



AGENDA FOR COMMON COUNCIL

A Common Council meeting will be held on **Tuesday, December 17, 2024 at 6:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

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

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

AGENDA:

Call to Order, Pledge of Allegiance, Roll Call

ANYONE DESIRING TO APPEAR TO COUNCIL

Mayor

Senior Executive Team

- [1.](#) Monthly SET report

Economic Development, Zoning, Code Enforcement

- [2.](#) EDZ Monthly Update
- [3.](#) October Permit Report

Public Safety

- [4.](#) Public Safety November Monthly Report
- [5.](#) Approval of updated Tomah Emergency Operation Plan

Library

Senior & Disabled Services

- [6.](#) Senior & Disabled Services department monthly report

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

- [A.](#) Approval of Minutes from November 19, 2024
- [B.](#) Secondhand Article & Jewelry Dealer Licenses Application for Antique Mall of Tomah
- [C.](#) Renewal of Airport Leases – Bloyer Field

Committee of the Whole

- [4.](#) Resolution for Payment of Monthly Bills
- [5.](#) Approval of Permit Fee Schedule for GEC Permits
- [6.](#) Discussion and Approval of Fire Department job description changes
- [7.](#) Approval of Specific Wording of ARPA Funding to 2025 and 2026 Budgets

Common Council – December 17, 2024

APPOINTMENTS:

8. Appointment of Mitchell Koel to the Board of Review to fulfill the remaining term of Nicole Hart ending April 2025
9. Appointment of Mitchell Koel to the Joint City/School Planning Committee to fulfill the remaining term of Nicole Hart ending April 2025
10. Appointment of Mitchell Koel to the Senior and Disabled Services Board to fulfill the remaining term of Nicole Hart ending April 2025

GENERAL:

11. Emergency Management Operations Plan Approval
- [12.](#) Acceptance of Final Voting Tally General Election 2024

ADJOURN

13. Adjourn to Closed Session Pursuant to Wis Stat §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and Wis Stat 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for SET evaluation discussion.

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.

SET REPORT DECEMBER 2024

- Chairperson rotation: Starting January 1, 2024 Nick Morales has been selected as the SET Chairperson for the next two-year period ending in 2027.
- Annual Performance reviews for city personnel should be completed by December 31, 2024
- The leadership team attended Worker's Compensation on 12/10/2024 for all director staff.
- Conducted orientation programs for the two new member of SET.
- Attended the Holiday Train event on 12/09/2024
- Annual training will begin in January for all city staff regarding HR policies, cyber security awareness, sexual harassment training, EEO training and more.
- Completed and submitted for PTAP for Mass Transit funding.

Meetings Attended

- Emergency Management Meeting
- Vandewalle meeting for RFI
- Meeting with county officials regarding economic development

Economic Development and Zoning (EDZ)

Priorities for December:

1. Code Enforcement Transition
2. Façade Improvement Grant Application Processing
3. Monowau St RFI Deliverables

Administration

- Permanent Personnel: 2

Logistics

- Vehicles: 1
- Resource Shortfalls Nothing significant to report

Current Operations (Next 30 Days)

- 6-31 Dec Monowau St RFI
- 5 Dec KSE: Tomah Chamber of Commerce
- 6 Dec ME: 94.5 WTMB
- 6-31 Dec Façade Improvement Grant Application Processing
- 10 Dec KSE: Monroe County Economic Development
- 12 Dec KSE: Monroe County Economic Development
- 12 Dec KSE: Wisconsin Economic Development Corporation

Future Operations (Next 30 Days – 1 Year)

- All Jan Monowau St RFI
- 22 Jan Wisconsin Economic Development Corporation Roundtable is Osseo
- 3-7 Feb Monowau St RFI: City/V&A Selection Meeting
- 24 Feb Tomah Chamber of Commerce Annual Banquet
- 25 Feb Monowau St RFI: Council Selection Meeting (Tenative)
- TBD Annual Planning (Capital Improvement Plan)
- TBD Update Downtown Master Plan (2017)

Future Plans (1 Year – 5 Years Out)

- 2026 Update Parks and Open Space Plan (2021, must be updated every 5 years)

| Municipality No.: 41-286 | | City of Tomah | | | | | | |
|--------------------------|------------|-----------------------------------|----------------------|----------------------|--------------|-----------------------------------|------------|------------|
| GEC Job No.: I41-286 | | 2024 Building Permit Applications | | | | | | |
| Date | Permit # | Address | Owner/Contractor | Est.Cost | Description | GEC Fee | Fee | |
| August | 08/09/2024 | 24-0001-41-286 | 1432 Jennifer Ave | Andre Penon | \$15,000.00 | Patio Door & Bath Remodel | \$150.00 | \$165.00 |
| | 08/09/2024 | 24-0002-41-286 | 1731 Superior Ave | Robert Korish | \$2,500.00 | Electric | \$150.00 | \$165.00 |
| | 08/12/2024 | 24-0003-41-286 | 1116 N Superior Ave | Joey Weilandt | \$1,500.00 | Alterations | \$250.00 | \$275.00 |
| | 08/12/2024 | 24-0005-41-286 | 622 Packard Street | Michael Wagner | \$18,042.82 | Alterations | \$150.00 | \$165.00 |
| | 08/13/2024 | 24-0010-41-286 | 609 Murbarak | Tomah Lumber Inc. | \$390,000.00 | New Single Family | \$921.56 | \$1,015.62 |
| | 08/20/2024 | 24-0012-41-286 | 801 Butts Ave | Michelle Dubois | \$2,000.00 | Electric | \$150.00 | \$165.00 |
| | 08/20/2024 | 24-0013-41-286 | 1006 Superior Ave | Virginia Creed | \$5,000.00 | Wall Framing | \$250.00 | \$275.00 |
| | 08/26/2024 | 24-0016-41-286 | 1310 Grant Street | Daniel Jones | \$55,205.38 | New Foundation & Waterproofing | \$193.00 | \$213.00 |
| | 08/27/2024 | 24-0017-41-286 | 1101 Lakeside Dr | Amy Madlom | \$45,000.00 | Remodel | \$405.00 | \$446.00 |
| | 08/27/2024 | 24-0018-41-286 | 1602 Rezin St. | USEMCO Inc | \$15,000.00 | Commercial Electric | \$200.00 | \$220.00 |
| | | | | | | Total Month Permit Fees August | \$2,819.56 | \$3,104.62 |
| Sept | 09/01/2024 | 24-0007-41-286 | 1510 McLean Ave | Lindsey Guden | \$2,100.00 | Electric | \$150.00 | \$165.00 |
| | 09/01/2024 | 24-0008-41-286 | 826 Cranberry Circle | Chuck Janke | \$30,000.00 | Fire Restoration | \$150.00 | \$165.00 |
| | 09/01/2024 | 24-0009-41-286 | 115 West Nott Street | Tyler Bjorkman | \$30,000.00 | Garage | \$150.00 | \$165.00 |
| | 09/01/2024 | 24-0011-41-286 | 425 Alyssa st. | Jonathan Westpfahl | \$340,000.00 | New Single Family | \$1,516.84 | \$1,674.68 |
| | 09/01/2024 | 24-0014-41-286 | 411 Martin Ave | David Tripp | \$500,000.00 | Replace Loading Dock Stations | \$250.00 | \$275.00 |
| | 09/01/2024 | 24-0015-41-286 | 615 Mubarak Street | Tomah Lumber | \$361,530.00 | New Single Family | \$1,210.96 | \$1,336.92 |
| | 09/04/2024 | 24-0019-41-286 | 1014 Superior Ave | Matt Larkin | \$3,500.00 | Commercial Electric | \$200.00 | \$220.00 |
| | 09/10/2024 | 24-0020-41-286 | 724 N. Glendale | R&J Enterprise | \$10,000.00 | Deck | \$150.00 | \$165.00 |
| | 09/11/2024 | 24-0021-41-286 | 1209 Parkview Dr. | Steve Walker | \$1,200.00 | Electric | \$150.00 | \$165.00 |
| | 09/11/2024 | 24-0022-41-286 | 715 Donna Ave. | Gregory Grovesteen | \$4,600.00 | Shed | \$150.00 | \$165.00 |
| | 09/11/2024 | 24-0023-41-286 | 1723 Grumann Dr | Kristine Friedl | \$20,336.00 | Remodel | \$300.00 | \$330.00 |
| | 09/16/2024 | 24-0024-41-286 | 310 Cady Ave | Diane Pergande | \$4,050.00 | Electric | \$150.00 | \$165.00 |
| | 09/16/2024 | 24-0025-41-286 | 302 E Holton St | Bryan Rowan | \$5,795.00 | Electric | \$150.00 | \$165.00 |
| | 09/23/2024 | 24-0026-41-286 | 837 Maple Grove St. | Karen Christopherson | \$2,500.00 | Electric | \$150.00 | \$165.00 |
| | 09/23/2024 | 24-0027-41-286 | 815 Lake Street | Anthony Cooper | \$12,500.00 | HVAC Replace | \$105.00 | \$116.00 |
| | 09/23/2024 | 24-0028-41-286 | 526 N Lawrence Ave | Mike Bliss | \$34,270.00 | Deck/Garage Alterations | \$150.00 | \$165.00 |
| | | | | | | Total Month Permit Fees September | \$5,082.80 | \$5,602.60 |
| Oct | 10/01/2024 | 24-0004-41-286 | Oak Grove Cemetery | Chris Anderson | \$0.00 | Garage | \$96.77 | \$107.52 |
| | 10/01/2024 | 24-0029-41-286 | 1715 N Superior | Henry Troyer | \$800,000.00 | Commercial Building | \$4,202.00 | \$4,747.00 |

| | | | | | | | | |
|-----|------------|----------------|------------------------|---------------------|----------------|----------------------------------|------------|------------|
| | 10/01/2024 | 24-0030-41-286 | 119 E Logan St | Karl Nakagawa | \$8,708.00 | Commercial Electric | \$200.00 | \$220.00 |
| | 10/01/2024 | 24-0031-41-286 | 1006 Superior Ave | Virginia Creed | \$8,500.00 | Commercial Remodel | \$200.00 | \$220.00 |
| | 10/02/2024 | 24-0032-41-286 | 1116 N. Superior Ave | Zea Pet Supply | \$2,500.00 | Commercial Electric | \$200.00 | \$220.00 |
| | 10/02/2024 | 24-0033-41-286 | 913 Lemonweir Pkwy. | Chris Bakar | \$1,000.00 | Electric | \$150.00 | \$165.00 |
| | 10/04/2024 | 24-0034-41-286 | 405 Hollister Ave. | Kathleen Pollard | \$1,100.00 | Electric | \$150.00 | \$165.00 |
| | 10/07/2024 | 24-0035-41-286 | 1310 N Superior Ave | Tractor Supply | \$37,000.00 | Commercial Electric | \$200.00 | \$220.00 |
| | 10/07/2024 | 24-0036-41-286 | 1310 N Superior Ave | WHE Properties | \$150,000.00 | Commercial Remodel | \$600.00 | \$660.00 |
| | 10/14/2024 | 24-0037-41-286 | 603 W Jackson St | Clarence Salzman | \$750.00 | Electric | \$150.00 | \$165.00 |
| | 10/14/2024 | 24-0038-41-286 | 1602 Rezin St | USEMCO Inc | \$162,000.00 | Commercial Electric | \$200.00 | \$220.00 |
| | 10/14/2024 | 24-0039-41-286 | 1116 N Superior Ave. | Joey Weiland | \$1,200.00 | Electric | \$150.00 | \$165.00 |
| | 10/16/2024 | 24-0040-41-286 | 603 Mubarak St | Carol Stevens | \$2,000.00 | Electric | \$150.00 | \$165.00 |
| | 10/18/2024 | 24-0042-41-286 | 1730 Rezin Rd. | Sean Rezin | \$3,000,000.00 | Early Start Footing & Foundation | \$250.00 | \$275.00 |
| | 10/22/2024 | 24-0043-41-286 | 1731 1733 Superior Ave | Robert Korish | \$7,500.00 | Deck (2) | \$150.00 | \$165.00 |
| | 10/22/2024 | 24-0044-41-286 | 411 Martin Ave | David Tripp | \$90,000.00 | Remodel | \$250.00 | \$275.00 |
| | 10/23/2024 | 24-0045-41-286 | 309 Hollister | MRMB Properties llc | \$600.00 | Electric | \$150.00 | \$165.00 |
| | 10/23/2024 | 24-0046-41-286 | 329 Hollister | Max Hanson | \$600.00 | Electric | \$150.00 | \$165.00 |
| | 10/24/2024 | 24-0047-41-286 | 910 Farmer Ave | Tom Palmateer | \$12,333.80 | Electric | \$150.00 | \$165.00 |
| | 10/29/2024 | 24-0048-41-286 | 2223 Superior Ave. | Jim Miller | \$3,000.00 | Electric | \$150.00 | \$165.00 |
| | 10/29/2024 | 24-0049-41-286 | 520 Pearl St. | Rose Vanderbloemen | \$2,000.00 | Electric | \$150.00 | \$165.00 |
| | 10/31/2024 | 24-0050-41-286 | 411 Martin Ave | Doane Products | \$47,000.00 | Commercial Electric | \$200.00 | \$220.00 |
| | | | | | | Total Month Permit Fees October | \$8,248.77 | \$9,199.52 |
| Nov | | | | | | | | |
| | | | | | | | | |
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| | | | | | | Total Month Permit Fees November | \$0.00 | \$0.00 |
| Dec | | | | | | | | |
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| | | | | | Total Month Permit Fees December | \$0.00 | \$0.00 |
| | | | | | | | |
| | | | | | Total Permit Fees YTD | \$16,151.13 | \$17,906.74 |



Permit Report

10/01/2024 - 10/31/2024

| Permit # | Permit Date | Permit Type | Project Description | Parcel Address | Total Fees | Construction Value |
|----------|-------------|-------------------------|--|------------------------|-----------------|--------------------|
| 6946 | 10/29/2024 | Sign Permit | Rebranding from Bp to Citgo: (1) free standing & canopy over the pumps | 1030 E CLIFTON STREET | \$40.00 | 0.00 |
| 6945 | 10/16/2024 | Fence | 4ft Chainlink on property line | 1020 EVERGREEN PASS | \$20.00 | 0.00 |
| 6944 | 10/14/2024 | Fence | Adding a 6 foot perimeter fence for safety enclosure for children. | 311 CADY AVENUE | \$20.00 | 0.00 |
| 6943 | 10/11/2024 | Fence | | 212 HOLLISTER AVENUE | \$20.00 | 0.00 |
| 6942 | 10/9/2024 | Fire Suppression System | Fire Sprinkler Monitoring Panel | 1710 WINNEBAGO AVENUE | \$150.00 | 1.00 |
| 6941 | 10/2/2024 | Sign Permit | New Exterior Sign Package | 1825 N SUPERIOR AVENUE | \$40.00 | 0.00 |
| | | | | | \$290.00 | 1.00 |

Total Records: 6

12/5/2024

CITY OF TOMAH PUBLIC SAFETY

MONTHLY REPORT November 2024



Public Safety Director / Fire Chief Tim Adler

TOMAH FIRE DEPARTMENT MONTHLY STATISTICS

MONTH/ YEAR November 2024

FIRE CALLS:

1. **STRUCTURE:** 0
2. **VEHICLE FIRES:** 0
3. **GRASS:** 0
4. **FALSE ALARMS:** 5
5. **INJURIES:** 0
6. **GOOD INTENT CALLS:** 2
7. **HAZMAT:** 0
8. **OTHER:** 5
9. **MOTOR VEHICLE ACCIDENT/RESCUE:** 15

FIRE INSPECTION HOURS: 124.5

FIRE SAFETY EDUCATION HOURS: (8) Toro Fire Extinguisher Training. (2) Group home safety training

CALLS FOR SERVICE: 0



City of Tomah Council Meeting – December 17th, 2024

Public Safety Director/Fire Chief report for: **November**

1. STAFFING

Full-Time

- Fire Chief
- Deputy Fire Chief

POC (paid on call)

- Assistant Chiefs x 2
- Captains x 2
- Fire Fighters x 30

2. **VEHICLES:** All apparatus are in service and are functioning in good working order. Our annual pump testing was performed on November 5th and all pumps passed the required certifications.
3. **GENERAL:** The department responded to 27 calls for service in November. By the end of November, we had already run more calls than we had in 2023, being the busiest year on record. The Police and Fire Commission will be holding interviews on December 19th to create an eligibility list for future hirings over the next year. We have completed our Dept. SOG's and Job Descriptions updates, the job descriptions will go to the Committee of the Whole for approval.
4. **OTHER:** The fire inspectors have been out and are working on completing their second round of inspections. Thus far there have been no significant violations noted. We participated in the Holiday Parade. For the Holiday Train we opened the city's Emergency Operation Center in conjunction with Police and EMS running through the process and having personnel on the event site.

Yours in Safety

Public Safety Director / Fire Chief

Tim Adler



Tomah Fire Department Staff



Fire Chief

*Tim Adler (35 Years)

Deputy Chief

*Jeremy Likely (19 Years)

Assistant Fire Chiefs

*Joe Kube (30 Years)
Joe Amberg (34 Years)

Safety Officer

Dave Baggot (26 Years)

Fire Fighters

Tim Larkin (49 Years)
Jody Pierce (30 Years)
*Bob Walker (24 Years)
Jerry Steele (24 Years)
*Brad Retzlaff (22 Years)
*Steve Walheim (22 Years)
Cory Lenz (20 Years)
Ron Schneider (19 Years)
Tim Cram (18 Years)
*Chris Semann (13 Years)
*Chad Gunder (10 Years)
*Steve Miller (7 Years)
Megan Mickelson (7 Years)
*Phil Gigous (7 Years)
Joe Lenz (7 Years)
Chris Neal (4 Years)
Mitchell Larkin (3 Years)
*Taylor McMullen (3 Year)
Brandon Sibert (3 Year)
Justin Dettinger (1 Year)
Michael Linehan (1 Year)
Chris Johnson (1 Year)
Jeff Vierck (New)
Jared Vanderloop (New)
Ryan Fisk (New)
Daniel Amberg (New)
Michael Forlines (New)
Nick Amberg (New)

Captains

*Rob Larkin (27 Years)
Charles Muller (22 Years)

Lieutenants

Rescue Technicians

Kerwin Greeno (28 Years)

*=Rescue Techs



Tomah Area Ambulance Service Number of Calls by Municipality Monthly Report

November 2024

City of Sparta Total: 1

City of Tomah Total: 209

Town of Adrian Total: 3

Town of Byron Total: 11

Town of Clifton Total: 1

Town of Glendale Total: 1

Town of Grant Total: 4

Town of Greenfield Total: 1

Town of La Grange Total: 7

Town of Lincoln Total: 6

Town of Oakdale Total: 7

Town of Ridgeville Total: 1

Town of Scott Total: 1

Town of Sheldon Total: 1

Town of Tomah Total: 7

Village of Kendall Total: 1

Village of Oakdale Total: 3

Village of Warrens Total: 5

Total: 9

Total Records: 279



City of Tomah Council Meeting – December 17th, 2024

Public Safety director's Report for: **November**

1. STAFFING:

Admin

- Public Safety Director
- Deputy EMS Chief
- Public Safety Administrative Assistant
- Billing Clerk

Full-Time

- Critical Care Paramedics - 7
- Paramedics – 6
- AEMTs – 2

Part-Time

- Critical Care Paramedics – 1
- Paramedics – 6
- AEMTs – 1
- EMT-Basic – 6

2. VEHICLES: All apparatus are in service and are functioning in good working order with the exception of unit 269, (Newest Remount), having a few issues and we are working through with the vendor.

3. GENERAL: The department continues to be busy, as of the end of November we have had more calls than in 2023, being the busiest year on record. We participated in the Holiday Parade and were on standby for the Holiday Train. We will be looking at starting the hiring process for three additional full-time positions at the beginning of January to fill sometime throughout the year.

Yours in Safety
Public Safety Director / Fire Chief
Tim Adler

Transfer Statistics break down

November 2024 Statistics

Year to Date Calls for Service – 3,323 (Total for 2023 – 3,281)

- Calls with multiple ambulances – 75

Year to Date Reports Written – 3,364 (Total for 2023 – 3,300)

Calls for Service in November – 279

- Calls with multiple ambulances – 11

Reports Written in November – 281

Salaried Employee Stipends in November – 0

Year to Date Salaried Employee Stipends – \$125.00

Year to Date – All Transfers – 1,151 Requested. Accepted 956, Declined 194 – 83.06%

- Tomah Health ER– Requested 842, Accepted 751. **89.19% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 51
 - Multiple Transfers at the Same Time – 12
 - Medical Necessity – 10
 - Tomah Health Staff Did Not Call – 7
 - Downtown Structure Fire / Cranfest – 4
 - Crew Safety – 2
 - Patient Condition / Pending Tomah Health Transfer – 2
 - Staffing – 3
- Tomah Health OB & Acute Care – Requested 62, Accepted 57. **91.94% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 3
 - Multiple Transfers at the Same Time – 1
 - Missed Phone Call – 1
- Tomah VA – Requested 92, Accepted 83. **90.22% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 5
 - Crew Safety / Patient Safety – 2
 - Pending Tomah Health Transfer – 1
 - Cranfest – 1
- Critical Care Transfers – Requested 33, Accepted 26. **78.73% Accepted.**
 - Reasons for Turn Down
 - January – Mauston – Madison – Staffing
 - February – Tomah – La Crosse – Tomah Sent Rochester Transfer Instead
 - March – La Crosse – Rochester – Neonatal Specialty Transport
 - March – Tomah – La Crosse – Patient Condition – Transported Later
 - July – Tomah – La Crosse – On transfer to La Crosse

- August – Tomah – Madison – Staffing/ Critical Care Medic Not Available
- November – Tomah – La Crosse – On transfer to La Crosse

November Transfers – 108 Requested. Accepted 84, Declined 24.

- Critical Care Transfers – 4
 - Accepted – 3
- Reasons for Turn Down in November
 - On Transfers or 911s/Would Not Wait– 11 (Tomah Health-8, Outlying-2, TVA-1)
 - Staffing – 5 (Outlying-3, Hospice-1, Acute Care-1)
 - Medical Necessity – 2 (Tomah Health-2)
 - No Call – 2 (Tomah Health-2)
 - Multiple Transfers at the Same Time – 2 (Tomah Health-1, Acute Care-1)
 - Pending Tomah Health Transfers – 2 (Outlying-2)

Mutual Aid

- Assisted – 7
 - **Wilton Ambulance – 4**
 - **Mutual Aid** – Fall – Transported to Tomah Health
 - **Mutual Aid** – MVA – Fatality – Assisted w/ SPAM & Gundersen Air
 - **Intercept** – Altered Mental Status – Transported to Tomah Health
 - **Intercept** – Chest Pain – Transported to Tomah Health
 - **Black River Falls Ambulance – 2**
 - **Mutual Aid** – Labor/OB – Cancelled
 - **Intercept** – Labor/OB – Cancelled (same call)
 - **Sparta Ambulance – 1**
 - **Change of Quarters** – Stand-by Only
- Requested – 8
 - **Fort McCoy – 7**
 - **Mutual Aid** – Medical Transport – Responded to Scene, Patient turned over to Tomah Ambulance for transport to La Crosse – Two Ambulances on Duty, one on a transfer, one on a 911 call.
 - **Mutual Aid** – GI/GU Issues – Transported to Tomah Health – Two Ambulances on Duty, one on a transfer, one on two 911 calls.
 - **Change of Quarters** – Three Ambulances on Duty, one on a transfer, two on 911 calls.
 - **Change of Quarters** – Two Ambulances on Duty, both on 911 calls.
 - **Change of Quarters** – Three Ambulances on Duty, two on transfers, one on a 911 call.
 - **Change of Quarters** – Two Ambulances on Duty, both on 911 calls.
 - **Mutual Aid** – Motor Vehicle Accident – Second Ambulance on scene – Transported to Tomah Health - Two Ambulances on duty, both on 911 calls.

