number/sewer mile)                       |
| <input type="text" value="1.4"/>  | Peaking factor ratio (Peak Monthly:Annual Daily Avg) |
| <input type="text" value="0.0"/>  | Peaking factor ratio (Peak Hourly:Annual Daily Avg)  |

### 4. Overflows

| LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED ** |          |       |                  |
|---|----------|-------|------------------|
| Date  | Location | Cause | Estimated Volume |
| None reported   |          |       |                  |

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

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|  |
|--|
| If Yes, please describe:<br><input type="text"/>   |
| 5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:<br><input type="text" value="none"/>  |
| 5.4 What is being done to address infiltration/inflow in your collection system?<br><input type="text" value="We are putting in sump lines and replacing old sewer lines."/> |

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Grading Summary

WPDES No: 0021318

| SECTIONS                                | LETTER GRADE | GRADE POINTS | WEIGHTING FACTORS | SECTION POINTS |
|---|--------------|--------------|-------------------|----------------|
| Influent                                | A            | 4            | 3                 | 12             |
| BOD/CBOD                                | B            | 3            | 10                | 30             |
| TSS                                     | A            | 4            | 5                 | 20             |
| Ammonia                                 | A            | 4            | 5                 | 20             |
| Phosphorus                              | A            | 4            | 3                 | 12             |
| Biosolids                               | A            | 4            | 5                 | 20             |
| Staffing/PM                             | A            | 4            | 1                 | 4              |
| OpCert                                  | A            | 4            | 1                 | 4              |
| Financial                               | A            | 4            | 1                 | 4              |
| Collection                              | A            | 4            | 3                 | 12             |
| <b>TOTALS</b>                           |              |              | <b>37</b>         | <b>138</b>     |
| <b>GRADE POINT AVERAGE (GPA) = 3.73</b> |              |              |                   |                |

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = B

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 3.73**





| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                    | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| <b>130015</b> | 05/21            | 130015       | 128           | CENTURYLINK              | 301313468-2    | 1                | 01-51600-2230      | .00            | 38.71          | 38.71        |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 301313471-2    | 1                | 01-53510-2230      | .00            | 66.42          | 66.42        |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 301313476-2    | 1                | 02-56910-2230      | .00            | 66.42          | 66.42        |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 301313477-2    | 1                | 01-53311-2230      | .00            | 498.80         | 498.80       |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 301313478-2    | 1                | 01-55402-2230      | .00            | 94.95          | 94.95        |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 301313478-2    | 2                | 01-55300-2230      | .00            | 94.95          | 94.95        |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 301313479-2    | 1                | 01-55200-2230      | .00            | 43.16          | 43.16        |
|               | 05/21            | 130015       | 128           | CENTURYLINK              | 467438700-2    | 1                | 01-55401-3400      | .00            | 132.51         | 132.51       |
| Total 130015: |                  |              |               |                          |                |                  |                    |                |                | 1,035.92     |
| <b>130016</b> | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 1                | 01-52100-2230      | .00            | 648.20         | 648.20       |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 2                | 01-51200-2230      | .00            | 18.52          | 18.52        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 3                | 01-51520-2230      | .00            | 74.08          | 74.08        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 4                | 01-51415-2230      | .00            | 18.52          | 18.52        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 5                | 01-51420-2230      | .00            | 37.04          | 37.04        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 6                | 01-51100-2230      | .00            | 18.52          | 18.52        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 7                | 01-51530-2230      | .00            | 18.52          | 18.52        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 8                | 01-51410-2230      | .00            | 18.52          | 18.52        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 9                | 01-52400-2230      | .00            | 18.52          | 18.52        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 10               | 01-53100-2230      | .00            | 61.73          | 61.73        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 11               | 01-15610           | .00            | 24.69          | 24.69        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 12               | 01-15620           | .00            | 24.69          | 24.69        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 13               | 01-55200-2230      | .00            | 37.04          | 37.04        |
|               | 05/21            | 130016       | 127           | CENTURYLINK BUSINESS SER | 220767170      | 14               | 01-52200-2230      | .00            | 18.54          | 18.54        |
| Total 130016: |                  |              |               |                          |                |                  |                    |                |                | 1,037.13     |
| <b>130017</b> | 05/21            | 130017       | 29            | CULLIGAN                 | 588-1001476    | 1                | 01-51415-3100      | .00            | 37.45          | 37.45        |
| Total 130017: |                  |              |               |                          |                |                  |                    |                |                | 37.45        |
| <b>130018</b> | 05/21            | 130018       | 220           | EO JOHNSON CO            | INV939257      | 1                | 01-52100-2900      | .00            | 163.61         | 163.61       |
|               | 05/21            | 130018       | 220           | EO JOHNSON CO            | INV939379      | 1                | 12-55500-2900      | .00            | 120.11         | 120.11       |

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CITY OF TOMAH

| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                     | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130018: |                  |              |               |                           |                |                  |                    |                |                |              |
|               |                  |              |               |                           |                |                  |                    | .00            |                | 283.72       |
| <b>130019</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130019       | 225           | EVANS PRINT + MEDIA GROUP | 8934-2021      | 1                | 01-56900-3200      | .00            | 98.50          | 98.50        |
| 05/21         | 05/11/2021       | 130019       | 225           | EVANS PRINT + MEDIA GROUP | 8959-2021      | 1                | 01-56900-3200      | .00            | 21.12          | 21.12        |
| 05/21         | 05/11/2021       | 130019       | 225           | EVANS PRINT + MEDIA GROUP | 8959-2021      | 2                | 01-15620           | .00            | 103.10         | 103.10       |
| Total 130019: |                  |              |               |                           |                |                  |                    |                |                |              |
|               |                  |              |               |                           |                |                  |                    | .00            |                | 222.72       |
| <b>130020</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130020       | 337           | IRONCORE INC              | IC46228        | 1                | 01-52100-3500      | .00            | 469.67         | 469.67       |
| 05/21         | 05/11/2021       | 130020       | 337           | IRONCORE INC              | IC46249        | 1                | 01-51450-2900      | .00            | 2,454.00       | 2,454.00     |
| Total 130020: |                  |              |               |                           |                |                  |                    |                |                |              |
|               |                  |              |               |                           |                |                  |                    | .00            |                | 2,923.67     |
| <b>130021</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130021       | 1226          | LA CROSSE COUNTY CLERK O  | 210504         | 1                | 01-23301           | .00            | 1,000.00       | 1,000.00     |
| Total 130021: |                  |              |               |                           |                |                  |                    |                |                |              |
|               |                  |              |               |                           |                |                  |                    | .00            |                | 1,000.00     |
| <b>130022</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 631700-2105    | 1                | 01-53510-2240      | .00            | 90.60          | 90.60        |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 690500-2105    | 1                | 01-51450-2900      | .00            | 175.00         | 175.00       |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 690500-2105    | 2                | 01-52100-2230      | .00            | 175.00         | 175.00       |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 692200-2105    | 1                | 01-52200-2230      | .00            | 131.57         | 131.57       |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 721400-2105    | 1                | 01-55200-2240      | .00            | 90.60          | 90.60        |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 802300-2105    | 1                | 03-52300-2230      | .00            | 491.18         | 491.18       |
| 05/21         | 05/11/2021       | 130022       | 395           | LEMONWEIR VALLEY TELEPHO  | 809500-2105    | 1                | 01-53311-2230      | .00            | 90.60          | 90.60        |
| Total 130022: |                  |              |               |                           |                |                  |                    |                |                |              |
|               |                  |              |               |                           |                |                  |                    | .00            |                | 1,244.55     |
| <b>130023</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130023       | 447           | MONROE CO CLERK OF COUR   | 21041601       | 1                | 01-23301           | .00            | 200.00         | 200.00       |
| Total 130023: |                  |              |               |                           |                |                  |                    |                |                |              |
|               |                  |              |               |                           |                |                  |                    | .00            |                | 200.00       |
| <b>130024</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130024       | 452           | MONROE CO HIGHWAY DEPAR   | 210430         | 1                | 01-53311-3405      | .00            | 1,955.99       | 1,955.99     |

M = Manual Check, V = Void Check

| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                      | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/21         | 05/11/2021       | 130024       | 452           | MONROE CO HIGHWAY DEPAR    | 210430         | 2                | 01-53311-2900      | .00            | 154.05         | 154.05       |
| 05/21         | 05/11/2021       | 130024       | 452           | MONROE CO HIGHWAY DEPAR    | 210430         | 3                | 01-15620           | .00            | 57.00          | 57.00        |
| Total 130024: |                  |              |               |                            |                |                  |                    |                |                |              |
| 2,167.04      |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130025</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130025       | 454           | MONROE CO TREASURER        | 210506         | 1                | 01-24300           | .00            | 2,380.90       | 2,380.90     |
| Total 130025: |                  |              |               |                            |                |                  |                    |                |                |              |
| 2,380.90      |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130026</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130026       | 577           | SECURIAN FINANCIAL GROUP I | 210510         | 1                | 01-21530           | .00            | 2,332.10       | 2,332.10     |
| Total 130026: |                  |              |               |                            |                |                  |                    |                |                |              |
| 2,332.10      |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130027</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130027       | 599           | STATE OF WISCONSIN-COURT   | 210506         | 1                | 01-24240           | .00            | 5,242.97       | 5,242.97     |
| Total 130027: |                  |              |               |                            |                |                  |                    |                |                |              |
| 5,242.97      |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130028</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130028       | 646           | TOMAH LUMBER INC           | 113679         | 1                | 14-57620-8200      | .00            | 630.00         | 630.00       |
| Total 130028: |                  |              |               |                            |                |                  |                    |                |                |              |
| 630.00        |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130029</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/11/2021       | 130029       | 2085          | WILLIAM WILSON             | 066503         | 1                | 01-53311-3408      | .00            | 800.00         | 800.00       |
| Total 130029: |                  |              |               |                            |                |                  |                    |                |                |              |
| 800.00        |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130030</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130030       | 2091          | BIBLE EVANGELICAL FREE CH  | 210513         | 1                | 01-23010           | .00            | 250.00         | 250.00       |
| Total 130030: |                  |              |               |                            |                |                  |                    |                |                |              |
| 250.00        |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130031</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130031       | 128           | CENTURYLINK                | 301313485-2    | 1                | 12-55500-2230      | .00            | 76.21          | 76.21        |

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| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                      | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130031: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 76.21        |
| <b>130032</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130032       | 129           | CHARTER COMMUNICATIONS     | 0005916050     | 1                | 01-52100-2230      | .00            | 57.74          | 57.74        |
| 05/21         | 05/14/2021       | 130032       | 129           | CHARTER COMMUNICATIONS     | 0005916050     | 2                | 01-51450-2900      | .00            | 57.73          | 57.73        |
| Total 130032: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 115.47       |
| <b>130033</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130033       | 29            | CULLIGAN                   | 210514         | 1                | 01-51600-3400      | .00            | 14.50          | 14.50        |
| Total 130033: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 14.50        |
| <b>130034</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130034       | 192           | DENNY'S TRUCK & AUTO SERVI | 210512         | 1                | 01-55200-3500      | .00            | 404.00         | 404.00       |
| Total 130034: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 404.00       |
| <b>130035</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130035       | 2003          | FORWARD PATH LOGISTICS     | 1212           | 1                | 10-55110-3100      | .00            | 218.13         | 218.13       |
| 05/21         | 05/14/2021       | 130035       | 2003          | FORWARD PATH LOGISTICS     | 1212           | 2                | 01-52100-3100      | .00            | 54.53          | 54.53        |
| 05/21         | 05/14/2021       | 130035       | 2003          | FORWARD PATH LOGISTICS     | 1212           | 3                | 01-51420-3100      | .00            | 54.54          | 54.54        |
| Total 130035: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 327.20       |
| <b>130036</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130036       | 275           | GHD SERVICES INC           | 1108195        | 1                | 01-53630-2100      | .00            | 1,058.16       | 1,058.16     |
| Total 130036: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 1,058.16     |
| <b>130037</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130037       | 1523          | GILBERTSON, DANIEL R.      | 210503         | 1                | 12-55500-3410      | .00            | 150.00         | 150.00       |
| Total 130037: |                  |              |               |                            |                |                  |                    |                |                |              |
|               |                  |              |               |                            |                |                  |                    | .00            |                | 150.00       |
| <b>130038</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130038       | 336           | IRON MOUNTAIN              | DNKZ233        | 1                | 01-51420-2900      | .00            | 89.26          | 89.26        |

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|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130038: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 89.26        |
| <b>130039</b> | 05/21 05/14/2021 | 130039       | 2089          | JENNI DONOVAN            | 210513         | 1                | 01-23010           | .00            | 250.00         | 250.00       |
| Total 130039: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 250.00       |
| <b>130040</b> | 05/21 05/14/2021 | 130040       | 375           | KWIK TRIP CREDIT DEPT    | 2105           | 1                | 01-55200-3400      | .00            | 184.51         | 184.51       |
| Total 130040: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 184.51       |
| <b>130041</b> | 05/21 05/14/2021 | 130041       | 2087          | LAUREN DOWNING           | 21051302       | 1                | 01-23010           | .00            | 250.00         | 250.00       |
| Total 130041: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 250.00       |
| <b>130042</b> | 05/21 05/14/2021 | 130042       | 2090          | MEGAN NICKSIC            | 210513         | 1                | 01-23010           | .00            | 250.00         | 250.00       |
| Total 130042: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 250.00       |
| <b>130043</b> | 05/21 05/14/2021 | 130043       | 2088          | NATALIE PAYNE            | 210513         | 1                | 01-23010           | .00            | 250.00         | 250.00       |
| Total 130043: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 250.00       |
| <b>130044</b> | 05/21 05/14/2021 | 130044       | 499           | OAKDALE ELECTRIC COOPERA | 30198001-21    | 1                | 01-53420-2900      | .00            | 671.00         | 671.00       |
| Total 130044: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 671.00       |
| <b>130045</b> | 05/21 05/14/2021 | 130045       | 2092          | OAKWOOD VILLAGE MHP      | 210512         | 1                | 03-13100           | .00            | 50.98          | 50.98        |
| Total 130045: |                  |              |               |                          |                |                  |                    |                |                |              |
|               |                  |              |               |                          |                |                  |                    | .00            |                | 50.98        |

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| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                       | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|-----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| <b>130046</b> |                  |              |               |                             |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130046       | 2093          | ST. MARY'S UNIVERSITY OF MI | 210415         | 1                | 10-55110-3420      | .00            | 20.97          | 20.97        |
| Total 130046: |                  |              |               |                             |                |                  |                    |                |                |              |
| <b>130047</b> |                  |              |               |                             |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130047       | 1744          | TOMAH HEALTH                | 9014           | 1                | 01-15620           | .00            | 120.00         | 120.00       |
| 05/21         | 05/14/2021       | 130047       | 1744          | TOMAH HEALTH                | 9014           | 2                | 01-15610           | .00            | 72.00          | 72.00        |
| 05/21         | 05/14/2021       | 130047       | 1744          | TOMAH HEALTH                | 9014           | 3                | 01-53311-2900      | .00            | 72.00          | 72.00        |
| Total 130047: |                  |              |               |                             |                |                  |                    |                |                |              |
| <b>130048</b> |                  |              |               |                             |                |                  |                    |                |                |              |
| 05/21         | 05/14/2021       | 130048       | 771           | WOOD CO CLRK/CT             | 210510         | 1                | 01-23301           | .00            | 393.00         | 393.00       |
| Total 130048: |                  |              |               |                             |                |                  |                    |                |                |              |
| <b>130049</b> |                  |              |               |                             |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 1                | 01-55200-2210      | .00            | 819.12         | 819.12       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 2                | 10-55110-2210      | .00            | 463.18         | 463.18       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 3                | 01-53510-2210      | .00            | 116.96         | 116.96       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 4                | 01-53311-2210      | .00            | 162.83         | 162.83       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 5                | 01-53311-2210      | .00            | 76.21          | 76.21        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 6                | 01-53311-2210      | .00            | 16.81          | 16.81        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 7                | 01-51600-2210      | .00            | 1,009.00       | 1,009.00     |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 8                | 01-53420-2900      | .00            | 16.69          | 16.69        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 9                | 01-53420-2900      | .00            | 27.61          | 27.61        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 10               | 01-53311-2210      | .00            | 140.63         | 140.63       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 11               | 01-53420-2900      | .00            | 16.70          | 16.70        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 12               | 02-56910-2210      | .00            | 242.96         | 242.96       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 13               | 01-53510-2210      | .00            | 17.08          | 17.08        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 14               | 01-53510-2210      | .00            | 21.76          | 21.76        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 15               | 01-53510-2210      | .00            | 21.02          | 21.02        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 16               | 01-53420-2900      | .00            | 28.15          | 28.15        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 17               | 01-52200-2210      | .00            | 175.75         | 175.75       |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 18               | 01-52900-2210      | .00            | 18.58          | 18.58        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 19               | 01-52100-2210      | .00            | 1,273.95       | 1,273.95     |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 20               | 01-52100-2210      | .00            | 17.58          | 17.58        |
| 05/21         | 05/17/2021       | 130049       | 30            | ALLIANT ENERGY/WPL          | 210504         | 21               | 01-53420-2900      | .00            | 10,176.63      | 10,176.63    |