- **Sparta Area Ambulance – 1**
 - **Change of Quarters** – Two Ambulances on Duty, both on 911 calls along with Fort McCoy Ambulance.

Legal Blood Draws

- **November – 4 (Year to Date – 33)**

TAAS Monthly Statistical Report November 2024

| | | | | | | |
|---|-------------------------------------|---|--|---|--|--|
| Calls For Service 281 | Cancelled/No Transport 55 | Facility Transfers 84 | Denied Transfers 24 | Salary Stipend \$0.00 | | |
| 1 Year Ago: 277 | 1 Year Ago: 72 | 1 Year Ago: 75 | 1 Year Ago: 22 | Yr to Date: | \$125.00 | |
| Total Miles Driven 4325.7 | | Mutual Aid Requests 7 Asst / 8 Req / 4 Blood Draw | Incoming Payments \$174,130.33 | Billed To Patients \$406,628.80 | Total Bad Debt Collected In 2024 \$87,811.37 | |
| 1 Year Ago: 4105.4 | 1 Year Ago: 22 | Yr to Date: \$2,658,436 | Yr to Date: \$4,727,464 | | | |
| Billed Medicare \$113,087.40 | | Collected Medicare \$57,184.16 | | Uncollectable-Medicare (30% Retrivable) \$132,505.58/JUST NGS | | |
| Yr to Date: \$1,374,634 | Yr to Date: \$557,903.39 | Yr to Date: \$1,350,179.15 | | | | |
| Billed Medicaid \$109,478.10/JUST EDS | | Collected Medicaid \$11,643.22/JUST EDS | | Medicaid Write-Off \$33,730.09 | | |
| Yr to Date: \$708,764.60 | Yr to Date: \$157,676 | Yr to Date: \$441,114 | | | | |
| Billed Insurance \$90,474.40/also other ngs&eds | | Collected Insurance \$21,677.81 | Write-Off Per Insurance \$4,422.83 | Collections \$16,048.79 | Collected Patient \$33,610.37 | |
| Yr to Date: \$1,537,623 | Yr to Date: \$299,635.3 | Yr to Date: \$126,958.13 | Yr to Date: \$279,455.5 | Yr to Date: \$610,595 | | |
| Billed V.A. \$93,588.90 | | Collected V.A. \$50,014.77 | | Outstanding V.A. | | |
| Yr to Date: \$1,412,437 | Yr to Date: \$1,186,215.89 | | | 2024 As of 12/03/24 \$153,053.00 | | |

NOTES:

CURRENT ROSTER EMPLOYEE ROSTER

| Number / Job Status | Licensure | Name | Status | Number/ Job Status | Licensure | Name | Status |
|---------------------|-----------------|------------------------|---------|--------------------|-----------------|--------------------|--------|
| Full-Time Staff | | | | Part-Time Staff | | | |
| 1 | FT Director | Chief Tim Adler | | 20 | PT Paramedic/CC | | |
| 2 | FT Admin. Asst. | Christi Anderson | | 21 | PT Paramedic/CC | | |
| 3 | FT Bookkeeping | Candi Maas | | 22 | PT Paramedic | Laura Scharlau | |
| 4 | FT Paramedic/CC | Dep Chief Adam Robarge | | 23 | PT Paramedic | Allen Sheston | |
| 5 | FT Paramedic/CC | C.L. Brandon Sibert | A-Shift | 24 | PT Paramedic | Josh Wilcox | |
| 6 | FT Paramedic/CC | C.L. Chris Brigson | B-Shift | 25 | PT Paramedic | Tyler Hoerres | |
| 7 | FT Paramedic/CC | C.L. Jeremy Becker | C-Shift | 26 | PT Paramedic | Jon Ghinazzi | |
| 8 | FT Paramedic/CC | Mitch Larkin | C-Shift | 27 | PT Paramedic | Emily Bertram | |
| 9 | FT Paramedic/CC | Michael Forlines | A-Shift | 28 | PT Paramedic | | |
| 10 | FT Paramedic/cc | Morgan Scharlau | B-Shift | 29 | PT AEMT | Chris Prindiville | |
| 11 | FT AEMT | Stacy Frost | C-Shift | 30 | PT AEMT | | |
| 12 | FT AEMT | Stacey Zellmer | A-Shift | 31 | PT EMT | Rostislav Yerokhin | |
| 13 | FT Paramedic | Dawson Dean | B-Shift | 32 | PT EMT | Ben Ramos Mendoza | |
| 14 | FT Paramedic/CC | Lisa Hart | A-Shift | 33 | PT EMT | Kerry Ely | |
| 15 | FT Paramedic | Jenna Quackenbush | C-Shift | 34 | PT EMT | Shana Adams | |
| 16 | FT Paramedic | Brandon Maurico | C-Shift | 35 | PT EMT | Genevieve Janczak | |
| 17 | FT Paramedic | David Smith | B-Shift | 36 | PT EMT | Hannah Benson | |
| 18 | FT Paramedic | Katie Karper | B-Shift | 37 | PT EMT | | |
| 19 | FT EMT-BASIC | Mara Goede | A-Shift | 38 | PT EMT | | |
| | | | | 39 | PT EMT | | |
| | | | | 40 | PT EMT | | |

Monthly Invoices November 2024

| ACCT # | DATE | DESCRIPTION & INVOICE # | CREDIT CARD YES | AMOUNT |
|--------|------------|---|-----------------------|------------|
| 2900 | 11/1/2024 | DAS Health Inv. 81586 (ACH payment) | | \$406.00 |
| 2210 | 11/4/2024 | Alliant Energy | | \$1,353.77 |
| 3400 | 10/31/2024 | Mississippi Welders Inv. 1824699 | | \$13.02 |
| 3402 | 10/29/2024 | Bound Tree Inv. 85541113 | | \$449.80 |
| 3402 | 10/25/2024 | Bound Tree Inv. 85537546 | | \$1,984.84 |
| 3500 | 10/12/2024 | Larkins Inv. 88045 | | \$872.93 |
| 3500 | 10/17/2024 | Larkins Inv. 88084 | | \$87.10 |
| 3500 | 10/29/2024 | Larkins Inv. 88200 | | \$99.05 |
| 3500 | 10/23/2024 | Larkins Inv. 88138 | | \$1,352.63 |
| 3400 | 10/24/2024 | Ace Hardware Inv. 626559 | | \$3.00 |
| 3401 | 11/5/2024 | Kwik Trip | | \$4,111.08 |
| 2230 | 11/1/2024 | Lynxx Networks | | \$668.89 |
| 3400 | 11/5/2024 | Name Tape Factory Inv. 38273 | | \$13.80 |
| 3400 | 11/5/2024 | Name Tape Factory Inv. 37771 | | \$18.40 |
| 2230 | 10/23/2024 | First Net Inv. 287303615675X11012024 | | \$382.49 |
| 3100 | 10/24/2024 | Quill Inv. 41239476 | | \$30.18 |
| 2900 | 11/5/2024 | Nsure Inv. 08043 (ACH payment) | | \$719.97 |
| 3350 | 11/1/2024 | Katie Anderson (WEMSA 2025) | | \$445.00 |
| 3402 | 11/1/2024 | Bound Tree Inv. 85545530 | | \$239.90 |
| 3402 | 11/1/2024 | Bound Tree Inv. 85545529 | | \$203.20 |
| 3400 | 11/6/2024 | Mississippi Welders Inv. 515632 | | \$92.03 |
| 3350 | 10/17/2024 | NAAC Training for Candi | X | \$375.00 |
| 2220 | 11/5/2024 | City W&S | | \$155.41 |
| 3500 | 11/12/2024 | Napa Inv. 651947 | | \$20.28 |
| 3400 | 8/28/2024 | Mississippi Welders Inv. 509897 | | \$73.01 |
| 3402 | 11/5/2024 | Bound Tree Inv. 855491403 | | \$1,462.01 |
| 3402 | 11/5/2024 | Bound Tree Inv. 85549104 | | \$66.69 |
| 3400 | 11/19/2024 | Amazon Order 114-1025985-0284224 | X | \$99.96 |
| 3402 | 11/16/2024 | Medline Inv. 2344733043 | | \$55.80 |
| 3402 | 11/19/2024 | Medline Inv. 2344940378 | | \$738.15 |
| 2100 | 11/13/2024 | Cram's Computer Center Inv. 6303 | | \$262.00 |
| 2900 | 11/14/2024 | Tri State Business Machines Inv. 614725 | | \$129.47 |
| 3400 | 11/5/2024 | Quill Inv. 41403732 | | \$33.18 |
| 3400 | 11/5/2024 | Quill Inv. 41392444 | | \$25.18 |
| 3350 | 11/14/2024 | Dawson Dean (CEU training) | | \$150.00 |
| 3350 | 11/14/2024 | Morgan Scharlau (NRP education) | | \$150.00 |
| 2200 | 11/4/2024 | WE Energies | | \$206.14 |
| 3400 | 11/20/2024 | Amazon Order 114-7712929-0220256 | X | \$31.98 |

3400 11/18/2024 Amazon Order 114-0289847-7443437 X \$240.00

| ACCT # | DATE | DESCRIPTION & INVOICE # | CREDIT CARD YES | AMOUNT |
|---------------|-------------|--|--------------------------------|---------------|
| 2900 | 11/20/2024 | Canon Financial Services Inv. 36622330 | | \$73.00 |
| 3402 | 11/5/2024 | Teleflex Inv. 9509170648 | | \$1,330.00 |
| 3350 | 11/14/2024 | Western Tech Inv. 000048790 | | \$104.00 |
| 3100 | 11/12/2024 | Quill Inv. 41507165 | | \$13.49 |
| 3402 | 11/19/2024 | Bound Tree Inv. 85565066 | | \$542.00 |
| 3402 | 11/19/2024 | Bound Tree Inv. 85565065 | | \$1,119.23 |
| 3402 | 11/20/2024 | Zoll Medical Inv. 4089448 | | \$1,461.46 |
| | | | | \$22,464.52 |



STAFF PREPARATION REPORT

Agenda Item:

Asking for Approval of the updated City of Tomah Emergency Operation Plan

Summary and Background Information:

The Public Safety Director / Fire Chief / EM has worked with the Monroe County Emergency Management Coordinator along with the City Attorney and the City of Tomah Emergency Management Committee to update the City's Emergency Operational Plan, it is the recommendation from the City of Tomah Emergency Management Committee to the Tomah City Council to approval this plan.

Recommendation:

It is requested that the Tomah City Council approve the updated city Emergency Operation Plan

Respectfully Submitted,

12-6-24

Tim Adler
Public Safety Director/Fire Chief

Date

Approved By:

12/9/24

Kirk Arity
SET Team Chairman

Date



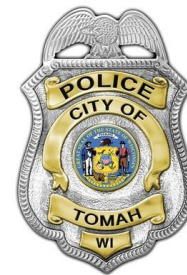
CITY OF TOMAH

Emergency Management Operation Plan

COMPREHENSIVE PREPAREDNESS GUIDE
DATED: DECEMBER 17, 2024

PREPARED BY:

TIM ADLER, PUBLIC SAFETY DIRECTOR/FIRE CHIEF
JARED TESSMAN, EMERGENCY MANAGEMENT COORDINATOR



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I. PURPOSE

This plan results from the recognition on the part of local and county government that a comprehensive emergency response plan is needed to enhance the City of Tomah's ability to manage emergency/disaster situations. It was prepared by City and County officials working as a team in a planning process recommended by the Wisconsin State Office of Emergency Management. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by:

1. City Ordinance
2. Monroe County Ordinance and Resolution
3. Wisconsin State Statute Chapter §323.15
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

The development of this plan included an analysis of potential hazards that could affect the city and an assessment of the capabilities existing in the City to deal with potential hazards.

This municipal plan has been developed to provide procedures for the Tomah government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Tomah is part of the county emergency management program. This municipal plan is to be used in conjunction with the Monroe County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Monroe County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan on an annual basis.

II. SITUATION AND ASSUMPTIONS

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short and long term Recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized. This process is called "Comprehensive Emergency Management" to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. The plan provides general all-hazards management guidance, using existing organizations, to allow Tomah to meet its responsibilities before, during and after an emergency.

A. Management Responsibilities

1. Departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present city capability and existing organizational responsibilities. The City of Tomah Public Safety Director / Fire Chief is designated to coordinate all emergency management activities of the city, in conjunction with the Emergency Management Coordinator, where applicable.
2. The City of Tomah uses the Incident Command System (ICS) structure to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.
3. The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.
4. Specific emergency management guidance for situations requiring special

knowledge, technical expertise, and resources may be addressed in attachments to this plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, power outages, severe weather etc.

III. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.

City government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the City of Tomah.

Under authority of Wis. Stat. §323.15, a township, village or city is authorized to develop a Comprehensive Emergency Operations Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the City of Tomah has developed the Comprehensive Emergency Operations Plan.

- A. The concept for this Comprehensive Emergency Operations Plan includes three phases:
1. Risk Reduction (Prevention and Mitigation):
 - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
 - b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
 - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the City of Tomah.
 2. Response
 - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
 - (1) Detecting, monitoring, and assessment of the hazard
 - (2) Alerting and warning of special populations
 - (3) Protective actions for the public
 - (4) Allocating/distributing of equipment/resources
 - b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
 - c) Response operations in the affected area are the responsibility of and controlled by the City of Tomah, supported by the city emergency operations center as appropriate.
 3. Recovery
 - a) Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the

community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

IV. OBJECTIVES OF THE PLAN

- A. The objectives of the Plan are:
1. To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 2. To outline short, medium and long-range measures to improve the city's capability to manage hazards.
 3. To provide that City of Tomah and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 4. To provide for the efficient utilization of all available resources during an emergency.
 5. To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
 6. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigation programs.

V. LEGAL AUTHORITY

- A. This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.
1. City ordinance
 2. Monroe County Ordinance and Resolution
 3. Wisconsin State Statute Chapter §323
 4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

VI. CONCEPT OF OPERATIONS

Municipal officials have primary responsibility for disasters which take place in the City of Tomah. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the City of Tomah Public Safety Director / Fire Chief in conjunction with the Emergency Management Coordinator, where applicable, is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

- A. The primary responsibility for responding to emergencies rests with the City of Tomah and with the Mayor or their designee.
- B. City of Tomah and emergency service organizations play an essential role as the first line

of defense.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
 2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 3. The City of Tomah will utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage all emergencies requiring multi-agency response.
- C. The Mayor has the authority to direct and coordinate disaster operations and can delegate this authority to a local coordinator.
1. The Mayor has assigned the Public Safety Director / Fire Chief with the duties and responsibilities to coordinate emergency management activities in conjunction with the Emergency Management Coordinator, where applicable. In that capacity, the Public Safety Director/Fire Chief will do the following:
 - a. Advises the Mayor and coordinates all emergency response actions which are not otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes .
 - b. Activates the municipal EOC located in the *Tomah Public Safety Building, 400 N. Glendale Ave.*; the backup facility is at the *Tomah Wastewater Treatment Plant (Industrial Blvd)*.
 - c. Tomah officials/agencies will respond according to the checklists.
 - d. Directs departments/agencies to respond to the situation.
 - e. Issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - f. Assigns a Public Information Officer to work with the local media to inform the public of the situation and appropriate actions to take.
 - g. Keeps county officials informed of the situation and actions taken.
- D. City of Tomah emergency service organizations are required to utilize their own facilities, equipment, supplies, personnel and resources first.
- E. Emergency service organizations can obtain additional assistance through mutual aid agreements. Once resources are exhausted, if special resources are required or when the emergency disaster is beyond the scope of the city, Monroe County Emergency Management can request state assistance through Wisconsin Emergency Management. To receive assistance through Monroe County and the State of Wisconsin the following must occur:
1. Mayor declares a local state of emergency and notifies the county Emergency Management Coordinator of this action. (See attachment 5)
 2. A copy of the local State of Emergency Proclamation is given to the Monroe County Emergency Management office as soon as possible. (See attachment 5)

3. If assistance is requested, the county Emergency Management Coordinator assesses the situation and makes recommendations. The county will do the following (to the appropriate extent):
 - a. Activate the County EOC
 - b. Implement the County EOP
 - c. Respond with county resources as requested
 - d. Activate mutual aid agreements
 - e. Coordinate county resources with municipal resources
 - f. Notify Wisconsin Division of Emergency Management (WEM) Regional Director
 - g. Forward Uniform Damage Situation Report (UDSR) form
 - h. Assist municipality with prioritizing and allocating resources

VII. RISK REDUCTION

A. Designation of the Emergency Management Coordinator.

1. The county emergency management coordinator, appointed and employed by the county board as provided in the referred-to ordinance, as amended, is designated and appointed emergency management coordinator for the city, subject to the duties, conditions, and provisions set forth in the state statutes and the Monroe County Joint Action Emergency Management Ordinance, as amended. Said duties and powers specifically include those set forth in sec. 323.15 of the state statutes.
2. The decision-making authority as it relates to emergency responses, which are NOT otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes, shall remain with the City.
3. The Emergency Management Coordinator will participate as a member of the City Emergency Management Committee.

B. City of Tomah Public Safety Director/Fire Chief.

1. The City of Tomah Public Safety Director / Fire Chief has been assigned the decision-making authority for emergency responses which are NOT otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes.
 - a) The City of Tomah Public Safety Director / Fire Chief is responsible for coordinating and identifying efforts in reducing hazards in City of Tomah in conjunction with the Emergency Management Coordinator, where applicable.
 - b) All city agencies/departments will participate in risk reduction activities as determined by the City of Tomah Public Safety Director / Fire Chief in conjunction with the Emergency Management Coordinator, where applicable.
 - c) The City of Tomah Public Safety Director / Fire Chief will participate as a member of the City Emergency Management Committee.

VIII. IDENTIFICATION AND ANALYSIS OF POTENTIAL HAZARDS

A. The Emergency Management Committee will be comprised of:

| | |
|--|--|
| • Mayor | • |
| • Public Safety Director / Fire Chief | • Public Works & Utilities Director |
| • Police Chief | • Monroe County Emergency Management Coordinator |
| • City Attorney | • Tomah Health Representative |
| • Tomah School District Representative | • VA Medical Center Representative |

B. The Emergency Management Committee will:

1. Identify potential hazards that could impact Tomah
2. Determine the probable impact each of those hazards could have on people
3. Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas (GIS specialist to create map)
 - a) Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards
 - b) The hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee (See Appendix A)

C. Hazard Analysis

1. Provides a basic method for analyzing the identified hazards, including identification of geographic areas and populations at risk to specific hazards
2. Establishes priorities for planning for those hazards.
3. Conducted in accordance with guidance from Monroe County Emergency Management and Wisconsin Emergency Management.
4. Is to be reviewed and updated annually or after a major incident.
5. The results of the threat hazard analysis are found in the Monroe County All Hazards Plan.
6. The complete hazard analysis results, including computerized maps identifying the location of hazard areas, are located in the offices of the Emergency Management Coordinator and Public Safety Director / Fire Chief.

IX. EMERGENCY RESPONSE CAPABILITY ASSESSMENT

- A. Periodic assessment of the City's capability to manage the emergencies that could be caused by the hazards identified in the City is a critical part of Risk Reduction.
- B. The Emergency Management Committee will, on an annual basis:
 1. Assess the City's current capability for dealing with those significant hazards that have been identified and analyzed including but not limited to:
 - a. The likely time of onset of the hazard

- b. The impacted communities' preparedness levels
 - c. The existence of effective warning systems
 - d. The communities' means to respond to anticipated casualties and damage
- C. To assist the Emergency Management Committee in its assessment, the Emergency Management Coordinator, in conjunction with the Public Safety Director/Fire Chief, when applicable, will conduct table-top exercises based upon specific hazards and hazard areas identified by the committee.
- D. The committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Public Safety Director/Fire Chief and Emergency Management Coordinator.

X. TRAINING OF EMERGENCY PERSONNEL

- A. The City of Tomah Public Safety Director/Fire Chief in conjunction with the Emergency Management Coordinator, when applicable have the responsibility to:
- 1. Arrange and provide, with the assistance of Monroe County Emergency Management, the context of training programs for City emergency response personnel, as designated by the Emergency Management Coordinator.
 - 2. Encourage and support training for city emergency personnel; such training programs will:
 - a. Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
 - b. Include Incident Command System (ICS) training, focusing on individual roles
 - c. Provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
 - d. Consult with city departments and agencies and Monroe County Emergency Management in developing training courses and exercises
 - e. Work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards
 - f. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the City of Tomah Emergency Operation Plan and regular drills to test readiness of warning and communication equipment
- B. All City departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
- C. Volunteers participating in emergency services such as the fire department, and other

emergency medical services, Red Cross, Amateur Radio Operators, should be trained by these services in accordance with established procedures and standards.


XI. MONITORING OF IDENTIFIED HAZARD AREAS

- A. The City of Tomah Public Works Department will develop, with the necessary assistance of other City of Tomah departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
- B. As a hazard's emergence is detected, this information is to be immediately provided to the Office of the Public Safety Director/Fire Chief or the Monroe County 9-1-1 Communications Center, as appropriate, and disseminated per protocol.
- C. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, slope and ground movement, mass gatherings, dam conditions, severe weather events etc.
- D. All City of Tomah hazard monitoring activity will be coordinated with, and make use of where available, local agencies, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate.

PLAN MAINTENANCE AND UPDATING

The Tomah Emergency Management Director is responsible for maintaining and updating this Plan. All City departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Emergency Management Director by March 1 of each year. The Plan should be reviewed and updated annually with revised pages distributed by April 1 of each year.

The undersigned have reviewed and hereby approve this emergency operation plan for the City of Tomah.



Mayor

12-5-24
Date



Public Safety Director / Fire Chief

12-2-24
Date



Police Chief

12.2.24
Date




Public Works and Utilities Director

12/2/24
Date



Monroe County Emergency Management

12/2/2024
Date



Tomah School District Representative

12/5/24
Date



Tomah Health

12/2/24
Date



VA Medical Center

12/5/24
Date



City Attorney

12/2/24
Date

EOC ESTABLISHMENT

THE ROLE OF THE EOC

The EOC provides a central location from which government at any level can provide interagency coordination and executive decision-making in support of incident response. EOCs coordinate with on-scene incident managers to:

- Acquire, allocate, and track resources.
- Manage and share information.
- Establish response priorities.
- Provide legal and financial support.
- Act as a liaison with other jurisdictions and levels of government.

SUGGESTED ESSENTIAL EOC FUNCTIONS

- Damage analysis
- Resource acquisition, assignment, and tracking
- Spatial and data analysis
- Information coordination (including public information/media affairs)
- Contracting and contract management
- Cost accounting
- Public safety (evacuation, shelter, food distribution, etc.)
- Support services (food, water, utilities, etc.)

OPERATION LENGTH

The possibility of extended operations will drive second- and/or third-shift personnel, backup personnel, and support personnel needs for EOC operations.