M = Manual Check, V = Void Check

Check Register - Print Check Register - For Council Approval  
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| GL            | Check Issue Date | Check Number | Vendor Number | Payee                    | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
|               | 05/21            | 130049       | 30            | ALLIANT ENERGY/WPL       | 210504         | 22               | 12-55500-2210      | .00            | 39.28          | 39.28        |
|               | 05/21            | 130049       | 30            | ALLIANT ENERGY/WPL       | 210504         | 23               | 12-55500-2210      | .00            | 490.59         | 490.59       |
|               | 05/21            | 130049       | 30            | ALLIANT ENERGY/WPL       | 210504         | 24               | 01-55300-2210      | .00            | 66.01          | 66.01        |
|               | 05/21            | 130049       | 30            | ALLIANT ENERGY/WPL       | 210504         | 25               | 01-55402-2210      | .00            | 33.20          | 33.20        |
|               | 05/21            | 130049       | 30            | ALLIANT ENERGY/WPL       | 210504         | 26               | 01-55402-2210      | .00            | 65.33          | 65.33        |
|               | 05/21            | 130049       | 30            | ALLIANT ENERGY/WPL       | 210504         | 27               | 01-55401-2210      | .00            | 1,810.55       | 1,810.55     |
|               | Total 130049:    |              |               |                          |                |                  |                    |                |                | 17,364.16    |
| <b>130050</b> |                  |              |               |                          |                |                  |                    |                |                |              |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2872994527     | 1                | 01-52100-2230      | .00            | 577.45         | 577.45       |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873030555     | 1                | 01-52200-2230      | .00            | 217.13         | 217.13       |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873031353     | 1                | 01-52200-2230      | .00            | 32.99          | 32.99        |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873031353     | 2                | 01-53311-3402      | .00            | 19.25          | 19.25        |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873031353     | 3                | 01-55200-2230      | .00            | 19.25          | 19.25        |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873031353     | 4                | 01-55200-2230      | .00            | 19.25          | 19.25        |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873031353     | 5                | 01-55200-2230      | .00            | 19.25          | 19.25        |
|               | 05/21            | 130050       | 1960          | AT&T MOBILITY            | 2873049640     | 1                | 01-52100-2230      | .00            | 54.21          | 54.21        |
|               | Total 130050:    |              |               |                          |                |                  |                    |                |                | 958.78       |
| <b>130051</b> |                  |              |               |                          |                |                  |                    |                |                |              |
|               | 05/21            | 130051       | 121           | CARRICO AQUATIC RESOURCE | 20211279       | 1                | 01-55402-3400      | .00            | 3,860.96       | 3,860.96     |
|               | Total 130051:    |              |               |                          |                |                  |                    |                |                | 3,860.96     |
| <b>130052</b> |                  |              |               |                          |                |                  |                    |                |                |              |
|               | 05/21            | 130052       | 129           | CHARTER COMMUNICATIONS   | 0018042050     | 1                | 10-55110-2900      | .00            | 104.98         | 104.98       |
|               | 05/21            | 130052       | 129           | CHARTER COMMUNICATIONS   | 0039105041     | 1                | 12-55500-2200      | .00            | 159.42         | 159.42       |
|               | Total 130052:    |              |               |                          |                |                  |                    |                |                | 264.40       |
| <b>130053</b> |                  |              |               |                          |                |                  |                    |                |                |              |
|               | 05/21            | 130053       | 220           | EO JOHNSON CO            | INV932266      | 1                | 10-55110-2900      | .00            | 63.00          | 63.00        |
|               | Total 130053:    |              |               |                          |                |                  |                    |                |                | 63.00        |
| <b>130054</b> |                  |              |               |                          |                |                  |                    |                |                |              |
|               | 05/21            | 130054       | 2095          | GREY HOUSE PUBLISHING    | 361706         | 1                | 10-55110-3420      | .00            | 733.00         | 733.00       |



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| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                    | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130054: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130055</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130055       | 299           | HAGEN SPORTS NETWORK     | 2105           | 1                | 01-51100-3200      | .00            | 250.00         | 250.00       |
| 05/21         | 05/17/2021       | 130055       | 299           | HAGEN SPORTS NETWORK     | 2105           | 2                | 01-51410-3200      | .00            | 125.00         | 125.00       |
| Total 130055: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130056</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130056       | 337           | IRONCORE INC             | IC46423        | 1                | 01-51450-2900      | .00            | 1,158.92       | 1,158.92     |
| 05/21         | 05/17/2021       | 130056       | 337           | IRONCORE INC             | IC46429        | 1                | 01-52100-3100      | .00            | 56.89          | 56.89        |
| Total 130056: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130057</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130057       | 966           | KELLER, IRMA             | 210502         | 1                | 10-55110-3100      | .00            | 36.88          | 36.88        |
| 05/21         | 05/17/2021       | 130057       | 966           | KELLER, IRMA             | 210502         | 2                | 10-55110-3100      | .00            | 11.91          | 11.91        |
| Total 130057: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130058</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130058       | 375           | KWIK TRIP CREDIT DEPT    | 00057542-21    | 1                | 01-52100-3400      | .00            | 2,861.31       | 2,861.31     |
| Total 130058: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130059</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130059       | 1391          | LOFFLER COMPANIES        | 3720595        | 1                | 01-51420-2900      | .00            | 41.98          | 41.98        |
| Total 130059: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130060</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130060       | 461           | MONROE CO SOLID WASTE    | 002-0421       | 1                | 01-53630-5300      | .00            | 13,490.00      | 13,490.00    |
| Total 130060: |                  |              |               |                          |                |                  |                    |                |                |              |
| <b>130061</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130061       | 545           | RECREATION SUPPLY CO INC | 414989         | 1                | 01-55402-3500      | .00            | 424.64         | 424.64       |

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| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee            | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130061: |                  |              |               |                  |                |                  |                    |                |                |              |
|               |                  |              |               |                  |                |                  |                    | .00            |                | 424.64       |
| <b>130062</b> |                  |              |               |                  |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130062       | 569           | SAFE-FAST INC    | INV245229      | 1                | 01-53311-3409      | .00            | 109.08         | 109.08       |
| 05/21         | 05/17/2021       | 130062       | 569           | SAFE-FAST INC    | INV245382      | 1                | 01-53311-3409      | .00            | 15.95          | 15.95        |
| Total 130062: |                  |              |               |                  |                |                  |                    |                |                |              |
|               |                  |              |               |                  |                |                  |                    | .00            |                | 125.03       |
| <b>130063</b> |                  |              |               |                  |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130063       | 646           | TOMAH LUMBER INC | 113898         | 1                | 01-53510-3500      | .00            | 235.76         | 235.76       |
| 05/21         | 05/17/2021       | 130063       | 646           | TOMAH LUMBER INC | 113984         | 1                | 01-53510-3500      | .00            | 223.29         | 223.29       |
| 05/21         | 05/17/2021       | 130063       | 646           | TOMAH LUMBER INC | 114003         | 1                | 01-53510-3500      | .00            | 93.75          | 93.75        |
| Total 130063: |                  |              |               |                  |                |                  |                    |                |                |              |
|               |                  |              |               |                  |                |                  |                    | .00            |                | 552.80       |
| <b>130064</b> |                  |              |               |                  |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130064       | 699           | VERIZON          | 9878664735     | 1                | 01-53311-3402      | .00            | 44.23          | 44.23        |
| 05/21         | 05/17/2021       | 130064       | 699           | VERIZON          | 9878664735     | 2                | 01-52400-2230      | .00            | 54.23          | 54.23        |
| 05/21         | 05/17/2021       | 130064       | 699           | VERIZON          | 9878664735     | 3                | 01-52400-2230      | .00            | 44.23          | 44.23        |
| 05/21         | 05/17/2021       | 130064       | 699           | VERIZON          | 9878664735     | 4                | 01-52400-2230      | .00            | 44.24          | 44.24        |
| 05/21         | 05/17/2021       | 130064       | 699           | VERIZON          | 9878664735     | 5                | 01-52400-2230      | .00            | 44.24          | 44.24        |
| Total 130064: |                  |              |               |                  |                |                  |                    |                |                |              |
|               |                  |              |               |                  |                |                  |                    | .00            |                | 231.17       |
| <b>130065</b> |                  |              |               |                  |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130065       | 2094          | WAYNE KLING      | 543267         | 1                | 10-55110-3420      | .00            | 70.00          | 70.00        |
| Total 130065: |                  |              |               |                  |                |                  |                    |                |                |              |
|               |                  |              |               |                  |                |                  |                    | .00            |                | 70.00        |
| <b>130066</b> |                  |              |               |                  |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 1                | 01-55200-2200      | .00            | 341.86         | 341.86       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 2                | 01-55401-2200      | .00            | 1,601.28       | 1,601.28     |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 3                | 01-52200-2200      | .00            | 191.02         | 191.02       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 4                | 01-53311-2200      | .00            | 157.45         | 157.45       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 5                | 01-53510-2200      | .00            | 39.22          | 39.22        |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 6                | 01-53311-2200      | .00            | 397.46         | 397.46       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 7                | 01-53311-2200      | .00            | 84.23          | 84.23        |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES      | 210514         | 8                | 01-51600-2200      | .00            | 1,491.52       | 1,491.52     |

M = Manual Check, V = Void Check

| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                      | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 9                | 01-52100-2200      | .00            | 570.21         | 570.21       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 10               | 12-55500-2200      | .00            | 117.02         | 117.02       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 11               | 12-55500-2200      | .00            | 19.39          | 19.39        |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 12               | 03-52300-2200      | .00            | 76.72          | 76.72        |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 13               | 10-55110-2200      | .00            | 266.01         | 266.01       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 14               | 01-55402-2200      | .00            | 113.29         | 113.29       |
| 05/21         | 05/17/2021       | 130066       | 721           | WE ENERGIES                | 210514         | 15               | 01-55402-2200      | .00            | 10.23          | 10.23        |
| Total 130066: |                  |              |               |                            |                |                  |                    |                |                | 5,476.91     |
| <b>130067</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/17/2021       | 130067       | 1184          | WI DEPT OF JUSTICE-CIB WOR | 202104         | 1                | 01-51420-3200      | .00            | 462.00         | 462.00       |
| Total 130067: |                  |              |               |                            |                |                  |                    |                |                | 462.00       |
| <b>130068</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/21/2021       | 130068       | 61            | AUTO VALUE TOMAH           | 522173067      | 1                | 01-53311-3402      | .00            | 47.88          | 47.88        |
| Total 130068: |                  |              |               |                            |                |                  |                    |                |                | 47.88        |
| <b>130069</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/21/2021       | 130069       | 218           | BAUMGART, EMIL             | 2104           | 1                | 01-52400-2100      | .00            | 500.00         | 500.00       |
| 05/21         | 05/21/2021       | 130069       | 218           | BAUMGART, EMIL             | 2104           | 2                | 01-23031           | .00            | 997.00         | 997.00       |
| Total 130069: |                  |              |               |                            |                |                  |                    |                |                | 1,497.00     |
| <b>130070</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/21/2021       | 130070       | 76            | BAYCOM INC                 | EQUIPINV_0     | 1                | 01-52200-3400      | .00            | 243.00         | 243.00       |
| Total 130070: |                  |              |               |                            |                |                  |                    |                |                | 243.00       |
| <b>130071</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/21/2021       | 130071       | 132           | CHASING DAYLIGHT ANIMAL S  | 210503         | 1                | 01-52100-3400      | .00            | 70.00          | 70.00        |
| Total 130071: |                  |              |               |                            |                |                  |                    |                |                | 70.00        |
| <b>130072</b> |                  |              |               |                            |                |                  |                    |                |                |              |
| 05/21         | 05/21/2021       | 130072       | 216           | EMERGENCY MEDICAL PRODU    | 2251909        | 1                | 03-52300-3400      | .00            | 245.46         | 245.46       |

| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                      | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130072: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130073</b> | 05/21            | 130073       | 255           | FIRST SUPPLY LLC-LA CROSSE | 3091580-01     | 1                | 01-53510-3500      | .00            | 100.98         | 100.98       |
|               | 05/21            | 130073       | 255           | FIRST SUPPLY LLC-LA CROSSE | 3091580-02     | 1                | 01-53510-3500      | .00            | 56.88          | 56.88        |
|               | 05/21            | 130073       | 255           | FIRST SUPPLY LLC-LA CROSSE | 3131096-00     | 1                | 01-53510-3500      | .00            | 55.69          | 55.69        |
| Total 130073: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130074</b> | 05/21            | 130074       | 274           | GERKE EXCAVATING INC       | 48600          | 1                | 01-53311-3407      | .00            | 413.10         | 413.10       |
| Total 130074: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130075</b> | 05/21            | 130075       | 2086          | HIGHWAY CONSTRUCTION PR    | 8885           | 1                | 01-53311-3405      | .00            | 481.09         | 481.09       |
| Total 130075: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130076</b> | 05/21            | 130076       | 354           | JOHN SHUCK PLUMBING & REP  | 13204          | 1                | 01-55200-3500      | .00            | 948.95         | 948.95       |
| Total 130076: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130077</b> | 05/21            | 130077       | 2030          | LUBE TECH & PARTNERS LLC   | 2605654        | 1                | 01-53311-3402      | .00            | 2,287.38       | 2,287.38     |
| Total 130077: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130078</b> | 05/21            | 130078       | 1757          | MACQUEEN EQUIPMENT LLC     | P19264         | 1                | 01-53311-3502      | .00            | 241.86         | 241.86       |
| Total 130078: |                  |              |               |                            |                |                  |                    |                |                |              |
| <b>130079</b> | 05/21            | 130079       | 850           | MARTIN-MCALLISTER CONSUL   | 13892          | 1                | 01-52100-2100      | .00            | 550.00         | 550.00       |

| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                      | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130079: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130080        | 05/21/2021       | 130080       | 437           | MILDE APPRAISAL SERVICE LL | 2105           | 1                | 01-51530-2100      | .00            | 3,400.00       | 3,400.00     |
| Total 130080: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130081        | 05/21/2021       | 130081       | 469           | PENNY J. PRECOUR ATTORNE   | 2105           | 1                | 01-51300-2100      | .00            | 2,700.00       | 2,700.00     |
| Total 130081: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130082        | 05/21/2021       | 130082       | 550           | REINDERS INC               | 1876371-00     | 1                | 01-55200-3500      | .00            | 15.49          | 15.49        |
| 130082        | 05/21/2021       | 130082       | 550           | REINDERS INC               | 1876422-00     | 1                | 01-55200-3500      | .00            | 385.77         | 385.77       |
| Total 130082: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130083        | 05/21/2021       | 130083       | 581           | SHERWIN INDUSTRIES INC     | SS088383       | 1                | 01-53311-3502      | .00            | 1,369.29       | 1,369.29     |
| Total 130083: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130084        | 05/21/2021       | 130084       | 1597          | SUPERIOR AUTOMOTIVE        | 25883          | 1                | 01-52100-3500      | .00            | 727.85         | 727.85       |
| Total 130084: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130085        | 05/21/2021       | 130085       | 607           | SUPERIOR CHEMICAL CORP     | 300565         | 1                | 01-53311-3402      | .00            | 220.74         | 220.74       |
| Total 130085: |                  |              |               |                            |                |                  |                    |                |                |              |
| 130086        | 05/21/2021       | 130086       | 30            | ALLIANT ENERGY/WPL         | 210503         | 1                | 12-55500-2210      | .00            | 139.23         | 139.23       |
| 130086        | 05/21/2021       | 130086       | 30            | ALLIANT ENERGY/WPL         | 210503         | 2                | 03-52300-2210      | .00            | 326.44         | 326.44       |