- **Alternate staff assignments** are necessary during extended operations so all positions are staffed 24/7.
- **Support staff** is necessary to assist with critical tasks or to perform support tasks, such as trash collection, food preparation and cleanup, administrative tasks, maintenance, etc.

AUTHORITIES

Ensure that all personnel have the authority to perform the tasks assigned is of paramount importance.

- Many people may have the knowledge, skills, and ability to **manage** a contract; few have the authority to **execute** a contract.
- Most staff **have an opinion** of what policy to implement; few have the **authority to enact** policy.

DELEGATIONS OF AUTHORITY

The best way to ensure that **EOC staff is authorized** to perform their essential functions is to **pre-delegate authorities** for enacting policy or making decisions. Most agencies routinely use delegations of authority so decisions can be made in the absence of key decision makers.

- Take effect when an emergency occurs that requires EOC activation or when normal channels of direction and control are disrupted.
- Terminate when the emergency ends or when normal channels of direction and control are restored.

ORDERS OF SUCCESSION

All agencies activated for EOC operations need **Orders of Succession** in place.

- Orders of succession take effect when government or agency leaders are incapacitated or unavailable in an emergency requiring EOC activation.
- Orders of succession should be sufficiently in depth (at least three deep) to ensure an agency can continue

managing and directing its operations while remaining viable during an emergency.

NIMS / INCIDENT COMMAND SYSTEM / EOC ORGANIZATION

NIMS require all jurisdictions to adopt ICS as its incident management system. NIMS does **NOT** require EOCs to adopt ICS as their organizational structure. An EOC should be organized to facilitate **effective** operations.

An effective organization has these characteristics:

- Ability to acquire, analyze, and act on information.
- Flexibility in the face of rapidly changing conditions.
- Ability to anticipate change.
- Ability to maintain public confidence.
- Reliability over time.

An EOC should be organized to maximize each of the characteristics of an effective organization.

**ATTACHMENT 2-A (EOC ESTABLISHMENT CHECKLISTS)
To ATTACHMENT 2 (EOC ESTABLISHMENT)
To TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

DELEGATIONS OF AUTHORITY CHECKLIST

Instructions: Use the checklist below as delegations of authority are reviewed. Ensure that all delegations of authority address each of the points in the checklist.

- Programs and administrative authorities needed for effective operations at all organizational levels having emergency responsibilities
- The circumstances under which delegated authorities would become effective and when they would terminate
- The necessary authorities at all points where emergency actions may be required, delineating the limits of authority and accountability
- The authority of designated successors to exercise departmental or jurisdictional direction, including any exceptions, and the successor's authority to re-delegate functions and activities
- The circumstances under which the authorities would be exercised
- A plan for training officials who may be expected to assume authorities in an emergency to carry out their emergency duties
- The responsibilities and authorities of individual representatives designated to participate as members of interdepartmental or inter-jurisdictional emergency response teams

CHECKLIST FOR IDENTIFYING AND PROTECTING RESPONSE INFORMATION

- Examine all operations to determine the information needed to support response operations to any type of emergency or disaster?
- Ensure that a current inventory of records is available and accessible?
- Evaluate the need for information based on its necessity for carrying out emergency operations and/or its necessity for protecting the rights and interests of the jurisdiction and its citizens, rather than on its value as permanent records?
- Evaluate the information and/or records to determine who uses it, how, and how often?
- Ensure that those who need to use the information can access/retrieve it easily?
- Determine which information may be required at multiple locations simultaneously or nearly simultaneously?
- Ensure "version control" for dynamic records (i.e., records that are updated regularly or are used at multiple locations)?
- Minimize the risk of damage to or loss of information and records during an emergency?
- Protect sensitive or classified information?
- Safeguard legal and financial records necessary to protect the interests of the jurisdiction?
- Promote rapid recovery of information or records that are damaged or destroyed in an emergency?
- Ensure that up-to-date copies of all vital information and records are available at the alternate EOC location?
- Ensure that personnel are assigned responsibility for maintaining the currency of and protecting information and records?

“Go” KIT CHECKLIST OFFICE SUPPLIES

- Paper
- Pencils/pens/highlighters
- Computer disks/CDs/DVDs
- Stapler
- Markers
- File folders
- Laptop Computer
- Software
- Peripherals

Files Needed for Job

- Contact Information/Lists
- Standard Operating Guidelines
- Critical Forms
- EOC Checklists
- Status Boards

Personal Items

- Personal hygiene items
- Snacks/drinks
- Medications
- Contact lenses/solution
- Change(s) of clothing
- Cash/credit card(s)

Other Items Required

- Telephones – Landline
- Mobile / Cell Phones
- Radio Communications
- Area Maps
- Arial Maps
- Name Tags
- Check In / Out Sheets
-

City of Tomah Line of Succession and EOC Staffing

| Administration Line of Succession | Name | Home | Office | Cell | Email |
|-----------------------------------|--------------|--------------|--------------|--------------|--|
| Mayor | Paul Dwyer | | 608-374-7480 | 608-792-1743 | mayer@tomahwi.gov |
| Tomah Emergency Manager | Tim Adler | 608-372-5316 | 608-374-7465 | 608-343-8500 | tadler@tomahwi.gov |
| Tomah Police Chief | Scott Holum | | 608-374-7409 | 608-387-0057 | sholum@tomahwi.gov |
| Senior Executive Team | | | | | |
| Public Works Director | Kirk Arity | 608-374-3111 | 608-374-7431 | 608-343-0024 | karity@tomahwi.gov |
| City Clerk | Becki Weyer | | 608-374-7426 | 608-387-0011 | rweyer@tomahwi.gov |
| City Treasurer | Molly Powell | | 608-374-7423 | | mpowell@tomahwi.gov |
| Building Inspector/Zoning | Shane Rolff | | 608-374-7429 | 608-343-9210 | srolff@tomahwi.gov |

| Department | Shift | Name | Home | Office | Cell | Email |
|---|-------|----------------|--------------|--------------|--------------|--|
| Elected Officials | | | | | | |
| Mayor | 1st | Paul Dwyer | | 608-374-7480 | 608-387-6177 | mayer@tomahwi.gov |
| City Council President | 2nd | John Glynn | | | 608-448-5376 | |
| City Council Vice President | 3rd | Travis Scholze | | | | |
| Fire & Emergency Medical Services EOC Staffing | | | | | | |
| Fire Chief | 1st | Tim Adler | 608-372-5316 | 608-374-7465 | 608-343-8500 | tadler@tomahwi.gov |
| Deputy Fire Chief | 2nd | Jeremy Likely | | 608-374-7465 | 608-387-0068 | jlikely@tomahwi.gov |
| Emergency Medical Services Staffing | | | | | | |
| Deputy EMS Chief | 1st | Adam Robarge | 608-387-0751 | 608-374-7460 | 608-696-7153 | arobarge@tomahwi.gov |
| Law Enforcement EOC Staffing | | | | | | |
| Chief | 1st | Scott Holum | | 608-374-7409 | 608-387-0057 | sholum@tomahwi.gov |
| Assistant Chief | 2nd | Eric Pedersen | | 608-374-7512 | 608-343-2978 | epedersen@tomahwi.gov |
| Lieutenant | 3rd | Jarrod Furlano | | 608-374-7503 | 608-397-3259 | jfurlano@tomahwi.gov |
| Public Works & Engineering EOC Staffing | | | | | | |
| PW Director | 1st | Kirk Arity | 608-374-3111 | 608-374-7431 | 608-343-0024 | karity@tomahwi.gov |
| Street Department Supervisor | 2nd | Joe Kube | | 608-374-7440 | 608-344-1626 | jkube@tomahwi.gov |
| Wastewater Treatment Plant | 2nd | Brandy Leis | | 608-374-7434 | 608-343-4047 | bleis@tomahwi.gov |
| Water Department | 3rd | Jeff Marten | | 608-374-7433 | 608-343-5325 | jmarten@tomahwi.gov |

**ATTACHMENT 2-B (EOC STAFFING/SUCCESSION LIST)
TO ATTACHMENT 1 (EOC ESTABLISHMENT)
TO TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

| Department | Shift | Name | Home | Office | Cell | Email |
|---|-------|--------------------------|--------------|-------------------|--------------|--|
| City Clerk EOC Staffing | | | | | | |
| City Clerk | 1st | Becki Weyer | | 608-374-7426 | 608-343-0024 | rweyer@tomahwi.gov |
| Deputy City Clerk | 2nd | Nicole Jacobs | | 608-374-7420 | | njacobs@tomahwi.gov |
| | 3rd | | | | | |
| City Treasurer EOC Staffing | | | | | | |
| City Treasurer | 1st | Molly Powell | | 608-374-7423 | | mpowell@tomahwi.gov |
| Deputy City Clerk | 2nd | Barb Hendricks | | | | bhendricks@tomahwi.gov |
| | 3rd | | | | | |
| Assessor / Damage Assessment Team EOC Staffing | | | | | | |
| Building Inspector / Zoning | 1st | Shane Rolff | | 608-374-7429 | 608-343-9210 | srolff@tomahwi.gov |
| City of Sparta Building Inspector | 2nd | Todd Fahning | 608-366-1095 | 608-269-4340 x232 | 608-487-1602 | bldg@spartawisconsin.org |
| | 3rd | | | | | |
| Public Information Officer | | | | | | |
| Primary | 1st | | | | | |
| Back-up | 2nd | | | | | |
| Legal | | | | | | |
| City Attorney | 1st | Penny Precour | | 608-372-2014 | 608-343-1078 | penny@tomahlaw.com |
| Back-up | 2nd | | | | | |
| Maintenance for EOC | | | | | | |
| On-Call | 1st | Scott Donovan | 608-378-4150 | 608-374-7430 | 608-343-2508 | |
| Public Works Supervisor | 2nd | | | | | |
| Information Systems (Computers) | | | | | | |
| Emergency Services Building / EOC | | Tim Cram | | | | |
| Police Department / City Hall | | 3RT | | 877-779-1323 | 608-779-1323 | service@3rtnetworks.com |
| Utilities (Lift Stations) DG Computer Service | | Damion Gundlach | | | 608-344-1022 | damion@dgcomputerservice.com |
| Communications Engineer | | | | | | |
| Radios (portable/mobile) and City Towers | | Contracted: Baycom, Inc. | | 800-726-5426 | | customerservice@baycominc.com |

Resource Personnel - Monroe County EOC

| Department | Shift | Name | Home | Office | Cell | Email |
|---|-------|-----------------------------|-------------------|--------------|--------------|--|
| COUNTY RESOURCES - SHERIFF'S OFFICE / EMERGENCY MANAGEMENT | | | | | | |
| Sheriff | | Wes Revels | | 608-269-2117 | 608-487-0101 | Wes.revels@co.monroe.wi.us |
| Chief Deputy | | Chris Weaver | | 608-269-2117 | 608-487-0102 | Christopher.weaver@co.monroe.wi.us |
| Patrol Captain | | Ryan Lee | | 608-269-2117 | 608-487-0103 | Ryan.lee@co.monroe.wi.us |
| Emergency Management Coordinator | | Jared Tessman | 608-343-9966 | 608-269-8711 | 608-487-0538 | jared.tessman@co.monroe.wi.us |
| County Resources - Highway Department | | | | | | |
| Highway Department Commissioner | | David Ohnstad | | 608-269-8740 | 608-487-6216 | David.ohnstad@co.monroe.wi.us |
| Highway Department Supervisor | | Bill Pieper | 608-269-8255 | 608-269-8740 | 608-487-6217 | william.pieper@co.monroe.wi.us |
| Road Supervisor | | Bryan Heyer | | | 608-487-6214 | bryan.heyer@co.monroe.wi.us |
| County Resources - 911 Communications Center | | | | | | |
| Dispatch Supervisor | | Patrick Deethardt | | 608-269-8712 | 608-855-0506 | Patrick.deethardt@co.monroe.wi.us |
| Dispatch Supervisor | | Amanda Revels | | 608-269-8712 | | amanda.revels@co.monroe.wi.us |
| County Radio System and Towers | | Contact Dispatch Supervisor | | | | |
| County Resources - Health Department | | | | | | |
| Director | | Tiffany Glesler | | 608-269-8673 | | Tiffany.giesler@co.monroe.wi.us |
| Nursing Supervisor | | Kelsey Hanson | | 608-269-8672 | | kelsey.hanson@co.monroe.wi.us |
| PH Preparedness | | | | 608-269-8660 | | @co.monroe.wi.us |
| County Resources - Mortuary Services | | | | | | |
| Medical Examiner | | Robert Smith | 608-269-5686 | 608-269-8712 | | Robert.smith@co.monroe.wi.us |
| Admin. Asst. | | | 608-269-5692 | 608-269-8712 | | @co.monroe.wi.us |
| Deputy Med. Exam. | | Teresa Isensee | | 608-269-8712 | | Teresa.isensee@co.monroe.wi.us |
| Emergency Board (Agricultural – Farms/Animals/Crops) | | | | | | |
| Dir. UW-Extension | | Bill Halfman | 608-366-1420 | 608-269-8722 | 608-487-1823 | Bill.halfman@co.monroe.wi.us |
| USDA | | Mark Mulder | 608-269-8270 x100 | 608-269-8136 | | mark.mulder@wi.usda.gov |
| FSA | | Greg Wheeler | 608-269-8136 x113 | 608-269-4929 | | Greg.wheeler@wi.usda.gov |
| Land Conservation | | Bob Micheel | 608-269-8482 | 608-269-8973 | | bob.micheel@co.monroe.wi.us |

Resource Personnel - Community Partners

| Department | Shift | Name | Home | Office | Cell | Email |
|---|-------|--------------------------|------|--------------------|--------------|--|
| Evacuation Shelters (American Red Cross) | | | | | | |
| West WI Region Disaster Services | | Request through Dispatch | | 877-618-6628 x7454 | | |
| Tomah School District | | | | | | |
| Business Manager | | Michelle Clark | | 608-374-7005 | | michelleclark@tomah.education |
| Director of Buildings, Grounds & Energy Manager | | Joe Janusheske | | 608-374-7378 | 608-387-1702 | joeganusheske@tomah.education |
| Hospitals | | | | | | |
| Tomah Health - Emergency Management Specialist | | James Newlun | | 608-377-82818 | 608-605-0271 | jnewlun@tomahhealth.org |
| Tomah Health - Director of Emergency Services | | Suzanne Downing | | 608-377-8282 | 608-393-9882 | SDowning@tomahhealth.org |
| VA Medical Center - Emergency Manager | | Jason Herman | | 608-372-1266 | | jason.herman@va.gov |

**STANDARD OPERATING PROCEDURE
TO BE USED BY LOCAL OFFICIALS IN REQUESTING
WISCONSIN NATIONAL GUARD ASSISTANCE**

Whenever an emergency exists and a request for National Guard assistance is made, certain essential information about the emergency and the desired form of Guard assistance is required by the Governor to assist him in making a decision. The situation must be ***EXTREMELY SERIOUS*** and clearly ***BEYOND THE CAPABILITY*** of the requesting agency and/or local government to cope with it before the Guard can and will be committed.

To expedite requests for use of the Guard, the following procedure will be used. When you require the assistance of the National Guard the request must be go through the County Emergency Management Director; Wisconsin Emergency Management 24-hour Duty Officer will be contacted by the county at (608) 242-3232 or 1-800-943-0003.

Below is the information that ***MUST BE*** given to WEM at the time the call is initiated:

- 1) What is the situation? Give ***ALL*** the facts available.
 - a) If it is a flood--How serious? Which river and/or streams? What are the casualties? What is the level of river now? Is the water level rising or falling? How many homes, businesses, etc., are flooded? Give any other information you have about the situation.
 - b) If it is civil disturbance--Whom are the persons or groups causing the disturbance? How many people are involved among the people causing the disturbance, among the bystanders, among the police, and so forth? Has anyone been killed or injured, and in what way (guns, firebombs, other weapons, etc.)? How much violence has occurred, and of what sort (building burned, looting, etc.). How many weapons and what type, have been used and/or are at the disposal of the persons causing the disturbance? What is the stated or apparent purpose, if any, of the persons causing the disturbance? What specific incident(s) precipitated the disturbance?
 - c) On all other emergencies--complete information, comparable to that indicated above, will be required.
- 2) Exactly what is being asked of the National Guard? That is, what task(s) is the National Guard being asked to perform? For how long? How many Guard troops and what support equipment do you believe would be necessary?
- 3) On whose authority is the request being made (name, title, and telephone)? How and when can this individual be reached?
- 4) Have local and/or county resources been committed or expended? Explain local action taken or contemplated?
- 5) Could the resources necessary to handle the problems be supplied through mutual aid or other regional cooperative arrangements? If the problem cannot be fully handled through mutual aid, to what extent can it be partially handled?
- 6) How long can an acceptable level of order be maintained without the assistance of the National Guard?
- 7) If the decision is made to send assistance from the National Guard:
 - a) Where does the National Guard liaison officer go?
 - b) To whom does the liaison officer report?
- 8) The person communicating the request should provide the following information: his or her name, title, telephone number, and when he or she can be reached.

Your full cooperation in utilizing this procedure for obtaining the assistance of the National Guard is important and will greatly expedite requests.

EXCERPT FROM WISCONSIN STATE STATUTE 323**323.11 DECLARATION BY LOCAL GOVERNMENT.**

The governing body of any local unit of government may declare, by ordinance or resolution, an emergency existing within the local unit of government whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of a disaster, that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the local unit of government. The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist.

323.14 LOCAL GOVERNMENT; DUTIES AND POWERS.

(1) Ongoing duties.

(a)

1. Subject to subd. [3.](#), each county board shall develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management under s. [323.13 \(1\) \(b\)](#).

2. Each county board shall designate a head of emergency management. In counties having a county executive under s. [59.17](#), the county board shall designate the county executive or confirm his or her appointee as county head of emergency management. Notwithstanding sub. [\(2\) \(b\)](#), an individual may not simultaneously serve as the head of emergency management for 2 or more counties.

3. Each county board shall designate a committee of the board as a county emergency management committee. The chairperson of the county board shall designate the chairperson of the committee. In counties having a county executive under s. [59.17](#), the committee shall retain policy-making and rule-making powers in the establishment and development of county emergency management plans and programs.

(b)

1. The governing body of each city, village, or town shall develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management adopted under s. [323.13 \(1\) \(b\)](#).

2. The governing body of each city, village, or town shall designate a head of emergency management services.

(2) Ongoing powers.

(a) The governing body of a local unit of government may appropriate funds and levy taxes for its emergency management program under sub. [\(1\)](#).

(b) Local units of government may cooperate under s. [66.0301](#) to furnish services, combine offices, and finance emergency management programs.

(c) Local units of government may contract for emergency management services with political subdivisions, agencies, and federally recognized American Indian tribes and bands of this state, and, upon prior approval of the adjutant general, with such entities in bordering states. A copy of each agreement shall be filed with the adjutant general within 10 days after execution of that agreement.

(3) Duties during an emergency.

(a) If the governing body of a local unit of government declares an emergency under s. [323.11](#) and intends to make use of volunteer health care practitioners, as specified in s. [257.03](#), the governing body or its agent shall, as soon as possible, notify the department of health services of this intent.

(b) During a state of emergency declared by the governor, a local unit of government situated within the area to which the governor's executive order applies may employ personnel, facilities, and other resources consistent with the plan adopted under sub. [\(1\) \(a\) 1.](#) or [\(b\) 1.](#) to cope with the problems that resulted in the governor declaring the emergency. Nothing in this chapter prohibits local units of government from employing their personnel, facilities, and resources consistent with the plan adopted under sub. [\(1\) \(a\) 1.](#) or [\(b\) 1.](#) to cope with the problems of local disasters except where restrictions are imposed by federal regulations on property donated by the federal government.

(4) Powers during an emergency.

(a) The emergency power of the governing body conferred under s. [323.11](#) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency and includes the power to bar, restrict, or remove all unnecessary traffic, both vehicular and pedestrian, from the highways, notwithstanding any provision of chs. [341](#) to [349](#).

(b) If, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, the chief executive officer or acting chief executive officer of any local unit of government shall exercise by proclamation all of the powers conferred upon the governing body under par. [\(a\)](#) or s. [323.11](#) that appear necessary and expedient. The proclamation shall be subject to ratification, alteration, modification, or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.

History: [2009 a. 42](#) ss. [98](#) to [102](#), [111](#), [112](#), [234](#) to [236](#), [294](#) to [299](#); Stats. 2009 s. 323.14.

MAYOR

The Mayor is responsible for the overall management of the City of Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Ensure that the City Emergency Management Director has activated/is activating the Emergency Operations Center (EOC) or Command Post.
- Report to the EOP/CP.
- Ensure that the City Emergency Management Director provides an initial damage assessment and casualty report.
- Ensure that the City Emergency Management Director and City officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- Ensure that the Public Information Officer (PIO) is notified and reports to the EOC.
- In consultation with the Emergency Management Director, determine whether or not county, state or federal assistance should be requested. *(City/County resources must be fully committed before state or federal assistance is available. If assistance is requested, specify the type and amount of assistance needed).*
- Fill out the attached forms (if required).
 - o Local State of Emergency Proclamation
 - o Request to County for Disaster Declaration
 - o State of Emergency Curfew Declaration
 - o Municipal Evacuation Proclamation

LOCAL STATE OF EMERGENCY PROCLAMATION

WHEREAS, *(DESCRIBE THE SITUATION OR EVENT PROMPTING THIS ACTION, E.G. SEVERE STORMS, INCLUDING RECORD RAINFALLS AND HIGH WINDS)*, OCCURRED *(GIVE THE DATE OF THE EVENT, E.G. ON SEPTEMBER 22 OR FROM SEPTEMBER 22 TO SEPTEMBER 24)* IN *(NAME THE JURISDICTION/S AFFECTED, E.G., THE CITY OF TOMAH OR MONROE COUNTY)*; AND

WHEREAS, SUCH STORMS RESULTED IN *(DESCRIBE THE IMPACTS OF THE EVENT OR DISASTER, E.G., RECORD RAINFALL DURING THE MONTH OF MAY AND CAUSED RIVERS AND STREAMS TO REACH OR EXCEED FLOOD STAGE AND WATERS LEVELS TO BE EXTREMELY HIGH)*; AND

WHEREAS, *(DESCRIBE ANY OTHER IMPACTS OR RAMIFICATIONS OF THE DISASTER, E.G., THE RECORD RAINFALLS ALSO CAUSED OVERLAND FLOODING WHEN STORM AND SANITARY SEWERS COULD NOT ACCOMMODATE THE INCREASED FLOWS)*; AND

WHEREAS, THESE CONDITIONS CONTINUE TO POSE A THREAT TO THE AFFECTED CITIZENS AND HAVE ALREADY CAUSED DAMAGE TO PUBLIC AND PRIVATE PROPERTY AND THREATENED THE PUBLIC SAFETY; AND; *(THIS STATEMENT CAN PROBABLY STAY INTACT AS IT APPLIES TO MOST EVERY SITUATION)*

WHEREAS, *(BRIEFLY DESCRIBE WHAT ACTIONS ARE BEING TAKEN IN RESPONSE TO THE SITUATION, E.G. LOCAL AND COUNTY AGENCIES AND IMPACTED CITIZENS ARE TAKING ALL NECESSARY PRECAUTIONS IN RESPONSE TO THIS EVENT, SUCH AS EVACUATING THOSE IN IMMINENT DANGER, SANDBAGGING, PUMPING, MOVING PROPERTY TO HIGHER GROUND, ETC.)*; AND

WHEREAS, *(INSERT THE NAME OF THE LOCAL OR COUNTY EMERGENCY MANAGEMENT AGENCY)* IS CLOSELY MONITORING THE SITUATION IN CONJUNCTION WITH OTHER APPROPRIATE LOCAL AND COUNTY OFFICIALS;

NOW, THEREFORE, I, *(INSERT THE NAME AND TITLE OF THE INDIVIDUAL WHO HAS THE LEGAL AUTHORITY TO MAKE THIS PROCLAMATION, E.G., THE COUNTY BOARD CHAIR OR THE MAYOR)* BY THE AUTHORITY VESTED IN ME BY THE *(CITE THE LOCAL OR COUNTY ORDINANCE OR LAW THAT AUTHORIZES THIS PROCLAMATION TO BE MADE)* DO HEREBY:

PROCLAIM THAT A STATE OF EMERGENCY EXISTS *(NAME THE JURISDICTION/S BEING COVERED BY THE PROCLAMATION)*;

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED THE GREAT SEAL OF THE STATE OF WISCONSIN TO BE AFFIXED. DONE AT THE CAPITOL IN THE CITY OF MADISON THIS FOURTH DAY OF JUNE IN THE YEAR 2006.
(THIS IS HOW THE GOVERNOR SIGNS HIS PROCLAMATIONS. THE CORP COUNSEL OR CITY ATTORNEY WILL HAVE TO ADVISE WHAT IS APPROPRIATE FOR YOUR JURISDICTIONS.)