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| GL            | Check Issue Date | Check Number | Vendor Number | Payee                     | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130086: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130087</b> | 05/21            | 130087       | 61            | AUTO VALUE TOMAH          | 522172654      | 1                | 01-53311-3502      | .00            | 102.90         | 102.90       |
|               | 05/21            | 130087       | 61            | AUTO VALUE TOMAH          | 522172763      | 1                | 01-55200-3500      | .00            | 7.98           | 7.98         |
|               | 05/21            | 130087       | 61            | AUTO VALUE TOMAH          | 522174233      | 1                | 01-53311-3502      | .00            | 22.78          | 22.78        |
| Total 130087: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130088</b> | 05/21            | 130088       | 2             | BENEFIT PLAN ADMINISTRATO | 5290           | 1                | 01-51980-3400      | .00            | 142.50         | 142.50       |
| Total 130088: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130089</b> | 05/21            | 130089       | 128           | CENTURYLINK               | 301310967-2    | 1                | 01-52100-2230      | .00            | 26.00          | 26.00        |
| Total 130089: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130090</b> | 05/21            | 130090       | 1777          | DELTA DENTAL              | 210521         | 1                | 01-21597           | .00            | 576.42         | 576.42       |
| Total 130090: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130091</b> | 05/21            | 130091       | 810           | FURLANO, JARROD           | 210505         | 1                | 01-52100-3350      | .00            | 19.99          | 19.99        |
| Total 130091: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130092</b> | 05/21            | 130092       | 634           | GREATER TOMAH AREA CHAM   | 210525         | 1                | 16-21101           | .00            | 18,777.43      | 18,777.43    |
| Total 130092: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130093</b> | 05/21            | 130093       | 375           | KWIK TRIP CREDIT DEPT     | 00421945-21    | 1                | 03-52300-3400      | .00            | 3,651.11       | 3,651.11     |

M = Manual Check, V = Void Check

| GL Period     | Check Issue Date | Check Number | Vendor Number                  | Payee                          | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|--------------------------------|--------------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130093: |                  |              |                                |                                |                |                  |                    |                |                |              |
| <b>130094</b> | 05/21            | 05/25/2021   | 130094                         | 396 LEXISNEXIS RISK DATA MANAG | 1378284-202    | 1                | 01-52100-2900      | .00            | 33.00          | 33.00        |
| Total 130094: |                  |              |                                |                                |                |                  |                    |                |                |              |
| <b>130095</b> | 05/21            | 05/25/2021   | 130095                         | 453 MONROE CO TITLE INC        | 21-55829TS     | 1                | 04-56600-2100      | .00            | 75.00          | 75.00        |
| Total 130095: |                  |              |                                |                                |                |                  |                    |                |                |              |
| <b>130096</b> | 05/21            | 05/25/2021   | 130096                         | 475 NAPA - CENTRAL WISCONSIN A | 608449         | 1                | 01-53311-3502      | .00            | 3.23           | 3.23         |
| 05/21         | 05/25/2021       | 130096       | 475 NAPA - CENTRAL WISCONSIN A | 608627                         | 1              | 01-53311-3402    | .00                | 5.57           | 5.57           | 5.57         |
| 05/21         | 05/25/2021       | 130096       | 475 NAPA - CENTRAL WISCONSIN A | 608656                         | 1              | 01-53311-3402    | .00                | 51.48          | 51.48          | 51.48        |
| 05/21         | 05/25/2021       | 130096       | 475 NAPA - CENTRAL WISCONSIN A | 609639                         | 1              | 01-53311-3402    | .00                | 16.71          | 16.71          | 16.71        |
| 05/21         | 05/25/2021       | 130096       | 475 NAPA - CENTRAL WISCONSIN A | 609920                         | 1              | 01-53311-3402    | .00                | 16.62          | 16.62          | 16.62        |
| 05/21         | 05/25/2021       | 130096       | 475 NAPA - CENTRAL WISCONSIN A | 610146                         | 1              | 01-52200-3500    | .00                | 182.75         | 182.75         | 182.75       |
| Total 130096: |                  |              |                                |                                |                |                  |                    |                |                |              |
| <b>130097</b> | 05/21            | 05/25/2021   | 130097                         | 2097 NATASHA NORMANS           | 05192021       | 1                | 01-46720           | .00            | 28.44          | 28.44        |
| 05/21         | 05/25/2021       | 130097       | 2097 NATASHA NORMANS           | 05192021                       | 2              | 01-24210         | .00                | 1.56           | 1.56           | 1.56         |
| Total 130097: |                  |              |                                |                                |                |                  |                    |                |                |              |
| <b>130098</b> | 05/21            | 05/25/2021   | 130098                         | 499 OAKDALE ELECTRIC COOPERA   | 30198002-21    | 1                | 01-52900-2210      | .00            | 35.20          | 35.20        |
| Total 130098: |                  |              |                                |                                |                |                  |                    |                |                |              |
| <b>130099</b> | 05/21            | 05/25/2021   | 130099                         | 1009 ROBARGE, ADAM             | 05172021       | 1                | 03-52300-3300      | .00            | 178.42         | 178.42       |
| Total 130099: |                  |              |                                |                                |                |                  |                    |                |                |              |

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| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                     | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| <b>130100</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/25/2021       | 130100       | 1597          | SUPERIOR AUTOMOTIVE       | 25862          | 1                | 01-52100-3500      | .00            | 479.90         | 479.90       |
| 05/21         | 05/25/2021       | 130100       | 1597          | SUPERIOR AUTOMOTIVE       | 26070          | 1                | 01-52100-3500      | .00            | 68.19          | 68.19        |
| 05/21         | 05/25/2021       | 130100       | 1597          | SUPERIOR AUTOMOTIVE       | 26085          | 1                | 01-52100-3500      | .00            | 50.73          | 50.73        |
| 05/21         | 05/25/2021       | 130100       | 1597          | SUPERIOR AUTOMOTIVE       | 26089          | 1                | 01-52100-3500      | .00            | 188.75         | 188.75       |
| 05/21         | 05/25/2021       | 130100       | 1597          | SUPERIOR AUTOMOTIVE       | 26096          | 1                | 01-52100-3500      | .00            | 69.09          | 69.09        |
| 05/21         | 05/25/2021       | 130100       | 1597          | SUPERIOR AUTOMOTIVE       | 26118          | 1                | 01-52100-3500      | .00            | 91.10          | 91.10        |
|               | Total 130100:    |              |               |                           |                |                  |                    | .00            | 947.76         | 947.76       |
| <b>130101</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/25/2021       | 130101       | 637           | TOMAH AREA SCHOOL DISTRIC | 210518         | 1                | 01-24600           | .00            | 2,352.25       | 2,352.25     |
|               | Total 130101:    |              |               |                           |                |                  |                    | .00            | 2,352.25       | 2,352.25     |
| <b>130102</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/25/2021       | 130102       | 1744          | TOMAH HEALTH              | 210525         | 1                | 01-52100-3400      | .00            | 277.00         | 277.00       |
|               | Total 130102:    |              |               |                           |                |                  |                    | .00            | 277.00         | 277.00       |
| <b>130103</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 1                | 01-55401-2220      | .00            | 1,038.42       | 1,038.42     |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 2                | 01-55200-2220      | .00            | 904.04         | 904.04       |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 3                | 01-55402-2220      | .00            | 62.28          | 62.28        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 4                | 01-55402-2220      | .00            | 311.65         | 311.65       |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 5                | 01-55300-2220      | .00            | 86.32          | 86.32        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 6                | 01-55300-2220      | .00            | 114.20         | 114.20       |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 7                | 01-52200-2220      | .00            | 34.14          | 34.14        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 8                | 03-52300-2220      | .00            | 124.57         | 124.57       |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 9                | 12-55500-2220      | .00            | 34.14          | 34.14        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 10               | 12-55500-2220      | .00            | 65.25          | 65.25        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 11               | 01-53311-2220      | .00            | 23.77          | 23.77        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 12               | 01-53311-2220      | .00            | 93.46          | 93.46        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 13               | 01-53311-2220      | .00            | 22.60          | 22.60        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 14               | 01-51600-2220      | .00            | 240.60         | 240.60       |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 15               | 01-53311-2220      | .00            | 22.60          | 22.60        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 16               | 01-53510-2220      | .00            | 23.77          | 23.77        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 17               | 01-53311-2220      | .00            | 83.09          | 83.09        |
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 18               | 01-52100-2220      | .00            | 228.61         | 228.61       |



| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                     | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/21         | 05/25/2021       | 130103       | 658           | TOMAH WATER & SEWER UTILI | 210525         | 19               | 10-55110-2220      | .00            | 129.02         | 129.02       |
| Total 130103: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130104</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/25/2021       | 130104       | 1590          | VISION SERVICE PLAN       | 210519         | 1                | 01-21596           | .00            | 467.88         | 467.88       |
| Total 130104: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130105</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/25/2021       | 130105       | 2096          | WI DEPT OF JUSTICE        | 210525         | 1                | 01-52200-3350      | .00            | 550.00         | 550.00       |
| Total 130105: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130106</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/27/2021       | 130106       | 2057          | KISH SONS ELECTRIC        | 9681           | 1                | 08-57621-8200      | .00            | 32,038.30      | 32,038.30    |
| 05/21         | 05/27/2021       | 130106       | 2057          | KISH SONS ELECTRIC        | 9667           | 1                | 08-57621-8200      | .00            | 4,576.90       | 4,576.90     |
| Total 130106: |                  |              |               |                           |                |                  |                    |                |                |              |
| <b>130107</b> |                  |              |               |                           |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 596894         | 1                | 01-53311-3502      | .00            | 14.28          | 14.28        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 596926         | 1                | 01-51600-3400      | .00            | 105.57         | 105.57       |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 596966         | 1                | 01-53510-3500      | .00            | 37.26          | 37.26        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597013         | 1                | 01-53311-3402      | .00            | 57.56          | 57.56        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597021         | 1                | 01-55401-3400      | .00            | 27.17          | 27.17        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597036         | 1                | 01-53311-3502      | .00            | 15.98          | 15.98        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597061         | 1                | 10-55110-3100      | .00            | 35.98          | 35.98        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597068         | 1                | 01-52200-3400      | .00            | 10.58          | 10.58        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597082         | 1                | 01-51600-3400      | .00            | 72.47          | 72.47        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597119         | 1                | 01-53510-3500      | .00            | 84.29          | 84.29        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597129         | 1                | 01-53510-3500      | .00            | 6.00           | 6.00         |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597150         | 1                | 10-55110-3100      | .00            | 8.00-          | 8.00-        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597174         | 1                | 01-53311-3402      | .00            | 11.99          | 11.99        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597176         | 1                | 01-52200-3400      | .00            | 7.18           | 7.18         |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597242         | 1                | 01-51600-3400      | .00            | 3.59           | 3.59         |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597274         | 1                | 01-55401-3400      | .00            | 39.99          | 39.99        |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597284         | 1                | 01-55401-3400      | .00            | 5.23           | 5.23         |
| 05/21         | 05/28/2021       | 130107       | 11            | ACE HARDWARE              | 597389         | 1                | 01-55401-3400      | .00            | 24.75          | 24.75        |

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| GL Period               | Check Issue Date | Check Number | Vendor Number | Payee              | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|-------------------------|------------------|--------------|---------------|--------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/21                   | 05/28/2021       | 130107       | 11            | ACE HARDWARE       | 597446         | 1                | 01-53311-3402      | .00            | 39.92          | 39.92        |
| 05/21                   | 05/28/2021       | 130107       | 11            | ACE HARDWARE       | 597474         | 1                | 01-53510-3500      | .00            | 44.57          | 44.57        |
| 05/21                   | 05/28/2021       | 130107       | 11            | ACE HARDWARE       | 597480         | 1                | 01-55401-3400      | .00            | 5.18           | 5.18         |
| 05/21                   | 05/28/2021       | 130107       | 11            | ACE HARDWARE       | 597558         | 1                | 01-55200-3400      | .00            | 79.12          | 79.12        |
| 05/21                   | 05/28/2021       | 130107       | 11            | ACE HARDWARE       | 597561         | 1                | 12-55500-3500      | .00            | 17.99          | 17.99        |
| 05/21                   | 05/28/2021       | 130107       | 11            | ACE HARDWARE       | 597627         | 1                | 01-55200-3400      | .00            | 27.98          | 27.98        |
| Total 130107: 766.63    |                  |              |               |                    |                |                  |                    |                |                |              |
| <b>130108</b>           |                  |              |               |                    |                |                  |                    |                |                |              |
| 05/21                   | 05/28/2021       | 130108       | 30            | ALLIANT ENERGY/WPL | 210528         | 1                | 01-53420-2900      | .00            | 5,929.59       | 5,929.59     |
| Total 130108: 5,929.59  |                  |              |               |                    |                |                  |                    |                |                |              |
| <b>130109</b>           |                  |              |               |                    |                |                  |                    |                |                |              |
| 05/21                   | 05/28/2021       | 130109       | 1591          | ANDERSON, CHRISTI  | 210527         | 1                | 03-52300-3100      | .00            | 32.00          | 32.00        |
| Total 130109: 32.00     |                  |              |               |                    |                |                  |                    |                |                |              |
| <b>130110</b>           |                  |              |               |                    |                |                  |                    |                |                |              |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035909073     | 1                | 10-55110-3420      | .00            | 111.15         | 111.15       |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035909073     | 2                | 10-55110-3420      | .00            | 46.73          | 46.73        |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035909073     | 3                | 10-55110-3460      | .00            | 55.93          | 55.93        |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035909639     | 1                | 10-55110-3420      | .00            | 27.02          | 27.02        |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035933969     | 1                | 10-55110-3420      | .00            | 135.96         | 135.96       |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035933969     | 2                | 10-55110-3420      | .00            | 24.75          | 24.75        |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035933969     | 3                | 10-55110-3460      | .00            | 47.82          | 47.82        |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035946080     | 1                | 10-55110-3420      | .00            | 19.53          | 19.53        |
| 05/21                   | 05/28/2021       | 130110       | 69            | BAKER & TAYLOR LLC | 2035946080     | 2                | 10-55110-3460      | .00            | 8.95           | 8.95         |
| Total 130110: 477.84    |                  |              |               |                    |                |                  |                    |                |                |              |
| <b>130111</b>           |                  |              |               |                    |                |                  |                    |                |                |              |
| 05/21                   | 05/28/2021       | 130111       | 81            | BERNIE BUCHNER INC | 868362         | 1                | 01-52100-3550      | .00            | 400.50         | 400.50       |
| 05/21                   | 05/28/2021       | 130111       | 81            | BERNIE BUCHNER INC | 868487         | 1                | 08-57190-8300      | .00            | 64,174.74      | 64,174.74    |
| Total 130111: 64,575.24 |                  |              |               |                    |                |                  |                    |                |                |              |