REQUEST TO COUNTY FOR DISASTER DECLARATION

WHEREAS, A DISASTER, NAMELY _____ HAS STRUCK THE CITY OF TOMAH; AND

WHEREAS, BECAUSE OF SUCH EMERGENCY CONDITIONS, THE TOMAH CITY COUNCIL IS UNABLE TO MEET WITH PROMPTNESS; AND

WHEREAS, THE DISASTER HAS CAUSED THE CITY OF TOMAH TO COMMIT ALL OF ITS AVAILABLE RESOURCES; AND

WHEREAS, THE CITY OF TOMAH IS ASKING FOR COUNTY ASSISTANCE AND REQUESTS THE COUNTY TO ADVISE THE STATE OF WISCONSIN OF OUR EMERGENCY CONDITIONS:

NOW THEREFORE, PURSUANT TO WISCONSIN STATE STATUTE §66.325 AND WISCONSIN STATE STATUTE §323.11, AS CHIEF ELECTED OFFICIAL OF THE CITY OF TOMAH IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND HAVE CAUSED THE GREAT SEAL OF THE CITY OF TOMAH TO BE AFFIXED.

DONE AT THE TOMAH CITY HALL THIS _____ DAY OF _____, 20____.

MAYOR, CITY OF TOMAH



NOW, THEREFORE, PURSUANT TO WISCONSIN STATE STATUTE §323.11, AS CHAIR OF THE MONROE COUNTY BOARD OF SUPERVISORS, I DO HEREBY CONCUR THAT A STATE OF EMERGENCY EXISTS IN THE CITY OF TOMAH.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND. DONE AT _____ THIS _____ DAY OF _____, 20____.

COUNTY BOARD CHAIR, MONROE COUNTY, WISCONSIN

STATE OF EMERGENCY CURFEW DECLARATION

DUE TO THE SEVERE DAMAGE CAUSED BY _____ AND
ACTING AS MAYOR OF THE CITY OF TOMAH, I HEREBY DECLARE THAT THE CITY OF TOMAH IS UNDER
A STATE OF EMERGENCY.

BY STATUTORY POWER PROVIDED TO THIS OFFICE BY THE STATE OF WISCONSIN, I HEREBY, DECLARE
THAT THE CITY OF TOMAH IS UNDER DUSK TO DAWN CURFEW. THIS CURFEW SHALL LAST ONLY AS
LONG AS ABSOLUTELY NECESSARY TO RESOLVE THE PROBLEM CAUSED BY THIS DISASTER.

PURSUANT TO WISCONSIN STATE STATUTE §66.325 AND WISCONSIN STATE STATUTE §323.11, AS
CHIEF ELECTED OFFICIAL OF THE CITY OF TOMAH IN TESTIMONY WHEREOF I HAVE HEREUNTO SET
MY HAND AND HAVE CAUSED THE GREAT SEAL OF THE CITY OF TOMAH TO BE AFFIXED.

DONE AT THE TOMAH CITY HALL THIS _____ DAY OF _____ 20____.

MAYOR, CITY OF TOMAH

TOMAH EMERGENCY EVACUATION PROCLAMATION

WHEREAS, A DISASTER PROCLAMATION HAS BEEN ISSUED; AND

WHEREAS, THE DISASTER RESULTED IN A STATE OF EMERGENCY EXISTING IN OUR COMMUNITY; AND

WHEREAS, IT IS REASONABLE TO BELIEVE THAT A THREAT TO THE LIVES AND HEALTH OF OUR CITIZENS EXISTS:

WHEREAS, I, _____ DO HEREBY PROCLAIM THAT THE AREA BORDERED BY _____ ON THE NORTH, _____ ON THE SOUTH, _____ ON THE EAST, AND _____ ON THE WEST BE IMMEDIATELY EVACUATED.

THIS PROCLAMATION IS IN EFFECT UNTIL FURTHER NOTICE

NOW THEREFORE, PURSUANT TO WISCONSIN STATE STATUTE §66.325 AND WISCONSIN STATE STATUTE §323.11, AS CHIEF ELECTED OFFICIAL OF THE CITY OF TOMAH IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND HAVE CAUSED THE GREAT SEAL OF THE CITY OF TOMAH TO BE AFFIXED.

DONE AT THE TOMAH CITY HALL THIS _____ DAY OF _____ 20____.

MAYOR, CITY OF TOMAH

TOMAH EMERGENCY MANAGEMENT DIRECTOR

The Emergency Management Director coordinates all components of the emergency management program in Tomah. This includes hazard analysis, preparedness, response, recovery and mitigation activities for all natural and technological disasters/emergencies.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Report to the City EOC/CP.
- Ensure that City officials and County Emergency Management Coordinator have been notified, key facilities warned, sirens activated, etc.
- Activate the City EOC (see EOC Alerting List). Make sure that it is fully operational and that the EOC staff has reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor and to the Monroe County Emergency Management Coordinator.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
- Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.
- See attached forms
 - o Situation Report
 - o EOC Full Activation ICS Organization Chart
 - o Municipal Uniform Disaster Situation Report
 - o Water Resources – Drinking/Bathing/Washing

ATTACHMENT 6-A (SITUATION REPORT)
TO ATTACHMENT 6 (TOMAH EMERGENCY MANAGER KEY ACTION CHECKLIST)
TO TOMAH EMERGENCY OPERATIONS PLAN

CITY OF TOMAH

SITUATION REPORT

REPORT NO. _____

Prepared by: _____, _____, _____, _____
(Name) (Title) (Date) (Time)

Approved for Release: _____, Incident Commander

Transmit by most efficient means to the following:

- Supervisors Mayors Public Info Officer Reg. WEM Office
- State WEM Office Emergency Dispatch City Executive County Board Mayor
- Others

1. Type of disaster/emergency: _____

2. Location and area affected: _____

3. What are: The existing losses (Attach damage reports.) and/or Potential losses for the following:

Health: _____

Property: _____

4. When and under what circumstances will the situation become critical? _____

5. Incident Commander: _____ Current location: _____

6. EOC in use? Yes No. Location: _____ Phone _____

7. Current Proposed Public information and warning actions: _____

8. Number of persons evacuated: _____ Number of persons under a warning for possible evacuation: _____

9. Public information Officer: _____ Location: _____

10. Response and support agencies now involved: _____

11. Will we be able to handle this situation with local resources? _____

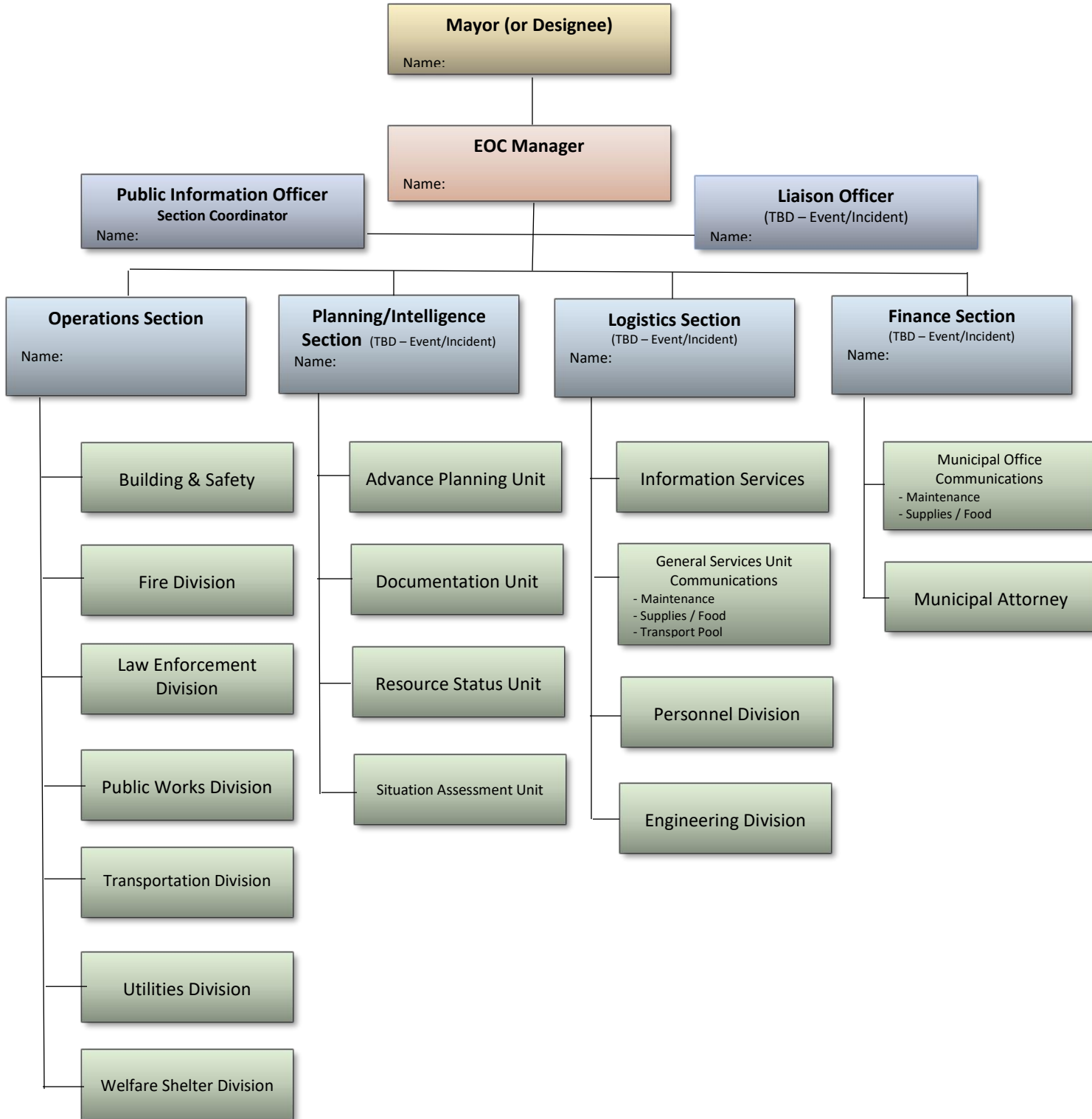
12. Is there a need for an emergency proclamation or a disaster declaration? Yes Not at this time

Emergency proclaimed by _____ Date _____ Time _____

Disaster declared by _____ Date _____ Time _____

13. Course of action proposed by Incident Commander: _____

EOC FULL ACTIVATION ORGANIZATION CHART



**ATTACHMENT 6-C (MUNICIPAL UDSR)
 To ATTACHMENT 6 (TOMAH EMERGENCY MANAGER KEY ACTION CHECKLIST)
 To TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

| MONROE COUNTY MUNICIPAL UNIFORM DISASTER SITUATION REPORT (UDSR) | | | | MONROE CO. EM. MANAGEMENT USE ONLY | |
|---|---------------------------------------|--|--|---|-------------------------|
| | | | | DATE & TIME REPORT RECEIVED: | |
| | | | | RECEIVED BY: | |
| 1. NAME OF PERSON SUBMITTING REPORT: | | ADDRESS-CITY, STATE & ZIP CODE: | | PHONE NO. | |
| 2. DATE & TIME OF INCIDENT: | | 3. TYPE OF INCIDENT: (i.e. tornado, ice storm, flood etc.) | | 4. DATE SUBMITTED TO E.M. | |
| 5. LOCATION OF INCIDENT: | | DEM AREA: West Central | | COUNTY: Monroe | |
| CITY | | VILLAGE | | TOWNSHIP: | |
| SECTION | | OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS) | | | |
| 6. ESTIMATED NO. OF CASUALTIES | | DEATHS | INJURIES | HOMELESS | EVACUATED |
| 7. PRIVATE SECTOR DAMAGE ESTIMATES: | | | | | |
| RESIDENTIAL | ESTIMATED NO. OF HOMES | | ESTIMATED DOLLAR AMOUNT: | ESTIMATED PERCENT COVERED BY INSURANCE | |
| | MINOR | MAJOR DESTROYED | \$ | % | |
| BUSINESS | ESTIMATED NO. OF BUSINESSES | | ESTIMATED DOLLAR AMOUNT: | ESTIMATED PERCENT COVERED BY INSURANCE | |
| | MINOR | MAJOR DESTROYED | \$ | % | |
| PRIVATE UTILITY/INDUSTRY | ESTIMATED NO. OF UTILITIES/INDUSTRIES | | ESTIMATED DOLLAR AMOUNT: | ESTIMATED PERCENT COVERED BY INSURANCE | |
| | MINOR | MAJOR DESTROYED | \$ | % | |
| AGRICULTURAL | ESTIMATED NO. OF HOMES | | ESTIMATED DOLLAR AMOUNT: | ESTIMATED PERCENT COVERED BY INSURANCE | |
| | MINOR | MAJOR DESTROYED | \$ | % | |
| AGRICULTURAL (Continued) | NO. | LIVESTOCK LOST | | NO. OF ACRES | CROPS AFFECTED |
| | | ESTIMATED DOLLAR AMOUNT | | | ESTIMATED DOLLAR AMOUNT |
| 8. TOTAL ESTIMATED PRIVATE SECTOR DAMAGE | | | | | |
| \$ | | | | | |
| 9. PUBLIC SECTOR DAMAGE ESTIMATES | | | | | |
| A) DEBRIS CLEARANCE | | B) PROTECTIVE MEASURES | | C) ROAD SYSTEMS | |
| D) WATER CONTROL FACILITIES | | E) PUBLIC BUILDINGS & RELATED EQUIPMENT | | F) PUBLIC UTILITY SYSTEMS | |
| G) OTHER (NOT IN PRECEDING CATEGORIES) | | | | | |
| 10. TOTAL ESTIMATED PUBLIC SECTOR DAMAGE | | | | | |
| \$ | | | | | |
| 11. MUNICIPAL FIRE DEPARTMENT | | | | | |
| A) CALLS DUE TO INCIDENT | | | B) REGULAR TIME (include benefits) (If employees have different wages list on a blank page and attach) | | |
| NO OF CALLS | WAGES PER HOUR | HOURS | TOTAL AMOUNT | NO OF EMPLOYEES | WAGES PER HOUR |
| | | | | | |
| X \$ | X | = \$ | | X \$ | X = \$ |
| C) OVERTIME (include benefits) | | | | | |
| NO OF EMPLOYEES | WAGES PER HOUR | HOURS | TOTAL AMOUNT | | |
| | | | | | |
| X \$ | X | = \$ | | | |
| D) EQUIPMENT USED AND DOLLAR AMOUNT PER HOUR (i.e. Tanker truck, fire engine, etc.) | | | | | |
| | | | | | |
| 12. MUNICIPAL POLICE DEPARTMENT | | | | | |
| A) NO. OF CALLS | | | B) REGULAR TIME (include benefits) (If employees have different wages list on a blank page and attach) | | |
| NO OF CALLS | WAGES PER HOUR | HOURS | TOTAL AMOUNT | NO OF EMPLOYEES | WAGES PER HOUR |
| | | | | | |
| X \$ | X | = \$ | | X \$ | X = \$ |
| C) OVERTIME (include benefits) | | | | | |
| NO OF EMPLOYEES | WAGES PER HOUR | HOURS | TOTAL AMOUNT | | |
| | | | | | |
| X \$ | X | = \$ | | | |
| D) EQUIPMENT USED AND DOLLAR AMOUNT PER HOUR (i.e. Tanker truck, fire engine, etc.) | | | | | |
| | | | | | |
| MUNICIPAL LABOR/EQUIPEMENT COSTS SEE ATTACHED FORM | | | | | |

SOURCES FOR WATER--DRINKING/BATHING/WASHING

Potable Water (Safe for Drinking)

1. Plastic jugs purchased from grocery stores, convenience stores
2. Bottled water companies
Kwik Trip (Jill Netteshime)
Phone: 608-793-6394 or 608-317-5519
3. Dairies steel-tank milk trucks*
Paul Dwyer
[*Note: DNR must inspect these first to determine if they are safe for use as potable water]
4. Office water cooler supply companies
Culligan Water Conditioning, 1243 Menomonie St., Eau Claire;
Phone: 715-834-9431 or 1-800-444-9431
5. Gibson's Watercare Service, 2251 Hastings Way, Eau Claire
Phone: 715-834-7716
6. Breweries
7. Water bladders from old Packaged Disaster Hospitals (PDH's)
8. Large grocer distribution centers (e.g. large chain grocery like Walmart)
9. Soft drink bottlers

Water for Washing Up/Bathing

1. Large construction companies/municipal public works water tankers used to wet down dirt roads under construction
2. Fire Department tankers

POSSIBLE QUESTIONNAIRE ITEMS FOR SURVEY OF SOURCES:

1. Firm Name:
2. Firm Address:
3. Contact Person:
4. Contact Phone Number (Daytime):
5. Contact Phone Number (After Hours and Weekends):
6. Approx. maximum quantity that could be supplied on short notice:
7. Container size:
8. Cost:
9. Lead time needed to produce bottled water:
10. Will water be delivered to where needed?

MUNICIPAL CLERK, TREASURER AND ASSESSOR

The Clerk/Assessor/Treasurer is responsible for their assigned activities in Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Report to the EOC/CP.
- Maintain records indicating expenses incurred due to the disaster.
- Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damaged as a result of the disaster.
 - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
- Assign department directors account numbers to which emergency expenditures may be charged.
- See attached forms
 - Expense Tracking Report – Labor Record
 - Expense Tracking Report – Force Account Equipment Record
 - Expense Tracking Report – Materials
 - Expense Tracking Report – Rented Equipment

**ATTACHMENT 7-A (EXPENSE TRACKING FORMS)
 TO ATTACHMENT 7 (TOMAH CLERK/TREASURER AND ASSESSOR KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

LABOR RECORD

LOCATION OF WORK: _____

Page _____ of _____ Page(s)

Time Period _____

DESCRIPTION OF WORK: _____

to _____ 20 _____

FEMA _____ DR _____

Category of Work: _____

DSR No. _____

Job Site Number: _____

| NAME | JOB DUTIES | DATE/HOURS WORKED EACH DAY | | | | | | | | | | TOTAL HOURS | RATE | TOTAL PAY | |
|--|------------|----------------------------|--|--|--|--|--|--|--|--|--|-------------|------|-----------|--|
| | | DATE | | | | | | | | | | | | | |
| | | Reg. | | | | | | | | | | | | | |
| | | OT | | | | | | | | | | | | | |
| | | Reg. | | | | | | | | | | | | | |
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| I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT. | | | | | | | | | | | | Reg.: | | | |
| | | | | | | | | | | | | OT: | | | |
| | | | | | | | | | | | | Total: | | | |

CERTIFIED BY: _____
Sign Name

Print Name

TITLE: _____

FRINGE BENEFITS: Reg. Time: _____ %

Overtime: _____ % or, included in Hourly Rate: Yes No

**ATTACHMENT 7-A (EXPENSE TRACKING FORMS)
 TO ATTACHMENT 7 (TOMAH CLERK/TREASURER AND ASSESSOR KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

FORCE ACCOUNT EQUIPMENT RECORD

Location of Work: _____
 Time Period _____
 Description of Work: _____
 FEMA _____ DR _____ Category of Work: _____ DSR No.: _____

Page _____ of _____ Page(s)
 to _____ 20_____
 Job Site Number: _____

| TYPE OF EQUIPMENT INDICATE MAKE AND MODEL | FEMA COST CODE | HORSEPOWER AND/OR CUBIC YARD CAPACITY | DATE/HOUR USED EACH DAY | | | | | | | TOTAL HRS. | RATE | TOTAL PAY |
|---|----------------------|--|-------------------------|--|--|--|--|--|--|-------------|------------|-----------|
| | | | Date | | | | | | | | | |
| | | | Hrs | | | | | | | | | |
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| I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT. | | | | | | | | | | Total Hours | Total Cost | |

CERTIFIED BY: _____ TITLE: _____

**ATTACHMENT 7-A (EXPENSE TRACKING FORMS)
 TO ATTACHMENT 7 (TOMAH CLERK/TREASURER AND ASSESSOR KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN**

CITY OF TOMAH

Sign Name

Print Name

MATERIALS RECORD

Location of Work: _____

Time Period _____

Description of Work: _____

Page _____ of _____ Page(s)

to _____ 20 _____

FEMA _____ DR _____

Category of Work: _____

DSR No.: _____

Job Site Number: _____

| VENDOR | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE | DATE BOUGHT | CHECK NO | DATE USED | CHECK ONE INFO. FORM | |
|--------|-------------|-----|------------|-------------|-------------|----------|-----------|----------------------|-------|
| | | | | | | | | INVOICE | STOCK |
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I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM VENDOR INVOICES, STOK CARDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY: _____
 Sign Name

 Print Name

TITLE: _____

ATTACHMENT 7-A (EXPENSE TRACKING FORMS)
TO ATTACHMENT 7 (TOMAH CLERK/TREASURER AND ASSESSOR KEY ACTION CHECKLIST)
TO TOMAH EMERGENCY OPERATIONS PLAN

CITY OF TOMAH

RENTED EQUIPMENT RECORD

Location of Work: _____
Time Period _____
Description of Work: _____

Page _____ of _____ Page(s)
to _____ 20 _____

FEMA _____ DR _____ Category of Work: _____ DSR No.: _____

Job Site Number: _____

| TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate. | Date & Hours Worked | Rate Per Hour | | | Total Costs | Vendor | Invoice Number | Date & Amount Paid | Check Number |
|--|------------------------|---------------|-----|-----|-------------|--------|-------------------|-----------------------|-----------------|
| | | W/OPR | W/O | OPR | | | | | |
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I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM VENDOR INVOICES, STOK CARDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY: _____
Sign Name

Print Name

TITLE: _____

WARNING AND COMMUNICATIONS

The Warning and Communications function is responsible for warning and communications in the City of Tomah.