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| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                    | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| <b>130112</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130112       | 103           | BRICKL BROS INC          | 200087003      | 1                | 08-57621-8200      | .00            | 22,949.01      | 22,949.01    |
| 05/21         | 05/28/2021       | 130112       | 103           | BRICKL BROS INC          | 200142002      | 1                | 08-57621-8200      | .00            | 127,776.00     | 127,776.00   |
|               | Total 130112:    |              |               |                          |                |                  |                    | .00            |                | 150,725.01   |
| <b>130113</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130113       | 1666          | CBS SQUARED INC          | 7538           | 1                | 08-57620-8100      | .00            | 1,298.00       | 1,298.00     |
| 05/21         | 05/28/2021       | 130113       | 1666          | CBS SQUARED INC          | 8110           | 1                | 08-57620-8100      | .00            | 5,177.70       | 5,177.70     |
| 05/21         | 05/28/2021       | 130113       | 1666          | CBS SQUARED INC          | 8167           | 1                | 01-52200-2100      | .00            | 3,933.93       | 3,933.93     |
|               | Total 130113:    |              |               |                          |                |                  |                    | .00            |                | 10,409.63    |
| <b>130114</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 1                | 01-51200-2230      | .00            | .26            | .26          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 2                | 01-51415-2230      | .00            | .06            | .06          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 3                | 01-51420-2230      | .00            | 8.09           | 8.09         |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 4                | 01-51520-2230      | .00            | .06            | .06          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 5                | 01-51600-2230      | .00            | .06            | .06          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 6                | 01-52100-2230      | .00            | 68.85          | 68.85        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 7                | 01-52400-2230      | .00            | .06            | .06          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 8                | 01-53100-2230      | .00            | .30            | .30          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 9                | 01-53311-2230      | .00            | .74            | .74          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 10               | 01-53510-2230      | .00            | .12            | .12          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 11               | 01-55200-2230      | .00            | .06            | .06          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 12               | 01-55300-2230      | .00            | .18            | .18          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 13               | 01-55402-2230      | .00            | .06            | .06          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 14               | 02-56910-2230      | .00            | .12            | .12          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 15               | 03-52300-2230      | .00            | .40            | .40          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 16               | 04-56600-2230      | .00            | 5.02           | 5.02         |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 17               | 10-55110-2230      | .00            | 6.59           | 6.59         |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 18               | 12-55500-2230      | .00            | .31            | .31          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 19               | 01-15620           | .00            | .50            | .50          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 20               | 01-15610           | .00            | .81            | .81          |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222413177      | 21               | 01-15210           | .00            | 5.02           | 5.02         |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 1                | 01-52100-2230      | .00            | 648.21         | 648.21       |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 2                | 01-51200-2230      | .00            | 18.52          | 18.52        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 3                | 01-51520-2230      | .00            | 74.08          | 74.08        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 4                | 01-51415-2230      | .00            | 18.52          | 18.52        |

M = Manual Check, V = Void Check

Check Register - Print Check Register - For Council Approval  
Check Issue Dates: 5/1/2021 - 5/31/2021

CITY OF TOMAH

| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                    | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 5                | 01-51420-2230      | .00            | 37.05          | 37.05        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 6                | 01-51100-2230      | .00            | 18.52          | 18.52        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 7                | 01-51530-2230      | .00            | 18.52          | 18.52        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 8                | 01-51410-2230      | .00            | 18.52          | 18.52        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 9                | 01-52400-2230      | .00            | 18.52          | 18.52        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 10               | 01-53100-2230      | .00            | 61.73          | 61.73        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 11               | 01-15610           | .00            | 24.69          | 24.69        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 12               | 01-15620           | .00            | 24.69          | 24.69        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 13               | 01-55200-2230      | .00            | 37.04          | 37.04        |
| 05/21         | 05/28/2021       | 130114       | 127           | CENTURYLINK BUSINESS SER | 222742109      | 14               | 01-52200-2230      | .00            | 18.52          | 18.52        |
| Total 130114: |                  |              |               |                          |                |                  |                    |                |                | 1,134.80     |
| <b>130115</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130115       | 157           | COMPLETE OFFICE OF WISCO | 945871         | 1                | 01-51420-3100      | .00            | 80.93          | 80.93        |
| 05/21         | 05/28/2021       | 130115       | 157           | COMPLETE OFFICE OF WISCO | 948984         | 1                | 01-51420-3100      | .00            | 60.88          | 60.88        |
| Total 130115: |                  |              |               |                          |                |                  |                    |                |                | 141.81       |
| <b>130116</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130116       | 2100          | DAVID JOHNSON            | 066504         | 1                | 01-53311-3408      | .00            | 800.00         | 800.00       |
| Total 130116: |                  |              |               |                          |                |                  |                    |                |                | 800.00       |
| <b>130117</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130117       | 226           | EVEREST EMERGENCY VEHICL | W03412         | 1                | 03-52300-3500      | .00            | 359.75         | 359.75       |
| 05/21         | 05/28/2021       | 130117       | 226           | EVEREST EMERGENCY VEHICL | W03413         | 1                | 03-52300-3500      | .00            | 293.50         | 293.50       |
| 05/21         | 05/28/2021       | 130117       | 226           | EVEREST EMERGENCY VEHICL | W03414         | 1                | 03-52300-3500      | .00            | 227.25         | 227.25       |
| Total 130117: |                  |              |               |                          |                |                  |                    |                |                | 880.50       |
| <b>130118</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130118       | 951           | HOLMES, JOHN             | 51989          | 1                | 01-53311-3409      | .00            | 578.00         | 578.00       |
| Total 130118: |                  |              |               |                          |                |                  |                    |                |                | 578.00       |
| <b>130119</b> |                  |              |               |                          |                |                  |                    |                |                |              |
| 05/21         | 05/28/2021       | 130119       | 390           | LAWSON PRODUCTS INC      | 9308435319     | 1                | 01-53311-3502      | .00            | 44.76          | 44.76        |
| 05/21         | 05/28/2021       | 130119       | 390           | LAWSON PRODUCTS INC      | 9308438849     | 1                | 01-53311-3402      | .00            | 226.83         | 226.83       |

M = Manual Check, V = Void Check

| GL            | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                     | Invoice<br>Number | Invoice<br>Sequence | Invoice<br>GL Account | Discount<br>Taken | Invoice<br>Amount | Check<br>Amount |
|---------------|---------------------|-----------------|------------------|---------------------------|-------------------|---------------------|-----------------------|-------------------|-------------------|-----------------|
| Total 130119: |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
|               |                     |                 |                  |                           |                   |                     |                       | .00               |                   | 271.59          |
| <b>130120</b> |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
| 05/21         | 05/28/2021          | 130120          | 2099             | LENA SEMANN               | 210525            | 1                   | 01-46720              | .00               | 75.83             | 75.83           |
| 05/21         | 05/28/2021          | 130120          | 2099             | LENA SEMANN               | 210525            | 2                   | 01-24210              | .00               | 4.17              | 4.17            |
| Total 130120: |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
|               |                     |                 |                  |                           |                   |                     |                       | .00               |                   | 80.00           |
| <b>130121</b> |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
| 05/21         | 05/28/2021          | 130121          | 2030             | LUBE TECH & PARTNERS LLC  | 2611302           | 1                   | 01-53311-3402         | .00               | 3,507.93          | 3,507.93        |
| 05/21         | 05/28/2021          | 130121          | 2030             | LUBE TECH & PARTNERS LLC  | 2611603           | 1                   | 01-53311-3402         | .00               | 1,783.97          | 1,783.97        |
| 05/21         | 05/28/2021          | 130121          | 2030             | LUBE TECH & PARTNERS LLC  | 2619243           | 1                   | 01-53311-3402         | .00               | 40.00             | 40.00           |
| Total 130121: |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
|               |                     |                 |                  |                           |                   |                     |                       | .00               |                   | 5,251.90        |
| <b>130122</b> |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
| 05/21         | 05/28/2021          | 130122          | 442              | MISSISSIPPI WELDERS SUPPL | 441136            | 1                   | 03-52300-3400         | .00               | 111.88            | 111.88          |
| 05/21         | 05/28/2021          | 130122          | 442              | MISSISSIPPI WELDERS SUPPL | 441222            | 1                   | 03-52300-3400         | .00               | 43.80             | 43.80           |
| 05/21         | 05/28/2021          | 130122          | 442              | MISSISSIPPI WELDERS SUPPL | 441263            | 1                   | 03-52300-3400         | .00               | 98.16             | 98.16           |
| 05/21         | 05/28/2021          | 130122          | 442              | MISSISSIPPI WELDERS SUPPL | 441285            | 1                   | 03-52300-3400         | .00               | 54.67             | 54.67           |
| 05/21         | 05/28/2021          | 130122          | 442              | MISSISSIPPI WELDERS SUPPL | 441331            | 1                   | 03-52300-3400         | .00               | 116.62            | 116.62          |
| Total 130122: |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
|               |                     |                 |                  |                           |                   |                     |                       | .00               |                   | 425.13          |
| <b>130123</b> |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16043560          | 1                   | 03-52300-3400         | .00               | 75.98             | 75.98           |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16059520          | 1                   | 03-52300-3400         | .00               | 37.99             | 37.99           |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16273383          | 1                   | 03-52300-3400         | .00               | 1,055.94          | 1,055.94        |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16437986          | 1                   | 03-52300-3400         | .00               | 46.17             | 46.17           |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16618935          | 1                   | 03-52300-3400         | .00               | 37.99             | 37.99           |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16636789          | 1                   | 03-52300-3400         | .00               | 28.99             | 28.99           |
| 05/21         | 05/28/2021          | 130123          | 538              | QUILL CORPORATION         | 16767084          | 1                   | 03-52300-3400         | .00               | 269.95            | 269.95          |
| Total 130123: |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
|               |                     |                 |                  |                           |                   |                     |                       | .00               |                   | 1,553.01        |
| <b>130124</b> |                     |                 |                  |                           |                   |                     |                       |                   |                   |                 |
| 05/21         | 05/28/2021          | 130124          | 2098             | REBECCA WEYER-CITY CLERK  | 210528            | 1                   | 01-55402-3400         | .00               | 100.00            | 100.00          |