The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

- Warn the following:
 - Municipal Elected Officials
 - Municipal Emergency Management Director
 - County Emergency Management Director
 - Municipal Emergency Operations Center representatives
 - Special facilities

- Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. List communications equipment:
 - Portable Radios
 - Telephone

- Activate public warning system. This may consist of (identify warning system i.e., sirens, door-to-door, telephone fan out). Develop assignment on how to alert, watch, and warning would be handled prior to a disaster or emergency situation.

- Establish communications with the county EOC if activated or the Monroe County Emergency Management Office. The communications equipment available is:
 - Portable radios
 - Telephone
 - Amateur Radio

- Establish communications with the Command Post / Incident Commander.

- See attached forms
 - Radio Frequencies – Local, County and State

RADIO FREQUENCIES
LOCAL, COUNTY AND STATE MUTUAL AID

| RX FREQUENCY | RX TONE | TX FREQUENCY | TX TONE | AGENCY/USER |
|---|------------|-----------------|------------|---|
| Monroe County | | | | |
| 155.6250 | 156.7 | 158.9100 | D532 | Sheriff (MOSHF) |
| 155.0850 | 88.5 | 153.7850 | 71.9 | County Coordination (MOCORD) |
| 155.7150 | 71.9 | 155.7150 | 71.9 | County Events (MOEVNT) |
| 155.9250 | 94.8 | 153.9050 | 94.8 | County EMS (MOEMS) |
| 155.7900 | 85.4 | 153.9350 | 85.4 | Sparta Police F1 repeater |
| 158.7750 | 79.7 | 153.8750 | 79.7 | Sparta Police F2 repeater |
| 155.0700 | 156.7 | 158.9400 | 156.7 | Tomah Police repeater |
| 460.0250 | | 460.0250 | | County Jail (NXDN digital) |
| 154.2350 | 156.7 | 153.7400 | 82.5 | County Fire/EMS Paging (MOPAGE) |
| 154.3700 | 156.7 | 159.2100 | D156 | Sparta Fire repeater |
| 154.4000 | 79.7 | 158.9850 | D465 | County Fire (MOFIRE) |
| 155.9550 | 77.0 | 155.9550 | 77.0 | County Tactical 1 (MOTAC1) |
| 156.0600 | 156.7 | 156.0600 | 156.7 | County Tactical 2 (MOTAC2) |
| 156.0600 | N420 | 156.0600 | N420 | County Tactical 2 Digital (MOTAC2DG)(P25) |
| 154.0400 | 156.7 | 154.0400 | 156.7 | County Tactical 3 (MOTAC3) |
| 154.1150 | 225.7 | 159.0900 | 225.7 | County Highway Dept (MOHWY) |
| 158.7750 | 94.8 | 153.8750 | 94.8 | City of Sparta Public Works |
| 155.9550 | 162.2 | 155.9550 | 162.2 | City of Tomah Public Works |
| 155.2050 | 156.7 | 155.2050 | 156.7 | Sparta School District |
| 155.2050 | 167.9 | 155.2050 | 167.9 | Tomah School District |
| 155.2050 | 162.2 | 155.2050 | 162.2 | Cashton School District |
| 155.3400 | 156.7 | 155.3400 | 156.7 | County Hospitals (EMS B) |
| 155.2800 | 156.7 | 155.2800 | 156.7 | County Hospitals (EMS C) |
| VETERANS AFFAIRS MEDICAL CENTER (TOMAH) AND WARRENS CRANBERRY FESTIVAL | | | | |
| 169.0125 | N293 | 164.0625 | N293 | VA Police (P25) |
| 172.6875 | N293 | 165.4250 | N293 | VA Fire (P25) |
| 461.5375 | D023 | 466.5375 | D023 | Warrens Cranberry Festival |
| LA CROSSE COUNTY | | | | |
| 155.4300 | 203.5 | 155.8500 | 203.5 | La Crosse County Sheriff 1 |
| 155.6100 | 136.5 | 154.7100 | 123.0 | La Crosse County Sheriff 2 |
| 155.5200 | 203.5 | 155.5200 | 203.5 | La Crosse County Car to Car |
| 158.7600 | 203.5 | 153.9950 | 203.5 | La Crosse County Coordination |
| 154.7475 | 136.5 | 159.0975 | 136.5 | La Crosse County Jail |
| 154.1075 | 136.5 | 159.2175 | 136.5 | La Crosse County Court Officers |
| 154.2050 | 88.5 | 156.0450 | 88.5 | La Crosse County Fire |
| 154.9800 | D031 | 154.9800 | D031 | La Crosse County Mass Casualty Operations |
| 155.9400 | D051 | 155.9400 | D051 | La Crosse County EMS Command |
| 155.1450 | D043 | 155.1450 | D043 | La Crosse County EMS Ground |
| 151.0250 | 131.8 | 159.0000 | 131.8 | La Crosse County Highway Dept. |
| 155.5425 | 136.5 | 159.1875 | 136.5 | La Crosse County Facilities/Maintenance |
| 155.7600 | 82.5 | 153.8000 | 82.5 | La Crosse County Parks |
| 154.0550 | 203.5 | 154.0550 | 203.5 | La Crosse County Local Gov't |
| 154.3250 | 203.5 | 150.8050 | 203.5 | Tri State Ambulance - La Crosse |
| JACKSON COUNTY | | | | |
| 151.0625 | 82.5 | 156.0300 | 173.8 | Jackson County Sheriff |
| 154.4450 | 123.0 | 153.8900 | 173.8 | Jackson County Fire |

| RX FREQUENCY | RX TONE | TX FREQUENCY | TX TONE | AGENCY/USER |
|---|------------|-----------------|------------|--|
| 158.8275 | 82.5 | 155.9700 | 173.8 | Jackson County Local Government/Tactical |
| 159.1350 | 141.3 | 156.1200 | 173.8 | Jackson County Highway |
| JUNEAU COUNTY | | | | |
| 154.7250 | 82.5 | 159.3750 | 82.5 | Juneau County Sheriff |
| 154.8000 | N290 | 154.8000 | N290 | Juneau County Jail (P25) |
| 154.1900 | 82.5 | 155.9850 | 82.5 | Juneau County Fire |
| 158.8050 | 107.2 | 153.8600 | 107.2 | Juneau County Highway Dept. |
| VERNON COUNTY | | | | |
| 154.9950 | 167.9 | 158.8650 | 210.7 | Vernon Sheriff |
| 154.7850 | 110.9 | 159.0300 | 151.4 | ALT Vernon |
| 154.8600 | 136.5 | 158.8800 | 103.5 | Vernon Fire |
| 154.1750 | 167.9 | 158.9550 | 146.2 | Vernon Common |
| 155.0400 | 97.4 | 158.9625 | 97.4 | Tri State Ambulance - Viroqua |
| WEST CENTRAL INTEROPERABILITY ALLIANCE | | | | |
| 156.1500 | 77.0 | 155.5200 | 77.0 | Barron County WCIA repeater (P25 NAC 030) |
| 156.0750 | 77.0 | 155.1300 | 77.0 | Clark County WCIA repeater (P25 NAC 100) |
| 154.7700 | 77.0 | 155.6700 | 77.0 | Dunn County WCIA repeater (P25 NAC 170) |
| 159.1050 | 77.0 | 151.1000 | 77.0 | Eau Claire County WCIA repeater (P25 NAC 180) |
| 155.9700 | 74.4 | 154.7400 | 74.4 | Jackson County WCIA repeater (P25 NAC 270) |
| 154.8300 | 77.0 | 155.5800 | 77.0 | La Crosse County WCIA repeater (P25 NAC 320) |
| 159.0450 | 77.0 | 155.7300 | 77.0 | Pepin County WCIA repeater (P25 NAC 470) |
| 159.0000 | 77.0 | 155.8050 | 77.0 | Pierce County WCIA repeater (P25 NAC 480) |
| 154.9500 | 77.0 | 151.2500 | 77.0 | St Croix County WCIA repeater (P25 NAC 560) |
| 154.9500 | 74.4 | 155.8350 | 74.4 | Trempealeau County WCIA repeater (P25 NAC 620) |
| STATE MUTUAL AID FREQUENCIES | | | | |
| 155.3700 | 0.0 | 155.3700 | 146.2 | POINT |
| 155.4750 | 0.0 | 155.4750 | 156.7 | VLAW31 (FORMERLY WISPERN) |
| 156.0000 | 136.5 | 156.0000 | 136.5 | WEM CAR |
| 155.1600 | 0.0 | 155.1600 | 127.3 | NATSAR |
| 151.2800 | 136.5 | 153.8450 | 136.5 | MARC1 |
| 151.2800 | 136.5 | 151.2800 | 136.5 | MARC2 |
| 154.0100 | 71.9 | 154.0100 | 71.9 | MARC3 |
| 154.1300 | 82.5 | 154.1300 | 82.5 | MARC4 |
| 155.4000 | 0.0 | 155.4000 | D156 | EMS A |
| 155.3400 | 0.0 | 155.3400 | D156 | EMS B |
| 155.2800 | D156 | 155.2800 | D156 | EMS C |
| 154.2650 | 210.7 | 154.2650 | 210.7 | IFERN |
| 154.3025 | 67.0 | 154.3025 | 67.0 | IFERN2 |
| 153.8300 | 69.3 | 153.8300 | 69.3 | FG RED |
| 154.2800 | 74.4 | 154.2800 | 74.4 | FG WHITE |
| 154.2950 | 85.4 | 154.2950 | 85.4 | FG BLUE |
| 153.8375 | 91.5 | 153.8375 | 91.5 | FG GOLD |
| 154.2725 | 94.8 | 154.2725 | 94.8 | FG BLACK |
| 154.2875 | 136.5 | 154.2875 | 136.5 | FG GRAY |
| 155.7525 | 156.7 | 155.7525 | 156.7 | VCALL10 |
| 151.1375 | 156.7 | 151.1375 | 156.7 | VTAC11 |
| 151.1375 | N293 | 151.1375 | N283 | VTAC11DG (P25) |
| 154.4525 | 156.7 | 154.4525 | 156.7 | VTAC12 |
| 154.4525 | N293 | 154.4525 | N293 | VTAC12DG (P25) |
| 158.7375 | 156.7 | 158.7375 | 156.7 | VTAC13 |

| RX FREQUENCY | RX TONE | TX FREQUENCY | TX TONE | AGENCY/USER |
|-----------------|------------|-----------------|------------|----------------|
| 158.7375 | N293 | 158.7375 | N293 | VTAC13DG (P25) |
| 159.4725 | 156.7 | 159.4725 | 156.7 | VTAC14 |
| 159.4725 | N293 | 159.4725 | N293 | VTAC14DG (P25) |
| 151.1375 | 156.7 | 159.4725 | 136.5 | VTAC36 |
| 151.1375 | N293 | 159.4725 | N293 | VTAC36DG (PG) |

LAW ENFORCEMENT

The Tomah Police Department is responsible for law enforcement activities in Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Ensure that all Police Department staff has been notified and that they report as situations directs.
- Direct the designated law enforcement representative to report as situation directs.
- Secure the affected area and perform traffic and crowd control.
- Participate in warning the public as situation warrants.
- Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
- Report above information to appropriate law enforcement agencies.
- Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
- If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

OTHER RESPONSIBILITIES MAY INCLUDE:

- Enforce curfew restrictions in the affected area.
- Coordinate the removal of vehicles blocking evacuation or other response activities.
- Assist the medical examiner with mortuary services.
- Assist with search and rescue activities.
- If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

HUMAN SERVICES

This attachment is designed to provide the county department of social services with the responsibility for providing human services within Tomah. However, a liaison from the municipality should be appointed to assist the county human services officer with implementing tasks assigned in the county EOP. It is recommended that the person(s) selected be from a department or agency within the municipality(s) with human services type responsibilities (i.e., human services department, department on aging). The person selected should be familiar with the human services annexes of the county EOP so that human services tasks in this municipal plan are consistent with those assigned in the county plan. This person will work closely with the county human services officer so that municipal/county resources can be prioritized and coordinated. This attachment is designed to identify the person in the municipality responsible for human services activities and provides a list of actions this person will consider when this municipal plan is activated.

The **assigned representative** will serve as the Human Services Coordinator in Tomah and is responsible for human services activities in Tomah. The Coordinator will organize human service activities with a representative from the Monroe County Department of Social Services. This person will keep the county Human Services Officer informed of all human service activities performed, underway, or planned within the municipality.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Coordinate activities of municipal agencies/departments that provide human services type services. (Identified in County Resources Manual).
- Report to the emergency operations center.
- Coordinate with Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute literature to disaster victims given instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.
- If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Human Services.

PUBLIC WORKS DEPARTMENT

The Public Works Director is responsible for public works activities in Tomah. This department, upon notification, may respond directly to the EOC / ICP.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/Command Post.
- Review the disaster situation with field personnel and report situation to the Emergency Management Director.
- Maintain transportation routes.
- Request and assist Parks and Recreation Department to remove the removable dog exercise area fencing at Veteran's Park prior to flooding.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.
- Assist with urban search and rescue activities as may be requested.
- Assist private utilities with the shutdown of gas and electric services.
- As necessary, establish a staging area for public works.
- Report public facility damage information to the Damage Assessment Team.
- If the county EOC is activated, establish and maintain contact with the County Highway Commissioner.
- See attached forms
 - Public Works & Monroe County Highway Dept. Resources
 - Debris Management
 -

ATTACHMENT 11-A (PUBLIC WORKS & MC HIGHWAY RESOURCES)
 TO ATTACHMENT 11 (PUBLIC WORKS KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN
 TO MONROE COUNTY EOP (ANNEX G – PUBLIC WORKS & ENGINEERING)

CITY OF TOMAH

PUBLIC WORKS & MONROE COUNTY HIGHWAY DEPARTMENT RESOURCES

| TOMAH PUBLIC WORKS – RESOURCES | | | | | |
|---|-----|---|-----|---|-----|
| DESCRIPTION | QTY | DESCRIPTION | QTY | DESCRIPTION | QTY |
| Fork Lift | 1 | Backhoe 18,000 | 1 | Patching Truck Dump Box | 2 |
| Tractor/Mowers | 2 | Mixers Concrete/Multi/Cold Mix | 1 | Pickups | 4 |
| Roller | 1 | Paint Machine | 1 | Flatbeds | 1 |
| Compressor | 2 | Steam Cleaner | 1 | Garbage Trucks | 3 |
| Snow blower | 1 | Front end loader | 4 | Salt Trucks | 4 |
| Welder | 1 | Saws | 8 | Skid Steer w/ breaker and auger | 1 |
| Water Jet | 1 | Leaf Vacuums | 2 | Trailer | 4 |
| 4 | 1 | Dump Trucks Boxes/Plows Complete Unit | 6 | | |
| Grader | 1 | Arrow Board | 1 | | |
| Street Sweeper | 1 | Trash Pumps | 3 | Updated 10/26/2021 | |
| MONROE COUNTY HIGHWAY DEPARTMENT – RESOURCES | | | | | |
| Pickup Trucks | 10 | Trailers | 11 | Tractors | 28 |
| Crew Cab Trucks | 8 | Sweepers | 3 | Mowers (All Types) | 20 |
| Dump Truck On Road, 6-Yd (Type III – Single Axle) | 23 | Mixers | 3 | Rollers | 4 |
| Dump Truck On Road, 13-Yd (Type I – Triple Axel) | 16 | Mechanical Tampers | 3 | Spreaders/Augers | 23 |
| Dump Truck On Road, 17 Yd (Type II – Quad Axle) | 1 | Jack Hammers/Breakers | 8 | Water Tanks | 4 |
| Sign Truck | 1 | Patch Machine/Paver | 2 | Shouldering Machine | 1 |
| Attenuator Truck | 2 | Track Dozer, D3G–Cat 3045 Diesel (Type III) | 2 | Snow blower | 1 |
| Hook Lift Truck | 1 | Brush Chippers | 4 | Hydro seeder/3,000-gal tank w/water cannon | 1 |
| Service Truck | 1 | Other - Highway Department Equipment | | Arrow Boards | 5 |
| Welder Truck | 1 | Pressure Washers | 4 | Concrete Saws/Router | 3 |
| Low Profile Dump Truck | 9 | Augers | 1 | Water Pumps | 2 |
| Milling/Grinder | 1 | Routers | 1 | Chain saws | 22 |
| Motor Graders | 8 | Compressors | 2 | Generators 125 KW (Type 1) | 5 |
| Scale - Drill Press - Heaters | | Backhoe Loader (Type IV) | 1 | Hydraulic Excavator, Med Mass Excavation 4-cy to 1.75-cy buckets (Type III) | 1 |

**ATTACHMENT 11-A (PUBLIC WORKS & MC HIGHWAY RESOURCES)
 TO ATTACHMENT 11 (PUBLIC WORKS KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN
 TO MONROE COUNTY EOP (ANNEX G – PUBLIC WORKS & ENGINEERING)**

| | | | | | |
|---|----|---|----|---|----|
| Welders | 6 | TE70FG-2 Folding Gooseneck Trailer (Type II) | 2 | Water Trucks, Single Axle, Capacity 1,200-Gal (Type II) | 2 |
| Detachable Gooseneck Trailer, capacity 40,000-lb (Type III) | 1 | Water Trucks, Tandem Axle, Capacity 4,000-gal (Type I) | 2 | Wheel Loaders, small 7-cy to 2-cy; 928G, IT28G (Type 1) | 2 |
| Rubber Tired Excavators (medium mass excavation 7 cy to 1.75 cy buckets) (Type III) | 2 | Wheel Loaders, Med 7-cy to 3-cy, range 5 – 3.5 yd ³ (Type III) | 4 | | |
| Wheel Loaders, Med 7-cy to 3-cy Range 3.65-2.9 yd ³ . (Type IV) | 2 | Plows (All Types) | 42 | Updated 05/10/2024 | |
| SPARTA PUBLIC WORKS – RESOURCES | | | | | |
| ½ Ton Pickup Truck | 4 | Skid Steer | 1 | Generator | 5 |
| Road Grader | 1 | Street Sweeper | 1 | Chain Saws | 5 |
| Snow blower | 1 | Roller | 1 | Tractor Mower | 1 |
| End loader | 2 | Truck Mounted Snow Plows | 7 | Skid Steer | 1 |
| Sky Worker | 1 | Street Sander | 4 | Sludge Trucks | 2 |
| Drott Backhoe | 1 | Tractor Backhoe | 1 | Boom Truck | 1 |
| 6-Yard Dump Truck | 8 | Stump Cutter | 1 | Brush Chipper | 1 |
| 1-Ton Dump Truck | 2 | Water Jet Sewer Cleaner – Sanitation Dept | 1 | | |
| Water Pump | 3 | Compressor & Jack Hammer | 2 | | |
| VILLAGES OF MONROE COUNTY – RESOURCES | | | | | |
| 6-Yard Dump Truck | 6 | Snow Plows | 6 | Brush Chipper | 1 |
| 10-Yard Dump Truck | 2 | Equipment Trailers | 2 | Welders | 2 |
| End Loaders/Backhoes | 3 | Chain saws | 5 | Generators | 2 |
| Graders | 3 | | | | |
| TOWNSHIPS OF MONROE COUNTY – RESOURCES | | | | | |
| 6-Yard Dump Trucks | 46 | End loaders/Backhoes | 20 | Air Compressors | 18 |
| 10-Yard Dump Truck | 3 | Graders | 18 | Pumps | 2 |
| Other Trucks | 7 | Snowplows | 53 | Chain Saws | 34 |
| Equipment Trailers | 9 | Welders | 18 | | |

DEBRIS MANAGEMENT

LIST OF CLEAN-UP CONTRACTORS

| CONTRACTOR | LOCATION | TELEPHONE |
|------------------------|-------------|-----------|
| R. Moake Excavating | Tomah, WI | 343-5599 |
| Clark Excavating | Norwalk, WI | 823-7741 |
| Gerke Excavating | Tomah, WI | 372-4203 |
| Dirt Monkey Excavating | Cashton, WI | 654-5303 |
| Miller's Tree Service | Sparta, WI | 487-6245 |
| Dawley Tree Service | Sparta, WI | 633-6546 |
| | | |
| | | |

DEBRIS STORAGE SITES

1. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
 - a. Work with the DNR to select and map out pre-designated debris storage sites. Map them and develop list of names, addresses, phone numbers and estimated capacity for each location.
2. Identify and coordinate with appropriate regulatory agencies (i.e. Public Health, DNR, State Department of Public Health, and State Department of Agriculture) regarding potential regulatory issues, emergency response needs, health issues related to debris removal, and contaminated food supplies

DEBRIS DISPOSAL SITE

CITY OF TOMAH TRANSFER SITE--SIME AVE--TOMAH
 Monroe County Landfill – 20448 Junco Road, Norwalk, WI 54648

EMERGENCY MEDICAL SERVICES / PUBLIC HEALTH SERVICES

Tomah Area Ambulance Service is responsible for Emergency Medical Services activities in Tomah.

This attachment is designed to identify the person in the municipality responsible for public health services and emergency medical services (EMS) activities and provides a list of actions this person should consider when this municipal plan is activated. Public health services are usually coordinated at the county level through the county EOP. However, a liaison from the municipality should be appointed to assist with implementing tasks assigned in the county EOP. This person will work closely with the county Public Health Officer so municipal/county resources can be prioritized and coordinated. Ambulance services are trained in triage and are involved in patient transportation. The public health liaison needs to be aware of the necessity of coordinating ambulance activities.

The **assigned representative** will serve as the Public Health and Emergency Medical Services Liaison in Tomah and is responsible for public health and emergency medical service activities in Tomah. They will coordinate health services activities with a representative from the Monroe County Public Health Department.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Coordinate emergency medical care to victims.
- Establish a triage area for victims.
- Establish a staging area in the municipality.
- Coordinate medical transportation for victims.
- Assist in evacuating nursing homes, day care centers and medical facilities as needed.
- Assure that public health needs of disaster victims are met.
- Assure primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.
- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other emergency medical service agencies or fire departments.