| GL Period     | Check Issue Date | Check Number | Vendor Number                | Payee                         | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|------------------------------|-------------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 130124: |                  |              |                              |                               |                |                  |                    |                |                |              |
| <b>130125</b> | 05/21            | 05/28/2021   | 130125                       | 1866 SHERRY MITCHELL          | 210525         | 1                | 01-24412           | .00            | 114.37         | 114.37       |
| Total 130125: |                  |              |                              |                               |                |                  |                    |                |                |              |
| <b>130126</b> | 05/21            | 05/28/2021   | 130126                       | 646 TOMAH LUMBER INC          | 113806         | 1                | 14-57620-8200      | .00            | 139.00         | 139.00       |
| 05/21         | 05/28/2021       | 130126       | 646 TOMAH LUMBER INC         | 113855                        | 1              | 14-57620-8200    | .00                | 10,689.48      | 10,689.48      | 10,689.48    |
| 05/21         | 05/28/2021       | 130126       | 646 TOMAH LUMBER INC         | 113974                        | 1              | 14-57620-8200    | .00                | 1,227.08       | 1,227.08       | 1,227.08     |
| 05/21         | 05/28/2021       | 130126       | 646 TOMAH LUMBER INC         | 113975                        | 1              | 14-57620-8200    | .00                | 232.89         | 232.89         | 232.89       |
| 05/21         | 05/28/2021       | 130126       | 646 TOMAH LUMBER INC         | 113990                        | 1              | 14-57620-8200    | .00                | 318.90         | 318.90         | 318.90       |
| 05/21         | 05/28/2021       | 130126       | 646 TOMAH LUMBER INC         | 114052                        | 1              | 14-57620-8200    | .00                | 69.09          | 69.09          | 69.09        |
| 05/21         | 05/28/2021       | 130126       | 646 TOMAH LUMBER INC         | 114099                        | 1              | 14-57620-8200    | .00                | 43.00          | 43.00          | 43.00        |
| Total 130126: |                  |              |                              |                               |                |                  |                    |                |                |              |
| <b>130127</b> | 05/21            | 05/28/2021   | 130127                       | 1410 TOMAH VETERANS AFFAIRS M | 1078DQ         | 1                | 01-52200-3400      | .00            | 6.50           | 6.50         |
| Total 130127: |                  |              |                              |                               |                |                  |                    |                |                |              |
| <b>130128</b> | 05/21            | 05/28/2021   | 130128                       | 698 VAN NORMAN SUPPLY CO INC  | 326377         | 1                | 01-51600-3500      | .00            | 2,629.55       | 2,629.55     |
| 05/21         | 05/28/2021       | 130128       | 698 VAN NORMAN SUPPLY CO INC | 326393                        | 1              | 01-52200-3500    | .00                | 19.93          | 19.93          | 19.93        |
| Total 130128: |                  |              |                              |                               |                |                  |                    |                |                |              |
| <b>130129</b> | 05/21            | 05/28/2021   | 130129                       | 782 ZINGLER MARKETING LLC     | 7017           | 1                | 01-53311-3402      | .00            | 546.00         | 546.00       |
| 05/21         | 05/28/2021       | 130129       | 782 ZINGLER MARKETING LLC    | 7066                          | 1              | 01-53311-3402    | .00                | 500.00         | 500.00         | 500.00       |
| Total 130129: |                  |              |                              |                               |                |                  |                    |                |                |              |
| Grand Totals: |                  |              |                              |                               |                |                  |                    |                |                | 421,227.43   |

Check Issue Dates: 5/1/2021 - 5/31/2021

Dated: \_\_\_\_\_  
Mayor: \_\_\_\_\_ Murray, Mike  
  
City Council: \_\_\_\_\_ Glynn, John  
\_\_\_\_\_ Pater, Nellie  
\_\_\_\_\_ Peterson, Dean  
\_\_\_\_\_ Kiefer, Lamont  
\_\_\_\_\_ Gigous, Adam  
\_\_\_\_\_ Koel, Mitchell  
\_\_\_\_\_ Yarrington, Richard  
\_\_\_\_\_ Zabinski, Shawn

### Staff Committee Preparation Report

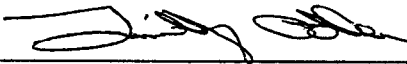
#### STAFF PREPARATION REPORT

#### Agenda Item: Replacement of EMS fly car and purchase of a take home vehicle for the full-time Deputy EMS Chief

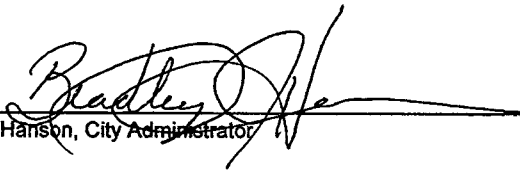
**Background:** We are looking into the replacement of the EMS Fly car that was damaged and totaled out after a deer strike while responding to an emergent call. At the same time, I would like to move forward with an emergency take home vehicle for the full-time Deputy EMS Chief. This quick response vehicle is an SUV, driven by the Deputy EMS Chief/ Paramedic that will respond to life-threatening situations when an ambulance may be delayed, or extra help may be needed during normal shift hours or at night/weekends after normal shift times. This response vehicle and Deputy EMS Chief/Paramedic will arrive on scene, assess the incident severity, request additional resources if needed, start assessments and treatments, and be able to stabilize the patient until the ambulance arrives. This vehicle will allow TAAS to better use our resources more efficiently and in many cases improve our response times. We have been in contact with the Monroe County Sheriff's Department about purchasing two of their used Ford Explorers and they would be willing to sell to us for 6,200.00 each.

**Fiscal Notes:** We are receiving approximately \$12,400.00 from the insurance company for the damaged vehicle which will be enough to purchase both vehicles.

**Recommendation:** Tomah Area Ambulance Service Commission has reviewed the needs for the purchase of the two vehicles and voted unanimously to recommend that the Council approve the request

  
\_\_\_\_\_  
Timothy Adler, Public Safety Director / Fire Chief

6/7/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bradley Hanson, City Administrator

06/07/2021  
\_\_\_\_\_  
Date

Ambulance Committee: Approved 5/27/2021

Meeting Date: 5/27/2021



### Staff Committee Preparation Report


#### Agenda Item: AUTHORIZATION FOR AMBULANCE BILLING MINIMUM PAYMENT


**Background:** Tomah Area Ambulance Service has never required minimum billing payment per month on outstanding bills.

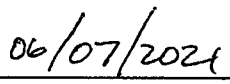
**Problem** The amount of work involved in invoicing monthly comes at a cost to the service. We have patients paying as little as 5 to 10 dollars per month on their outstanding bills and is costing us more funds to perform the work each month than we are collecting. This can string out payments for up to multiple years which causes much unneeded extra work.

**Recommendation:** Tomah Area Ambulance Service Commission has reviewed the need for the minimum billing payment per month of \$100.00 and voted unanimously to recommend that the Council approve the request. They have also requested that if anyone can provide indigency to the city that we would work with each patient on a case-by-case basis to come up with a minimum billing schedule that will work for them.

  
\_\_\_\_\_  
Timothy Adler, Public Safety Director / Fire Chief

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bradley Hanson, City Administrator

  
\_\_\_\_\_  
Date

Ambulance Committee: Approved 5/27/2021

Meeting Date: 5/27/2021