AMBULANCE SERVICE RESOURCES

| TOMAH AREA AMBULANCE SERVICE | | | | | | |
|---|--------------|--------------------------------|-------------------|--------------|------------|----|
| 318 Arthur Street, Tomah, WI 54660 | | | | | | |
| Phone | 374-7460 | tomahfire@tomahonline.com | | Fax | 374-7461 | |
| KEY PERSONNEL | | | | | | |
| POSITION | NAME | WORK # | HOME # | CELL # | | |
| Public Safety Director | Tim Adler | (608) 374-7460 | | 608-343-8500 | | |
| Deputy EMS Chief | Adam Robarge | (608) 374-7460 | 608-387-0751 | 608-696-7153 | | |
| On-Duty Supervisor | | (608) 374-7460 | | 608-343-8274 | | |
| STAFFING INFORMATION (# OF EMT'S) | | | | | | |
| BASIC | 10 | AEMT | 5 | Paramedic | 20 | |
| | | | | | Total | 35 |
| AMBULANCES / RESCUE VEHICLES | | | | | | |
| UNIT NO. | YEAR | TYPE (I,II,III) | BLS/ALS | # OF LITTERS | CELL PHONE | |
| 265 | 2019 | I | ALS | 1 | 343-8265 | |
| 266 | 2018 | III | ALS | 1 | 343-8275 | |
| 267 | 2018 | III | ALS | 1 | 343-8267 | |
| 268 | 2022 | III | ALS | 1 | - | |
| 269 | 2017 | III | ALS | 1 | 343-8263 | |
| OTHER EQUIPMENT / RESOURCES | | | | | | |
| UNIT NO. | YEAR/MAKE | DESCRIPTION | BLS/ ALS / RESCUE | MOBILE # | | |
| 260 | - | Deputy Chiefs – Quick Response | ALS | 608-696-7153 | | |
| 264 | - | Supervisors – Quick Response | ALS | 608-343-8274 | | |
| MUTUAL AID AGREEMENTS | | | | | | |
| AGENCY | DATE | AGENCY | DATE | | | |
| Countywide Mutual Aid Agreement | 01/30/2020 | Fort McCoy Fire Department | 06/14/2011 | | | |
| Camp Douglas Rescue, Inc. | 05/03/2017 | Wilton Ambulance Service | 07/01/2003 | | | |
| Sparta Area Ambulance Service, LTD | 12/12/2011 | Black River Falls EMS | 12/12/2011 | | | |
| Camp Douglas Fire & Rescue | 01/01/2022 | | | | | |
| ALS INTERCEPT AGREEMENTS | | | | | | |
| AGENCY | DATE | AGENCY | DATE | | | |
| Black River Falls EMS | 02/15/2021 | Camp Douglas Rescue, Inc. | 04/12/2021 | | | |
| Elroy Area Ambulance Association | 04/19/2021 | Ontario Ambulance | 03/31/2021 | | | |
| Sparta Area ambulance Service | 03/09/2021 | Wilton Ambulance Service | 04/12/2021 | | | |
| Camp Douglas Fire & Rescue | 01/01/2022 | | | | | |
| EMERGENCY MEDICAL RESPONDER AGREEMENTS | | | | | | |
| AGENCY | DATE | AGENCY | DATE | | | |
| Town of Lincoln Fire Department | 06/07/2021 | Tomah Area Medical Responders | 05/03/2021 | | | |

Template for Initial News Release

The purpose of this initial press statement is to answer the basic questions: who, what, where, and when. This statement should also provide whatever guidance is possible at this point, express the city's concern, and detail how further information will be disseminated. If necessary, the statement should give phone numbers or contacts for more information or assistance. Please remember this template is meant only to provide you with guidance. One template will not work for every situation. This press release shall be on City of Tomah or specific department letterhead.

FOR IMMEDIATE PUBLIC RELEASE

CONTACT: [Name of PIO]

PHONE: [Phone Number of PIO]

Date of Release: [Date]

[Headline – Insert your primary message to the public.]

Dateline – Two – three sentences describing the current situation.

Insert quote from official spokesperson demonstrating leadership and concern for victims.

Insert actions *currently* being taken.

List actions that *will* be taken.

List information on possible reactions of public and ways citizens can help.

Insert quote from an official spokesperson providing reassurance.

List contact information, ways to get more information, and other resources.

Media:

The first press briefing/update will be at **[no more than two hours after this initial press release]** a.m./p.m., at **[location of press briefings]**. This will be the location where all recognized media will be allowed access and provided information and details as we have them available.

Respectfully submitted,

[PIO's Name]

Public Information Officer

City of Tomah [or specific agency]

Anticipated Questions Worksheet

The following questions are ones commonly asked by the media, stakeholders, partners, and the public during crisis events. Use them to help prepare answers to questions you might face at a press briefing.

Additional Tips:

- Keep you answers short (2 minutes or less).
- Use Q & A sessions as opportunities to get your key messages out.
- Use personal pronouns (“I” or “we”) rather than institutional nouns (“this agency” or “the City of Tomah”.)

What happened?

When and where did it happen?

Why did it happen / what was the cause?

Is the public safe / is there a danger now?

What are you doing to protect people?

Is anyone hurt, sick, or dead? What are their names?

Are victims being helped?

Who is in charge?

Will there be inconveniences to the public?

What are you going to do about it?

What can we expect, right now and later?

Has this ever happened before?

Did you see this coming?

Who is to blame?

Do you accept responsibility?

What do you have to say to the victims?

When will we find out more?

MEDIA LISTING AND CONTACT INFORMATION

RADIO STATIONS

WCOW Sparta 97.1 FM
 113 West Oak St
 Sparta, WI. 54656

269-3307
 Phone: 269-3100
 269-5290 (Both AM and FM)
 Fax: 2569-5710
 E-mail: newsdirector@cow97.com

WKLJ Sparta 1290 AM
 113 West Oak St
 Sparta, WI. 54656

Tomah 1460 AM
 1021 N. Superior Ave
 Suite 5
 Tomah, WI. 54660

372-9600
 Phone: 372-9545 (All stations)
 Fax: 372-7566
 E-mail: news@magnumbroadcasting.com

WTMB 94.5 FM
 1021 N. Superior Ave
 Suite 5
 Tomah, WI. 54660

WBOG Tomah 96.1 FM
 1021 N Superior Ave
 Suite 5
 Tomah, WI. 54660

WIZM Radio Z93
 Box 99
 La Crosse, WI. 54650
 Phone: 782-0650 Newsline
 Fax: 782-5050
 E-Mail: news@1410wizm.com

WKBT TV - Channel 8
 141 So. 6th St.
 La Crosse, WI. 54650
 Phone: 784-7897 News feed
 Fax: 784-7897
 E-mail: New8@wkbt.com

WXOW TV Channel 19
 3705 Co. Hwy 35
 La Crescent, MN 55947
 Phone: 507-895-9969
 Fax: 507-895-8124
 E-mail: aedesk@wxow.com

NEWSPAPERS

Monroe Co. Herald
 1302 River Road
 PO Box 252
 Sparta, WI. 54656
 Phone: 269-3186
 Fax: 269-6876
 E-mail: mcp2006@centurytel.net

Cashton Record
 715 Broadway St
 Cashton, WI. 54619
 Phone: 654-7330
 Fax: 654-7324
Cashtonrecord@centurytel.net

County-Line Connection
 P.O. Box 7
 Ontario, WI. 54651
 Phone: 337-4232
 Fax: 337-0472
 E-mail: countyline@centurytel.net

La Crosse Tribune
 ATTN: Home Town News
 401 N. 3rd St
 La Crosse, WI. 54650
 Phone: 782-9710
 E-mail: new@lacrossetribune.com

CABLE TV

Spectrum (Cable TV provider for Sparta/Tomah Area)
 314 Main St
 Onalaska, WI 54650
 Phone: 1-800-658-9473

MEDIA ADVISORY

MEDIA REPORTING SITE: _____ TIME : _____ AM / PM DATE: _____

INCIDENT DATE: _____ INCIDENT TIME: _____ AM / PM

HOW INCIDENT WAS REPORTED: _____

INCIDENT COMMANDER: _____

PUBLIC INFORMATION OFFICER: _____

DESCRIPTION OF INCIDENT: _____

ESTIMATED NUMBER OF PERSONS: Involved: _____ Injured: _____ Missing: _____ Dead: _____ Evacuated: _____

HOSPITALS: _____

RESPONSE AGENCIES: _____

CURRENT RESPONSE ACTIONS: _____

EVACUATION PLANS OR ACTIONS: _____

AREAS AND ROADS CLOSED: _____

VOLUNTEERS NEEDED: Yes No REGISTER AT: _____

IF YES, LICENSES, CERTIFICATIONS AND PERSONAL PROTECTIVE GEAR REQUIRED: _____

- A complete list of casualties and survivors will be released after the next of kin have been notified.
- The public is requested to stay out of the area. All access roads to and from the disaster scene are needed for emergency vehicles.
- For welfare information on missing or injured persons, call the American Red Cross at 788-1000.
- Do not call 9-1-1 or other emergency agencies regarding this incident.

NEXT NEWS RELEASE WILL BE AT: _____

IC/EOC NAME (PRINT): _____

IC/EOC APPROVAL: _____ DATE: _____ TIME: _____ AM/PM
(Signature)

MEDIA ADVISORY

To: Local Media

From: _____ Tomah Public Information Officer

Subject: _____

Date: _____ Time: _____

Damage locations and initial estimated losses are as follows:

Note that this is based on preliminary reports; estimates will continue to be updated as additional information becomes available.

PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR NEWS REPORTS:

- Shelters for victims have been established at _____. Pets are not allowed in the shelter area, unless they are working dogs (i.e. blind, hearing impaired etc.) owners are responsible for their care; others pets can be taken to .
- Debris must be separated (metal, glass, construction materials, organic materials). The DNR will advise victims of appropriate locations for burn piles and burial pits.
- Law enforcement has secured the area from _____ to _____ and from _____ to _____. No one is allowed into this area without proper identification.
- Emergency services can use additional volunteers to assist with _____. Volunteers should bring work gloves, work boots, safety / training certifications, lunch, and water with them and report to the registration area located at _____. (I.e. safety/training certifications could be for wood cutting, chainsaw safety, heavy equipment operator etc.)
- Public health will provide tetanus shots at the registration area.
- Donations of clothing, furniture, household items etc are definitely **NOT** needed; there are no means for storing, cleaning, or sorting these types of items. The American Red Cross and/or the Salvation Army and other volunteer groups are providing food for workers and victims.
- Monetary donations can be made at _____ Bank in _____, where a trust fund has been established for victim aid.
- Victims who are staying with friends or relatives outside the area are asked to notify the Sheriff's Office of their whereabouts in case they need to be contacted. Call (608) 269-2117

For further information, press briefings will be held at _____

Located at _____ at these times _____ AM/PM, _____ AM/PM, _____ AM/PM and _____ AM/PM or call the Emergency Management Department at (608) 269-8711.

IC/EOC NAME (PRINT): _____

IC/EOC APPROVAL: _____ DATE: _____ TIME: _____ AM/PM
(Signature)

FIRE SERVICE

The Tomah Fire Department is responsible for fire service activities in Tomah.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- Establish and/or respond to designated staging area, CP or EOC as directed by on-scene personnel.
- Assist Law Enforcement in warning the affected population.
- Rescue injured/trapped persons.
- Protect critical facilities and resources.
- Designate a person to record the arrival and deployment of emergency personnel and equipment.
- Assist Law Enforcement with evacuation, if needed.
- Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

- Assist with traffic control.
- Assist with debris clearance.
- If the County EOC is activated, establish and maintain contact with the person representing fire services.
- If the Level 2 Haz-Mat Team from La Crosse is needed for a higher level of response, obtain assistance through Monroe County Emergency Management or the WEM Duty Officer. Assistance from Fort McCoy Haz-Mat Team can also be requested in conjunction with the Regional Team and Monroe County Emergency Management.
- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.
- See attached forms
 - o Fire Department Resource List

ATTACHMENT 14-A (FIRE DEPT RESOURCE LIST)
 TO ATTACHMENT 14 (FIRE KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN
 TO MONROE COUNTY EOP (ANNEX K – FIRE AND RESCUE)

CITY OF TOMAH

FIRE DEPARTMENT RESOURCE LIST

TOMAH FIRE DEPARTMENT
 (O) 374-7465 (F) 374-5576 819 SUPERIOR AVENUE, TOMAH tomahfire@tomahonline.com

| TITLE | KEY PERSONNEL | HOME PHONE | WORK PHONE | MOBILE PHONE |
|-------------------------------|----------------|----------------|---------------------|-------------------|
| Chief | Tim Adler | 372-5316 | 374-7465 (TFD) | 343-8500 |
| Deputy Chief | Jeremy Likely | | | 387-0068 |
| Assistant Chief | Joe Kube | 372-5352 | 374-7445 | 344-1626 |
| Assistant Chief | Joe Amberg | | | 387-3977 |
| Safety Officer | Dave Baggot | | | 343-0414 |
| Training Officer | | | | |
| Captain | Charles Muller | | | 343-2811 |
| Captain | Rob Larkin | | | 343-2162 |
| Lieutenant | | | | |
| Lieutenant | | | | |
| Number of Firefighters | 38 | | | |
| Training | 32 HazMat Ops | 1 HazMat Techs | 0 Medical 1st Respo | 2 Paramedic 3 EMT |

APPARATUS

| UNIT NUMBER | TYPE | GPM | BOOSTER TANK | CAPACITY | HEIGHT |
|-------------|---------------------------------------|------|--------------|----------|--------|
| 350 | Command SUV | | | 4 PAX | |
| 351 | Engine/Rescue | 1250 | 850 | 6 PAX | - |
| 352 | Command | | | 6 PAX | |
| 353 | Truck/Aerial | 1250 | 500 | 6 PAX | 75ft |
| 354 | Engine | 1250 | 750 | 6 PAX | |
| 355 | Engine | 1750 | 750 | 6 PAX | - |
| 356 | Tender | 250 | 1900 | 2 PAX | - |
| 357 | Rescue | | | 5 PAX | |
| 358 | Off-Road (Chevy 4x4) | | 225 | 3 PAX | |
| 359 | Off-Road (GMC 4x4) | | 225 | 3 PAX | |
| 362 | Reel Truck (Large Dia. 5" storz Hose) | | | 3 PAX | |
| | UTV | | | 4 | |
| | Boat | | | 4 | |

OTHER EQUIPMENT

| TYPE | DESCRIPTION | QTY |
|---------------------------------|---|-----|
| Turn Out Gear | Fire Fighter PPE | 38 |
| SCBA | MSA G1 | 15 |
| Air Bottles | MSA 4500 psi | 30 |
| Cascade system (Air Compressor) | 2 Bottle fill system, 4500 psi Main Station | 1 |
| Thermal Imaging Camera | FLIR K55 | 2 |
| Portable Pump | 250 GPM | 1 |
| Generator mounted | 8 kWH (Truck 353) | 1 |
| Generator mounted | 5 kWH (Truck 355) | 1 |
| Generator mounted | 6.5 kWH (Engine 351) | 1 |
| Generator mounted | 5 kWH (Command 352) | 1 |
| Power Saws | Stihl Chainsaws (Firefighting) | 2 |
| Power Saws | Partner Chain saw | 1 |

**ATTACHMENT 14-A (FIRE DEPT RESOURCE LIST)
 To ATTACHMENT 14 (FIRE KEY ACTION CHECKLIST)
 To TOMAH EMERGENCY OPERATIONS PLAN
 To MONROE COUNTY EOP (ANNEX K – FIRE AND RESCUE)**

CITY OF TOMAH

| | | |
|-------------------------|---|--------|
| Dump Tanks | 2000-gals | 1 |
| Hose | 5 inch – LDH w/storz connections | 3800ft |
| Hose | 1 3/4 inch | 3000ft |
| Hose | 2-1/2 inch | 3500ft |
| Hose | 5-inch Storz (On Reel Truck) | 1000ft |
| Portable Radios | 10 Motorola XTS-2500, 13 Motorola APX 4000, 17 Motorola 264 | 40 |
| Mobile Radios | XTL 2500 Motorola | 12 |
| Extrication Equipment | eDraulic spreader | 1 |
| Extrication Equipment | eDraulic Cutter | 1 |
| Extrication Equipment | eDraulic Ram | 1 |
| Cold water rescue suits | First Watch | 2 |
| Cold water rescue suits | Mustang/other | 4 |

DAMAGE ASSESSMENT TEAM

The **assigned representative(s)** are responsible for damage assessment activities in Tomah.

The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

- Report to the EOC or Command Post.
- Record initial information from first responders such as law enforcement, public works or fire service.
- Activate the damage assessment team, which consists of the following municipal departments/agencies: is responsible for public damage assessment and those responsible for individual damage assessment.
 - a) Within first 2-3 hours: Complete Uniform Damage Situation Report (UDSR):
 - i) Number of fatalities.
 - ii) Number of critical/minor injuries.
 - iii) Number of home/businesses damaged/destroyed.
 - iv) Number of power/telephone lines, poles damaged.
 - v) Number of public facilities such as highways, roads, bridges, etc. damaged.
 - vi) Number of people who are homeless or in shelters.
 - b) Within 8 hours:
 - i) Recount items 1 - 6 above.
 - ii) Complete another UDSR, estimating public and private damage.
 - iii) Video tape and/or take photos of major damage.
 - c) Within 24 hours:
 - i) Update items 1-6 above.
 - ii) Complete updated UDSR with Monroe County Emergency Management using Surver123 or other damage assessment process and upload to WebEOC.
- Provide damage assessment information to the appropriate city officials and Monroe County Emergency Management Coordinator to assist in the preparation of the county UDSR. UDSR must be submitted through WebEOC by the County Emergency Management Coordinator
- If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the Monroe County Emergency Management Coordinator.
- Plot damage assessment information on status boards in the municipal EOC and locate damage sites on a map using GPS.
- Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- Prepare reports for the City Public Information Officer.
- See attached forms
 - o Quick Reference Guide for Damage Assessment
 - o Damage Levels and Conditions
 - o Individual Damage Assessment Form
 - o Estimated Disaster Economic Injury Worksheet for Businesses

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Conventionally Built Homes: Assessing Damage

| Flood Damage | |
|--------------|---|
| Affected | <ul style="list-style-type: none"> Any waterline in the crawl space or an unfinished basement when essential living space or mechanical components are not damaged or submerged. Damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc. |
| Minor | <ul style="list-style-type: none"> Waterline at 1 to 3 inches in an essential living space. When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood; contaminates in the water; if waterline reached outlets; and number of essential living spaces flooded. Any waterline in a finished basement. |
| Major | <ul style="list-style-type: none"> Waterline above 18 inches or the electrical outlets in an essential living space. Waterline on the first floor (regardless of depth) of a residence when basement is completely full. When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: Duration of the flood; contaminates in the water; if waterline reached outlets; and number of essential living spaces flooded. |
| Destroyed | <ul style="list-style-type: none"> Waterline at the roofline or higher, or complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). |

| Non-Flood Damage | |
|------------------|---|
| Affected | <ul style="list-style-type: none"> • Cosmetic damage such as paint discoloration or loose siding. • Minimal missing shingles or siding. • Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use); gutters; screens; landscaping; retaining walls; or downed trees that do not affect access to the residence. |
| Minor | <ul style="list-style-type: none"> • Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight). • Nonstructural damage to the interior wall components to include drywall and insulation. • Nonstructural damage to exterior components • Multiple small vertical cracks in the foundation. • Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence). • Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.). • Damage or disaster related contamination to a private well or septic system. |
| Major | <ul style="list-style-type: none"> • Failure or partial failure of structural elements of the roof over essential living spaces, to include rafters, ceiling joists, ridge boards, etc. • Failure or partial failure of structural elements of the walls, to include framing, etc. • Failure or partial failure of foundation to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches. |
| Destroyed | <ul style="list-style-type: none"> • Only foundation remains. • Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). • The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes). |

Manufactured Homes: Assessing Damage

| Flood Damage | |
|--------------|--|
| Affected | <ul style="list-style-type: none"> Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc. No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted). |
| Minor | <ul style="list-style-type: none"> When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include: <ul style="list-style-type: none"> Bottom board, insulation, or ductwork in the floor system HVAC is impacted There is no structural damage to the residence, and it has not been displaced from the foundation. |
| Major | <ul style="list-style-type: none"> Water has covered the floor system and entered the living space of the unit, but is still below the roofline. The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged. |
| Destroyed | <ul style="list-style-type: none"> The residence is a total loss, for example: <ul style="list-style-type: none"> Waterline is at the roofline or higher Residence's frame is bent, twisted, or otherwise compromised |

| Non-Flood Damage | |
|------------------|---|
| Affected | <ul style="list-style-type: none"> • No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted). • Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc. |
| Minor | <ul style="list-style-type: none"> • There is no structural damage to the residence, and it has not been displaced from the foundation. • Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook ups). • HVAC is impacted. |
| Major | <ul style="list-style-type: none"> • The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged. • 50% or more of nonstructural components have sustained significant damage (e.g., roof, walls, utilities). |
| Destroyed | <ul style="list-style-type: none"> • The residence's frame is bent, twisted, or otherwise compromised. • The majority of the structural framing of the roof or walls has been compromised, exposing the interior. |

INDIVIDUAL DAMAGE ASSESSMENT FORM

Address of Residence: _____

Mailing Address: _____

Property Owner: _____ Telephone: _____

Renter: Yes / No (circle one) Insurance: Yes / No (circle one)
Insurance Company: _____

Estimated Amount of Damages: _____

Building Damaged (i.e. House, Garage, Barn): _____

Basement: _____

1st Floor: _____

2nd Floor: _____

Exterior: _____

Plumbing: _____

Electrical & Wiring: _____

Immediate Needs: _____

Any Assistance Received: _____

Comments/Notes: _____

Picture for Record Taken: Yes No # _____ (from camera)

Interviewed By: _____ Date: ____ / ____ / ____

NAME OF INCIDENT / EVENT
OPERATIONAL PERIOD
XX-XX-XX TO XX-XX-XX
ESTIMATED DISASTER ECONOMIC INJURY WORKSHEET
FOR BUSINESSES

Accurate responses to the questions below will assist in evaluating a request for an economic injury disaster declaration from the U. S. Small Business Administration.

- 1. Name of Business Owner: _____
 Name of Property Owner: _____
 Business/Property Address: _____
 Mailing Address: _____
 Phone Numbers: Business: _____ Home: _____ Cell: _____

2. ESTIMATED ADVERSE ECONOMIC IMPACT

Did the disaster economically impact your business? If so, when did the impact start and end?
_____ to _____
(month/year) (month/year)

What were your business' revenues during that period? \$ _____

What were your business' revenues during the same period of the prior year? \$ _____

- 3. Amount of business interruption insurance received or anticipated, if any: \$ _____

- 4. Explain the adverse economic effects the disaster had on your business: _____

- 5. How many people did you employ **prior** to the disaster? _____
 How many people did you employ **after** the disaster? _____

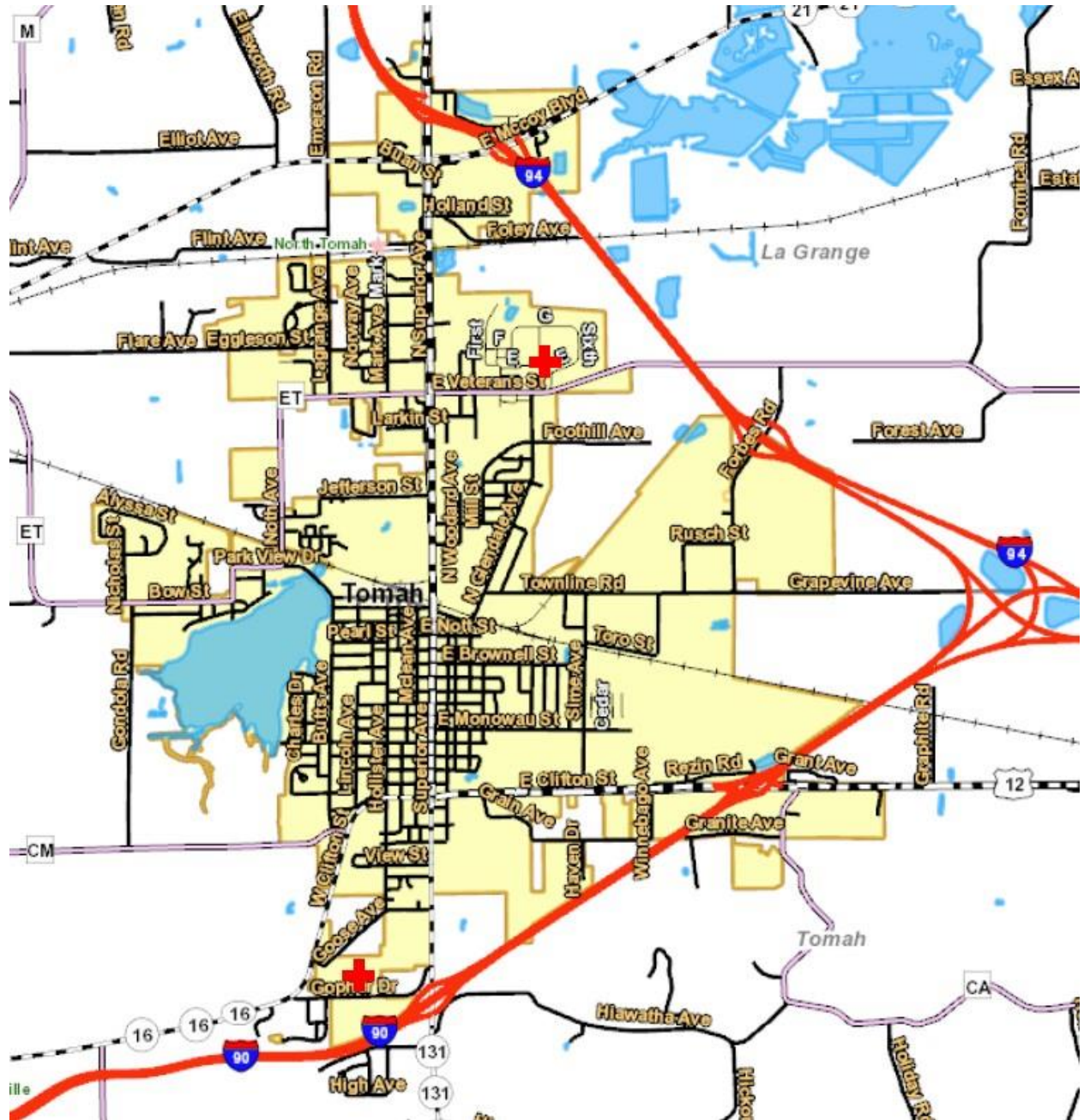
IF YOUR BUSINESS ALSO SUFFERED PROPERTY DAMAGE, ANSWER THE FOLLOWING QUESTIONS:

- 6. Estimated dollar loss to:
 - Real property (building), if owned: \$ _____
 - Contents (machinery and equipment, furniture and fixtures, inventory, leasehold improvements, etc.): \$ _____
- 7. Insurance recovery received or anticipated for **property** damages: \$ _____

Signature of Business Owner/Representative

Date

COMMUNITY MAP



THREATS AND HAZARDS OF CONCERN

NATURAL *(Resulting from acts of nature)*

- | | |
|---------------------------|---------------|
| 1. Flood / flash flood | 2. Tornado |
| 3. Winter storm/ice storm | 4. Drought |
| 5. Disease outbreak | 6. Epidemic |
| 7. Pandemic | 8. Earthquake |

HUMAN CAUSED *(Caused by the intentional actions of an adversary)*

- | | |
|----------------------|-----------------------|
| 1. School violence | 2. Workplace violence |
| 3. Civil disturbance | 4. Cyber incidents |
| 5. Terrorist acts | |

TECHNOLOGICAL *(Involves accidents or the failures of systems and structures)*

- | | |
|---|--|
| 1. Hazardous materials release (fixed facility) | Refer to EPCRA Off-site plans from MOCO EM |
| 2. Hazardous materials release (transportation) | Traffic related—interstate, state, county, local roads |
| 3. Dam / levee failure | Gate failure, dam undermined/washed out etc. |
| 4. Power failure (long term) | Power grid, electrical substation, power lines down |
| 5. Train derailment | Canadian Pacific Railway |
| 6. Airplane crash | Major Airlines, Military Airplanes, EMS Helicopters |

GLOSSARY

Capability Target: Capability targets define success for each core capability and describe what the community wants to achieve by combining detailed impacts with basic and measurable desired outcomes based on the threat and hazard context statements developed in Step 2 of the THIRA process.

Context: A community-specific description of an incident, including location, timing, and other important circumstances.

Core Capability: Defined by the National Preparedness Goal, 31 activities that address the greatest risks to the Nation. Each of the core capabilities is tied to a capability target.

Desired Outcome: The standard to which incidents must be managed, including the timeframes for conducting operations or percentage-based standards for performing security activities.

Disease Outbreak: happens when a disease occurs in greater numbers than expected in a community or region or during a season. An outbreak may occur in one community or even extend to several countries. It can last from days to years. Sometimes a single case of a contagious disease is considered an outbreak. This may be true if it is an unknown disease, is new to a community, or has been absent from a population for a long time.

Epidemic: occurs when an infectious disease spreads rapidly to many people. In 2003, the severe acute respiratory syndrome (SARS) epidemic took the lives of nearly 800 people worldwide.

Human-caused Hazard: A potential incident resulting from the intentional actions of an adversary.

Impact: How a threat or hazard might affect a core capability.

Likelihood: The chance of something happening, whether defined, measured, or estimated objectively or subjectively, or in terms of general descriptors (e.g., rare, unlikely, likely, almost certain), frequencies, or probabilities.

Natural Hazard: A potential incident resulting from acts of nature.

NIMS-typed Resource: A resource categorized, by capability, the resources requested, deployed and used in incidents.

Pandemic: is a global disease outbreak. Influenza pandemics, for example, have occurred more than once. (e.g. Spanish influenza killed 40-50 million people in 1918, Asian influenza killed 2 million people in 1957, Hong Kong influenza killed 1 million people in 1968)

Resource Requirement: An estimate of the number of resources needed to achieve a community's capability target. A list of resource requirements for each core capability is an output of the THIRA process.

Technological Hazard: A potential incident resulting from accidents or failures of systems or structures.

Threat/Hazard Effect: The overall impacts to the community were an incident to occur.

Whole Community: An approach to emergency management that reinforces the fact that FEMA is only one part of our Nation's emergency management team. We must leverage all of the resources of our collective team in preparing for, protecting against, responding to, recovering from and mitigating against all hazards; and that collectively we must meet the needs of the entire community in each of these areas

ATTACHMENT 15-C (ECONOMIC INJURY WORKSHEET FOR BUSINESSES)

CITY OF TOMAH

To ATTACHMENT 15 (DAT KEY ACTION CHECKLIST)**To TOMAH EMERGENCY OPERATIONS PLAN****To MONROE COUNTY EOP (ANNEX L – DAMAGE ASSESSMENT)**

Tabletop Exercise - simulates an emergency situation in an informal, stress-free environment. The participants, usually people on a decision-making level, gather around a table to discuss general problems and procedures in the context of an emergency scenario. The focus is on training and familiarization with roles, procedures, or responsibilities.

Functional Exercise - simulates an emergency in the most realistic manner possible, short of moving real people and equipment to an actual site. As the name suggests, its goal is to test or evaluate the capability of one or more functions in the context of an emergency event. Controllers and simulators inject messages to exercise participants via telephone, fax, and written copy.

Full-Scale Exercise: Is as close to the real thing as possible. It is a lengthy exercise which involves numerous agencies participating and using the equipment and personnel that would be called upon in a real event. The full-scale exercise may be held at several locations. Firefighters may rescue "victims", police block traffic, EMS transfer "victims" to area hospitals, etc. Usually the Emergency Operations Center is also activated in the exercise.

**ATTACHMENT 15-C (ECONOMIC INJURY WORKSHEET FOR BUSINESSES)
 TO ATTACHMENT 15 (DAT KEY ACTION CHECKLIST)
 TO TOMAH EMERGENCY OPERATIONS PLAN
 TO MONROE COUNTY EOP (ANNEX L – DAMAGE ASSESSMENT)
 RECORD OF CHANGES**

CITY OF TOMAH

| DATE | SECTION CHANGED | PAGE |
|------------|--|-------|
| | Section I. Review of this...on an annual basis | 1 |
| | Section II. A. 2. Uses | 1 |
| | Section VI C. 1. Replace City Council with Mayor, add Tomah Emergency Manager will do the following | 4 |
| | Section VI. C. 1. a. Remove The City of Tomah Emergency Management Director | 4 |
| | Section VI. C. 1. b. Remove The City of Tomah Emergency Management Coordinator | 4 |
| | Section VI. C. 1. d. Remove City Administrator | 4 |
| | Section VI. C. 1. e. Remove City Administrator | 4 |
| | Section VII. A. 1. Add Public Safety Director | 5 |
| | Section VII. A. 1. b. Remove Hazard Mitigation Coordinator, Replace with Emergency Management Director | 5 |
| | Section VII. A. 1. c. Remove Hazard Mitigation Coordinator, Replace with Emergency Management Director | 5 |
| | Section VIII. A Change Tomah Memorial to Tomah Health | 5 |
| | Section VIII. A Change Safety Director to Emergency Preparedness Specialist-Tomah Health | 5 |
| | Section VIII. B. 3. b. Change wording to reference Appendix A | 5 |
| | Section VIII. C. 4. Updated annually or after major incident | 6 |
| | Section IX. B. Change tri-annual to annual | 6 |
| | Section IX. B. 1. Add Exercises will be conducted bi-annually | 6 |
| | Section X. C. Remove ambulance service, law enforcement | 7 |
| 11/30/2021 | Plan Maintenance and Updating- Change February 1 to March 1 and March 1 to April 1 | 8 |
| | Plan Maintenance and Updating- Change Fire Chief to Public Safety Director/Fire Chief, Change Ambulance Director to EMS Deputy Chief, Change Safety Director- VA Medical Center to Emergency Management Coordinator, Change Safety Director- Tomah Memorial to Emergency Preparedness Specialist- Tomah Health | 8 |
| | EOC Staffing- Changes made to all names, phone number, and emails on the entire list | 13-15 |
| | EOC Full Activation Organization Chart | 25 |
| | Sources for water- update sources and contact information | 27 |
| | Radio Frequencies- Update all counties | 34-36 |
| | Public works Resources- Updated10/26/2021 | 40-41 |
| | Debris Management- Update Clean-Up Contractors | 42 |
| | EMS Public Health Services- Update wording making EMS responsible for EMS in the City in an emergency situation. Remove Monroe County Emergency Medical Services Officer | 43 |
| | Add New PIO Information | 44 |
| | Add Press Release Template | 45 |
| | Fire Service- Update wording for La Crosse Fire Dept. Haz-Mat | 49 |
| | Fire Department Resource List- Update entire list | 50-51 |
| | Damage Assessment- Add language to include input into WebEOC from MOCO EM | 52 |
| | Quick Reference Guide for Damage Assessment- Update with new form from FEMA | 54-57 |
| | City of Tomah Map- Updated City Map | |

**ATTACHMENT 15-C (ECONOMIC INJURY WORKSHEET FOR BUSINESSES)
TO ATTACHMENT 15 (DAT KEY ACTION CHECKLIST)
TO TOMAH EMERGENCY OPERATIONS PLAN
TO MONROE COUNTY EOP (ANNEX L – DAMAGE ASSESSMENT)**

CITY OF TOMAH


| DATE | SECTION CHANGED |
|----------|---|
| | Pg. 6, Take out bi-annual tabletop exercises from IX. C. |
| 3/6/2023 | Pg. 13-16, Update personnel list |
| | Pg. 43, Remove Brady Excavating |
| | Pg. 44-45, Change EMS/Public Health Info. And Add EMS Resources |
| | Pg. 46-47, Change PIO procedures |
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SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



This newsletter is a communication tool to keep you all updated.

| | | | | |
|--|---|--|---|--|
| <p>LIFE INSTRUCTIONS “Do all the good you can, By all the means you can, In all the ways you can, In all the places you can, At all the times you can, To all the people you can, As long as you ever can. ~John Wesley</p> | <p>DECEMBER 2024 “Hello” from Pam</p> |  | <p>“Do battle against prejudice & discrimination whenever you find it.” ~Author Unknown “Laugh Often ~ Live Well ~ Love Much”</p> | <p>THE FOUR-WAY TEST Of all the things we think, say, or do... 1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOOD WILL & BETTER FRIENDSHIPS? 4. Will it be BENEFICIAL to all concerned? ~Rotary International</p> |
| <p>“Here at the Senior Center, we are all about making friends, being friends, keeping friends and spending time with friends.” ~Pam Buchda</p> | <p>“The purpose of activities is not to kill time, but to make time live. Not to keep a person occupied, but to keep him/her refreshed. Not to offer an escape from life, but to provide a discovery for life” ~Author Unknown</p> | <p>‘Happiness is not a destination. It is a method of life.’ ~Burton Hills Everyday... What are 3 things you are grateful for?</p> | | |

Hello all...

Today (Tuesday, November 26) as I am working on the newsletter and with Thanksgiving this week, I am truly counting my blessings. I feel such contentment and job satisfaction when the senior center is being used and people are enjoying themselves.


This morning Wellness Exercise was in the activity room, Line Dancing was in the big room upstairs, the meal site area was busy with meal preparations, and the main area had people taking advantage of the coffee cart, puzzle table and reading table, as well as visiting with each other.

This afternoon, the main room has Euchre on one side and Games of Choice on the other side. In the activity room is Men’s Shed Group. People have been coming in throughout the day to borrow or return Loan Closet medical equipment. A volunteer is in the Loan Closet area sanitizing returned loan equipment and organizing donated items. The Christmas cards are selling pretty good right now – tis the season. Now that the weather is turning cold, a couple of people are here today to borrow jigsaw puzzles to do at home.

Tonight, AAUW will be meeting here. Am Vets met here on Saturday. Last week Family Promise stayed at night here, so we helped shelter 3 homeless families for the week. Yesterday and today, people came in to pick up their door prizes from Saturday’s Annual Arts & Crafts Fair fundraiser for the senior center. We had about 25 door prizes. We also have some workmen here, because old buildings and systems need upkeep and fixing to stay in good shape.

I am so happy and grateful the place is humming along with people here using it as the community gathering place it is.


HAPPY HOLIDAYS TO ALL OF YOU!!! Merry Christmas & Happy New Year!

| | |
|---|--|
|  | <p>The Senior Center will be CLOSED on Tuesday, December 24 & Wednesday, December 25, 2024, for the HOLIDAY TIME OFF. We will be open again on Thursday, December 26.</p> |
|---|--|

The **information I am sharing with you** this month in the newsletter is... see page 8 for information on Ceramics with Siegrun; See pages 29-32 on community events, including Take the Mystery Out of Medicare.

The **articles I selected to share with you** for this month in the newsletter are... Home Title Lock vs Property Fraud Alert; Advent; St. Nicholas Day; Pearl Harbor Remembrance Day; St. Lucia Day; Winter Solstice; Hanukkah; Christmas; Kwanzaa; & New Year’s Eve.

I am **also sharing information** as newsletter inserts... ADRC monthly Meal Site Menu; Medicare Minutes; Watch out for Holiday Scams; and Photo Album pages.

| | |
|--|---|
| <p>The Senior Center will be CLOSED on Tuesday, December 31, 2024, & Wednesday, January 1, 2025 for the NEW YEAR DAY HOLIDAY TIME OFF. We will be open again on Thursday, January 2, 2025</p> |  |
|--|---|



MESSAGE FROM PAM

HAPPY HOLIDAYS EVERYONE!!!

In Tomah area, the holiday season officially starts on the Friday after Thanksgiving, with the Holiday Parade (sponsored by the Chamber) on Superior Ave., and the lighting of the Tomah Holiday Lights at Winnebago Park.

Traditionally for me, until I moved to Tomah, the holidays started with St. Nicholas Day on December 6th.

The Christmas season ends on January 6th which is the 12th Day of Christmas/Epiphany Day/3 Kings Day.

I am taking this opportunity to wish everyone HAPPY HOLIDAYS!

Why do I wish people "Happy Holidays"? Because from November 1 to January 15 there are approximately 29 holidays observed by 7 of the world's major religions. And I don't think mine are the only ones that count.

Remember to Count Your Blessings –
things you are grateful for – at least 3 a day.
I am grateful for you and my senior center family!
Thank You.





SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



KUPPER-RATSCH SENIOR CENTER YEARLY ATTENDANCE/USAGE COMPARISONS

NOTES: Did Not Take Daily Attendance Before COVID. Senior Center closed from March 17, 2020 to June 15, 2020 (3 months).
Meal Site closed March 17, 2020 to July 26, 2021 (1 1/3 years). Did do in-home meal deliveries & pick-up meals during closed meal site.

| Month | #Usage | Vol.s | Days/Evenings Open | Month | #Usage | Vol.s | Days/Evenings Open |
|-----------------|--------|-------|--|------------------|---------|---------|---|
| January | | | | July | | | |
| 2024 | 1,487+ | 206+ | 25 -1 Sun., 4 Eve. & 1 Sat. | 2024 | 1,620+ | 175+ | 20 -1 Sun., 8 Eve. & 1 Sat. |
| 2023 | 1,387+ | 187+ | 23 -1 Sun., 4 Eve. & 1 Sat. | 2023 | 1,741+ | 203+ | 24-3 Sun., 1 Eve. & 1 Sat. |
| 2022 | 856+ | 93+ | 24 -1 Sun., 1 Eve. & 2 Sat. | 2022 | 1,215+ | 161+ | 21-1 Sun., 5 Eve. & 0 Sat. |
| 2021 | 407 | 21+ | 20 -0 Sun., 2 Eve. & 1 Sat. Masks Required | 2021 | 1,078+ | 71+ | 21-1 Sun., 5 Eve. & 1 Sat. Masks Optional |
| 2020 | --- | --- | 25 -1 Sun., 2 Eve. & 1 Sat. Did not take attendance before COVID | 2020 | 586+ | 69+ | 07-26-21 Meal Site Reopen 24 -1 Sun., 2 Eve. & 1 Sat. Open with Precautions |
| February | | | | August | | | |
| 2024 | 1,847+ | 271+ | 27 -4 Sun., 10 Eve. & 2 Sat. | 2024 | 1,738+ | 190+ | 26 -2 Sun., 9 Eve. & 2 Sat. |
| 2023 | 1,626+ | 207+ | 21 -1 Sun., 2 Eve. & 1 Sat. | 2023 | 2,201+ | 239+ | 28-3 Sun., 2 Eve. & 2 Sat. |
| 2022 | 1,039+ | 111+ | 19 -0 Sun., 2 Eve. & 0 Sat. | 2022 | 1,486+ | 202+ | 25-1 Sun., 4 Eve. & 1 Sat. |
| 2021 | 383+ | 20+ | 20 -0 Sun., 1 Eve. & 1 Sat. Masks Required | 2021 | 1,253+ | 139+ | 24-1 Sun., 4 Eve. & 1 Sat. |
| 2020 | --- | --- | 22 -1 Sun., 1 Eve. & 1 Sat. Did not take attendance | 2020 | 620+ | 74+ | 24 -1 Sun., 2 Eve. & 2 Sat. Open with Precautions |
| March | | | | September | | | |
| 2024 | 1,902+ | 241+ | 25-2 Sun., 14 Eve. & 2 Sat. | 2024 | 1,524+ | 166+ | 22-1 Sun., 5 Eve. & 1 Sat. |
| 2023 | 2,349+ | 263+ | 26 -1 Sun., 6 Eve. & 2 Sat. | 2023 | 1,927+ | 208+ | 24-3 Sun., 6 Eve. & 1 Sat. |
| 2022 | 1,390+ | 138+ | 24 -1 Sun., 5 Eve. & 0 Sat. | 2022 | 1,332+ | 170+ | 22-1 Sun., 6 Eve. & 1 Sat. |
| 2021 | 617+ | 37+ | 23 -0 Sun., 1 Eve. & 1 Sat. Masks Required | 2021 | 1,134+ | 112+ | 23-1 Sun., 8 Eve. & 1 Sat. |
| 2020 | --- | --- | 16 -0 Sun., 0 Eve. & 0 Sat. 17 th Closed d/t COVID | 2020 | 595+ | 59+ | 23 -1 Sun., 3 Eve. & 1 Sat. Open with Precautions |
| April | | | | October | | | |
| 2024 | 1,872+ | 255+ | 26 -3 Sun., 08 Eve. & 01 Sat. | 2024 | 2,670+ | 270+ | 27-3 Sun., 12-23 Eve. & 1 Sat. Start include LIFE in evening. |
| 2023 | 1,870+ | 232+ | 26 -1 Sun., 6 Eve. & 2 Sat. | includes | Hallowe | enParty | |
| 2022 | 1,340+ | 138+ | 21 1/2-1 Sun, 9 Eve. & 0 Sat. | 2023 | 2,370+ | 282+ | 26 -3 Sun, 11 Eve. & 1 Sat. |
| 2021 | 689+ | 43+ | 21 -0 Sun., 1 Eve. & 1 Sat. Masks Required | 2022 | 1,736+ | 244+ | 21- 1 Sun., 7 Eve. & 1 Sat. |
| 2020 | --- | --- | 00 -0 Sun., 0 Eve. & 0 Sat. Closed d/t COVID | 2021 | 1,410+ | 142+ | 24 -2 Sun., 8 Eve. & 1 Sat. |
| May | | | | November | | | |
| 2024 | 1,758+ | 246+ | 24 -1 Sun., 3 Eve. & 1 Sat. | 2024 | 1,785+ | 226+ | 24 3 Sun., 13 Eve. & 2 Sat. |
| 2023 | 1,898+ | 247+ | 24-1 Sun., 4 Eve. & 1 Sat. | 2023 | 1,862+ | 236+ | 25-3 Sun., 7 Eve. & 2 Sat. |
| 2022 | 1,426+ | 128+ | 22 -1 Sun., 7 Eve. & 0 Sat. | 2022 | 1,322+ | 228+ | 21-1 Sun., 5 Eve. & 1 Sat. |
| 2021 | 657+ | 37+ | 20 -0 Sun., 3 Eve. & 1 Sat. Masks Required | 2021 | 1,101+ | 122+ | 20-1 sun., 5 Eve. & 1 Sat. |
| 2020 | --- | --- | 00 -0 Sun., 0 Eve. & 0 Sat. Closed d/t COVID | 2020 | 510+ | 76+ | 20 -0 Sun., 1 Eve. & 1 Sat. Open with Precautions |
| June | | | | December | | | |
| 2024 | 1,588+ | 212+ | 23 -1 Sun., 4 Eve. & 2 Sat. | 2024 | + | + | xx -x Sun., x Eve. & x Sat. |
| 2023 | 1,795+ | 224+ | 25 -1 Sun., 1 Eve. & 2 Sat. | 2023 | 1,644+ | 242+ | 21-1 Sun., 3 Eve. & 1 Sat. |
| 2022 | 1,461+ | 162+ | 23 -1 Sun., 6 Eve. & 0 Sat. | 2022 | 1,230+ | 219+ | 21-0 Sun., 6 Eve. & 1 Sat. |
| 2021 | 965+ | 44+ | 22 -1 Sun., 6 Eve. & 1 Sat. Masks Required | 2021 | 1,006+ | 88+ | 22-1 Sun., 5 Eve. & 1 Sat. |
| 2020 | 270+ | 26+ | 14 -1 Sun., 2 Eve. & 0 Sat. 15 th Reopened w/Precautions | 2020 | 452+ | 48+ | 22 -0 Sun., 1 Eve. & 1 Sat. Open with Precautions |
| | | | Newsletter is done before end of month. | TOTAL | | | |
| | | | | 2024 | + | + | |
| | | | | 2023 | 22,670+ | 2,770+ | |
| | | | | 2022 | 15,833+ | 1,994+ | |
| | | | | 2021 | 10,700+ | 876+ | |
| | | | | 2020 | 3,635+ | 423+ | Jun15 thru December 31 |

NOTE: We do not always see/know how many people are in some evening and/or weekend activities or coming to the Traveling Office Hours, using the Giving Closet or the Library, or the Reading Table, Etc. We can tell, later, that these services have been used, but not by how many people. So, we use the + sign to denote that additional people, above the numbers recorded, have used our services.



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



Listed are the City of Tomah’s Senior & Disabled Services Department’s **categories for goals and the main long-range goal(s) for each category**, as well as a monthly update in each category.

Throughout the year, the Senior & Disabled Services Director has “mini”/short-term goals for each of the categories to help reach the main goals. As short-term goals are met and as new opportunities and information arise throughout the year, new “mini” goals are developed.

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE

GOAL(S):

To maintain & grow programs, services, & community events at/for the senior center.

ACTIVITIES/ EVENTS

-Activities & events are listed in our monthly newsletter, on the big “daily” board in senior center, and on the ‘Tomah Senior Center’ Facebook page.
-If you have suggestions or a particular interest you would like to see happen, please share it with Pam at the senior center or at pbuchda@tomahwi.gov or 608-374-7476.

PUZZLE TABLE



We accept donations of puzzles.

We have a table with a community jigsaw puzzle being put together. Everyone is welcome to work on it.

We have puzzles that can be borrowed and returned.



We frame some of the puzzles and use them as a fundraiser.

COFFEE TIME & VISITING



DATE: Mondays thru Fridays
TIME: 9:00am (coffee on pretty much all day)
COST: Free (coffee & coffee cart donations accepted)

Come and join us for coffee and visiting.
Good People–Good Place



OUTDOOR ‘GAZEBO’ AREA

In the spring, summer & autumn, we have a green picnic table outside by the back door with a shade umbrella with it.

People are welcome to sit outside and visit or play games.



Thank you Frank G. Andres Charitable Trust for the grant.

GAMES:

BINGO



DATE: Mondays, Thursdays & Fridays
TIME: 1:00pm (set-up at 12:30)
COST: 50 cents a card
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group
SPONSOR(S): People who are playing

VOLUNTEER CALLERS:
June Abbott, Mary Boettcher, Becky Fitzpatrick, Richard Gegenfurtner, Marvin Henricks.

BINGO BASH



DATE: 2nd Monday
TIME: 1:00pm (set-up at 12:30)
COST: Free (play 1 card)
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group

SPONSOR(S): People who donated items.
VOLUNTEERS: Same as regular bingo



SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

GAMES, continued:

BRIDGE



DATE: 2nd Tuesday
TIME: 1:00pm
COST: FREE
PLACE: Kupper-Ratsch Senior Center

VOLUNTEER(S):
 People from the group

PFEIFFER



DATE: Tuesdays
TIME: 12:00 to 12:50 (*before Euchre starts*)
COST: Free
PLACE: Kupper-Ratsch Senior Center

VOLUNTEERS:
 People from the group

GAMES OF CHOICE



DATE: Tuesdays
TIME: 12:30pm
COST: Free
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group

Group chooses games, could be... Phase 10, Checkers, Uno, Dominos, Scrabble, Sequence, Skip Bo, Wizard, Yahtzee, Etc.

EUCHRE



DATE: Tuesdays
TIME: 1:00pm (*set-up at 12:30*)
COST: \$2 (10 cents a bump, & 25 cents bump if go alone & don't win)
PLACE: Kupper-Ratsch Senior Center
SPONSOR(S): People who are playing.

VOLUNTEERS:
 People from the group

MEN'S SHED CLUB

What do men need to be active, engaged, sharing skills, having fun, and making contributions?
 What opportunities would you like to see in your community?



Come to meet new people, learn something new and be a part of something new! Bring a friend! Snacks and beverages will be provided.
DATE: 4th Tuesday
 2025 DATES: Jan. 28; Feb.25; Mar. 25; April 22; May 27; & June 24.
TIME: 1:30pm – 3:00pm
COST: Free
PLACE: Kupper-Ratsch Senior Center

SPONSORS:
 ADRC-Monroe County
608-269-8690
 VA Caregiver Support/
 Veteran Community Partnerships
 608-372-3971 x66279
REGISTER:
 ADRC-La Crosse County
 608-785-5700
QUESTIONS?
 Kristine at 608-386-0922 or
 kmeyer@lacrossecounty.org

PINOCHLE



DATE: Wednesdays
TIME: 12:30pm
COST: Free
PLACE: Kupper-Ratsch Senior Center

VOLUNTEERS:
 People from the group



**SENIOR & DISABLED SERVICES
DEPARTMENT MONTHLY REPORT**



01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

CANASTA



DATE: Wednesdays (*starting again in August*)
TIME: 1:00pm
COST: Free
PLACE: Kupper-Ratsch Senior Center

VOLUNTEERS:
 People from the group

CRIBBAGE



DATE: Wednesdays
TIME: 1:00pm
COST: Free
PLACE: Kupper-Ratsch Senior Center

VOLUNTEERS:
 People from the group

HAND & FOOT



DATE: Wednesdays (*starting in August*)
TIME: 1:00pm
COST: FREE
PLACE: Kupper-Ratsch Senior Center

VOLUNTEERS:
 People from the group

CREATIVE GROUPS

BASKET WEAVING CLASS



gg82070917 GoGraph.com

DATE: 3rd Monday
TIME: 10:30am to 3:30pm
COST: \$ for supplies – ask Pam or Rose
Cost for supplies will vary from class to class depending on the basket style being done.
PLACE: Kupper-Ratsch Senior Center
VOLUNTEER INSTRUCTOR: Rose Berry

Limit of 16 to a class.
SIGN-UP: with Pam or Paulette at senior center, 608-374-7476, or pbuchda@tomahwi.gov

QUILTING GROUP



People who sew & quilt are welcome.

DATE: 1st & 3rd Wednesdays
TIME: 10:30am to 3:30pm
Bring your own lunch or sign up ahead of time for the county's nutrition site meal.
COST: Free. *Bring your sewing machine & projects, enjoy fellowship and exchange of ideas.*
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group



People who crochet & knit are also welcome.

SEWING DIVAS QUILTING GROUP



People who sew & quilt are welcome.

DATE: 2nd & 4th Wednesdays (starting in January)
TIME: 10:30am to 3:30pm
Bring your own lunch or sign up ahead of time for the county's nutrition site meal.
COST: Free. *Bring your sewing machine & projects, enjoy fellowship and exchange of ideas.*
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group



People who crochet & knit are also welcome.



**SENIOR & DISABLED
SERVICES DEPARTMENT
MONTHLY REPORT**



**READY,
SET ...
GOALS!**

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

CREATIVE GROUPS

CERAMICS with Siegrun



DATES & TIMES: Pick a day or two or all
 Wed. 12/11: 10:30am- 2:00pm
 Wed. 12/18: 3:30pm- 5:00pm
 Thu. 12/19: 3:30pm- 5:00pm
 Mon. 12/23: 10:30am-12:30pm
COST: \$5-\$20 for ceramics/supplies – depends on what ceramics you choose.
PLACE: Kupper-Ratsch Senior Center
VOLUNTEER: Siegrun Horst

All Ages Welcome!

Seniors plan a fun time for yourself...

And/or plan a fun time with your grandchildren...

doing a ceramic project!

BOOKINGS:

TOMAH'S GREAT HOLIDAY SHOPPING HUNT (TGHSH) Group



DATE: 4th Monday (February thru November)
TIME: 5:00pm
PLACE: Kupper-Ratsch Senior Center
CONTACT: Pam Buchda 608-374-7476



TOMAH PUBLIC HOUSING AUTHORITY



DATE: 2nd Wednesday **TIME:** 4:15pm
PLACE: Kupper-Ratsch Senior Center
CONTACT: Housing Director 608-374-7455

Office:
 107 E. Milwaukee St.
 Tomah, WI. 54660

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN-Tomah Branch



DATE: 4th Tuesday, except Dec. & March
 Does not meet in June-July-August.
TIME: 5:30pm to 8:00pm
PLACE: Kupper-Ratsch Senior Center
CONTACT: Pam Buchda, President

AAUWTomah@gmail.com

VOLUNTEERS: People from the group

AM VETS

Murphy Post 2180



DATE: 3rd Saturday
TIME: 4:30pm
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group
CONTACT: amvets2180@gmail.com

-Don Vander Molen, VAVS Representative: 262-391-9505
 -Glenn Gallagher, Deputy Representative: 608-344-1679

TOMAH CONCERT ASSOCIATION



DATE: As Scheduled
TIME: 4:00pm or as scheduled
PLACE: Kupper-Ratsch Senior Center or Tomah High School Band room

CONTACT:
 Audrey 608-372-0859
 Or
 Bonnie 608-823-7133





**SENIOR & DISABLED SERVICES
DEPT. MONTHLY REPORT**



01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued...

MUSIC PROGRAMS:



DID YOU KNOW? ...

According to researchers singing uses both sides of the brain and takes people's minds off their worries, so it is a stress reducer. Singing also boosts oxygen and blood flow to the brain and body.
~ Creative Forecasting editors, March 2021

LIVE MUSIC AT THE SENIOR CENTER



SINGIN 'N' SWINGIN BAND

Dan & Judy Gilbertson

DATE: Friday, December 06, 2024
TIME: 10:15am to 11:15am
COST: Free
PLACE: Kupper-Ratsch Senior Center
SPONSORS: Marian Beebe



"Swing, big band, western, early rock & roll, polka and waltz styles"

LIVE MUSIC AT THE SENIOR CENTER



"Wisconsin Harper & Singer with themed programs"

SHARI SARAZIN

DATE: Friday, December 13, 2024
TIME: 10:15am to 11:15am
COST: Free
PLACE: Kupper-Ratsch Senior Center
SPONSORS: Loretta Noet



LIVE MUSIC AT THE SENIOR CENTER



BLAINE MEYER & GARY FELBER

DATE: Friday, December 20, 2024
TIME: 10:15am to 11:15am
COST: Free
PLACE: Kupper-Ratsch Senior Center
SPONSORS: Volunteers their Time & Talents



"Classic & current country and good old-fashioned sing-a-longs"

LIVE MUSIC AT THE SENIOR CENTER



"Songwriter/singer with music from the 20's thru the 70's."

KEVIN MATTSON

DATE: Friday, December 27, 2024
TIME: 10:15am to 11:15am
COST: Free
PLACE: Kupper-Ratsch Senior Center
SPONSORS: Loretta Noet



LIVE MUSIC AT THE SENIOR CENTER



BLAINE MEYER & GARY FELBER

DATE: Friday, January 03, 2025
TIME: 10:15am to 11:15am
COST: Free
PLACE: Kupper-Ratsch Senior Center
SPONSORS: Volunteers their Time & Talents




"Classic & current country and good old-fashioned sing-a-longs"

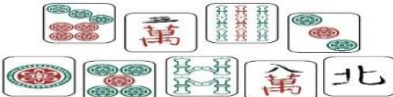
| | | |
|---|--|--|
|  | <p><u>SENIOR & DISABLED SERVICES DEPARTMENT</u> <u>MONTHLY REPORT</u></p> |  <p>READY, SET... GOALS!</p> |
|---|--|--|


01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

| | |
|--|---|
| <p><u>DO YOU HAVE AN INTEREST & WOULD LIKE TO SEE A GROUP STARTED</u></p> | <p><u>SENIOR & DISABLED SERVICES DEPT. POSSIBLE PROGRAMS</u></p> |
|--|---|


This is your Senior Center... What would you like? We are open to ideas & interests. If you have **suggestions or a particular interest** you would like to see happen, please share it with Pam at the senior center or at pbuchda@tomahwi.gov or 608-374-7476. Clip Boards for sign-up of these activities listed on this page are in Pam's office.

| CHESS | | |
|---|--|---|
|  | <p>DATE: Wednesdays or ? TIME: 1:00pm or ??? PLACE: Kupper-Ratsch Senior Center</p> | <p>COST: FREE VOLUNTEERS: People from the group</p> |


| MAHJONG | | |
|--|--|---|
|  | <p>DATE: Wednesdays or ? TIME: 1:00pm or ??? PLACE: Kupper-Ratsch Senior Center</p> | <p>COST: FREE VOLUNTEERS: People from the group</p> |

| TATTING GROUP | | |
|---|--|---|
|  | <p>DATE: Wednesdays or ? TIME: 1:00pm or 1:45pm or ? PLACE: Kupper Ratsch Senior Center INSTRUCTOR: ?</p> | <p>You are welcome to join us! COST: Free, however you provide your own supplies</p> |

We will offer this course again when 6 to 12 people sign up for them...Sign up with Pam

| PHYSICAL ACTIVITY for LIFELONG SUCCESS (PALS) | | |
|--|--|---|
|  <p><i>6 to 12 people for the 10 week Exercise course, and 10 week follow up with 6 coaching sessions & 2 Booster classes</i></p> | <p>DATES: Course: 10 weeks - ??? Coaching & Booster: July -Sept. DAYS & TIMES: As Scheduled Mon. or Tues: 1:45-3:30 (class & exercise) Thursday & Friday: 2:30-3:30 (exercise) COST: This CLASS IS FREE and FUN! PLACE: Kupper-Ratsch Senior Center INSTRUCTOR: Pam Buchda, Director</p> | <p>To Pre-register... See Pam to sign-up for class 608-374-7476 or pbuchda@tomahwi.gov</p> <p><i>-PRE-EVALS: in week before. -10 week-POST-EVAL: ? -20 wk-FOLLOW-UP EVAL: ?</i></p> |

We will offer this course again when 6 to 12 people sign up for them...Sign up with Pam

| STAND UP FOR YOUR HEALTH | | |
|---|--|--|
| <i>Not an exercise program – a lifestyle choice course</i> | | |
|  <p><i>6 to 12 people Sign up with Pam</i></p> | <p>DATE: 1 Day for 4 weeks + Refresher session 4 weeks later Dates to be set when we have 6-12 people TIME: 2 hour classes COST: FREE PLACE: Kupper-Ratsch Senior Center</p> | <p>Classes to assist you in some healthier lifestyle choices/practices. INSTRUCTOR: Pam Buchda 608-374-7476</p> |



SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



READY, SET GOALS!

0 EDUCATIONAL & HEALTH PROGRAMS

2 GOAL(S):
To maintain and grow programs/guest speakers at the Senior Center on educational, health, and assistance programs/services.

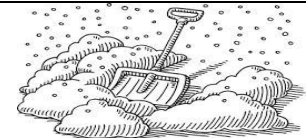
COMMUNITY RESOURCE CONTACT INFORMATION BOOKLET



COMMUNITY RESOURCE CONTACT INFORMATION BOOKLETS are in magazine racks by front and back doors of the senior center, or see staff for booklet and/or information.

Please share info you have with us...

If you know of “handyman”, or people who do lawn care, snow removal, and/or personal care, house cleaning, etc., please share with Pam their names & contact information. We will add them to the Resource Contacts Information Booklet.



COMMON SENSE HEALTH PRECAUTIONS FOR ANY TIME...

for “summer” & “winter” colds and flu, coronaviruses/COVID, and other illnesses.



- 1. WASH HANDS OFTEN.**
Use HAND SANITIZERS if cannot wash hands.
- 2. Keep your HANDS AWAY FROM your FACE.**
- 3. COUGH/SNEEZE INTO your INNER ELBOW.**
- 4. Wear a MASK if you choose.**
- 5. Wear GLOVES if you choose.**
- 6. Practice PHYSICAL DISTANCING if you choose.**
3 to 6 feet is recommended.
- 7. STAY AT HOME IF YOU ARE SICK!**
- 8. COME BACK when you are better.**

“We also need to be aware of that some of us have “underlying conditions”, so we may cough and sneeze because of allergies, asthma, and/or heart/lung conditions and not a “catching” sickness. Please continue to be kind and understanding.

LIBRARY



We have a nice, small library here. We loan books out free of charge. Just return the books when you are done, so someone else can read them. We accept donations of books.

“The more that you read, the more things you will know. The more you learn, the more places you’ll go.” ~Dr. Seuss

“A book is a Dream that you hold in your hand.” ~ Neil Gaiman

READING TABLE




We have a “reading table” with articles, newspapers, and magazines. Newspapers stay here to read, and magazines may be taken home. We accept donations of magazines.


Please feel free to use the magnifier machine for reading that is on the reading table.


| | | |
|---|--|---|
|  | <p>SENIOR & DISABLED SERVICES DEPARTMENT</p> <p>MONTHLY REPORT</p> |  |
|---|--|---|

02 EDUCATIONAL & HEALTH PROGRAMS, continued...

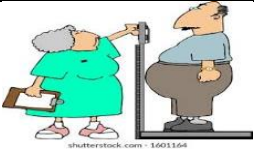
| iPADS & WiFi | | |
|---|---|---|
| <p>We have iPads people can use here.</p>  | <p>We have WiFi here at the senior center.</p> <p>DAYS: When open. TIME: When open. COST: Free PLACE: Kupper-Ratsch Senior Center</p> | <p>If you wish to learn how to use iPads, let Pam know and she will get a volunteer lined up to help you learn.</p> |

EDUCATIONAL & SUPPORT PROGRAMS:

| VETS CAREGIVER SUPPORT GROUP | | |
|---|--|---|
|  | <p>DATE: First & Second Mondays TIME: 1:00pm – 2:30pm COST: Free PLACE: Kupper-Ratsch Senior Center SPONSOR(S): VA Medical Center</p> | <p>CONTACT: Barbara Iwanowicz Barbara.Iwanowicz@va.gov or 608-372-3971 x64441</p> |



| AMERICAN SIGN LANGUAGE (ASL) STUDY GROUP | | |
|--|---|---|
|  | <p>DATE: Thursdays TIME: 10:15am COST: Free PLACE: Kupper-Ratsch Senior Center VOLUNTEER FACILITATOR: John Berry</p> | <p>This is for beginners, as well as those who know ASL and want to keep up their skills.</p> |


HEALTH PROGRAMS:

| WEIGH-IN | | |
|---|--|--|
|  | <p>DAYS: Mondays thru Fridays TIME: 8:30am to 4:30pm <i>(just come in, or call Pam & set up a day & time)</i> COST: Free PLACE: Kupper-Ratsch Senior Center</p> | <p>Often when we try to lose weight, we need someone to be accountable to. Pam is willing to be your person to weigh you weekly at the senior center.</p> |

EXERCISE PROGRAMS:

Ten minutes of movement is long enough to improve memory and engage more of your brain. Next time you're stumped on a project or working on a deadline, take a 10-minute walk.

| WELLNESS EXERCISE | | |
|---|---|--|
|  | <p>DATE: Mondays, Wednesdays, & Fridays TIME: 9:00am to 10:00am COST: Free PLACE: Kupper-Ratsch Senior Center FACILITATOR: Sandi Bloom, People in group &/or Pam</p> | <p>We have cardio-drumming, weights, balls, stretch bands, & steps to use.</p>  |


| CONDITIONING WITH CHAD | | |
|---|---|--|
|  | <p>DATE: Thursdays TIME: 9:00am to 9:45am COST: Free PLACE: Kupper-Ratsch Senior Center VOLUNTEER FACILITATOR: Chad Dobson</p> | <p>We have the weights, balls, stretch bands, cardio drumming equipment & steps to use. Bring your water bottles.</p> |

| | | |
|---|--|---|
|  | <h2 style="margin: 0;">SENIOR & DISABLED SERVICES DEPARTMENT</h2> <h3 style="margin: 0;">MONTHLY REPORT</h3> |  <h2 style="margin: 0;">READY, SET ... GOALS!</h2> |
|---|--|---|

‘Every accomplishment starts with a decision to try.’ ~ Unknown



02 EDUCATIONAL & HEALTH PROGRAMS, continued...

EXERCISE PROGRAMS:

| LINE DANCING | | |
|---|---|---|
|  | <p>DATE: Tuesdays & Thursdays TIME: 9:00am to 10:00am COST: Free PLACE: Kupper-Ratsch Senior Center VOLUNTEER: Siegrun Horst</p> | <p>BEGINNER LINE DANCE DATE: Mondays TIME: 9:00am- 10:00am COST: Free PLACE: Senior Center</p> |


02 EDUCATIONAL & HEALTH PROGRAMS, continued...

VISITING OFFICE HOURS:
Please stop by and say hi when you see us at the senior center during our "office hours" there.

| VISITING WITH OFFICER AUDRA GOMEZ, Community Service Officer | | | |
|---|---|--------------------------|--|
|  | <p>DATE: 2nd Tuesdays, as able TIME: 12:30 – 1pm PLACE: Kupper-Ratsch Senior Center</p> | <p>COST: Free</p> |  <p>Tomah Police Dept. ‘Serving the Community’</p> |

| COFFEE TIME &/or MEMORY SCREENING WITH ADRC DEMENTIA CARE SPECIALIST-TRAVELING OFFICE HOURS | | |
|---|---|--|
|  | <p>DATE: 2nd Wednesday TIME: 11:00am–1:00pm COST: FREE PLACE: Kupper-Ratsch Senior Center CONTACT: Emily Reitz 608-387-9250 emily.reitz@co.monroe.wi.us</p> |  |
| <p><i>My role is to provide education and information on what dementia is and what it looks like.</i></p> | | |

| COFFEE TIME WITH ST. CROIX HOSPICE Care Transition Coordinator-TRAVELING OFFICE HOURS | | |
|--|--|--|
|  | <p>DATE: 3rd Wednesday TIME: 11:00am–1:00pm COST: FREE PLACE: Kupper-Ratsch Senior Center CONTACT: 608-461-8093 jpeterson@stcroixhospice.com</p> | <p>Janessa Peterson ST. CROIX HOSPICE <i>There when you need us the most.</i></p> |
| <p><i>My role is to provide education and information on what hospice and palliative care is and what it looks like.</i></p> | | |

| COFFEE TIME WITH Tomah Health HOSPICE & PALLIATIVE CARE | | |
|---|--|---|
| <p>Staff rotate here to visit</p> | <p>DATE: 4th Thursday TIME: 11:00am–1:00pm COST: FREE PLACE: Kupper-Ratsch Senior Center CONTACT: 608-374-0250 SWilliams@tomahhealth.org</p> |  |
| <p><i>Our role is to provide education and information on what hospice and palliative care is and what it looks like.</i></p> | | |

| BETTER HEARING | | |
|---|--|---|
|  | <p>DATE: 3rd Thursdays TIME: 9-11am or make appointment COST: As you discussed with Better Hearing staff. PLACE: Kupper-Ratsch Senior Center CONTACT: Tom Vierling at 608-781-6881 or 1-800-526-3298</p> |  |





**SENIOR & DISABLED
SERVICES DEPARTMENT
MONTHLY REPORT**



**READY,
SET ...
GOALS!**

03 DISABLED/SPECIAL NEEDS SERVICES

GOAL(S):

- A. MEDICAL EQUIPMENT NEEDS: To continue the Loan Closet free service.
- B. GENERAL NEEDS: To continue Giving Closet free service.
- C. SPECIAL NEEDS: To maintain and grow services for special needs population and their caregivers.
- D. DEMENTIA NEEDS: To continue to be involved in the Healthy Brain Coalition of Monroe County.

MEDICAL EQUIPMENT NEEDS

LOAN CLOSET

Keeping it clean and organized is a major feat in-of-itself.



The senior center *(depending on donations of items)* has medical equipment we loan out free. What we have changes pretty much daily with in-going and out-going equipment. Take care of the items while you use them. Clean them and return items when you are done with them so others may use them. We accept donations of medical equipment, so we have them for people to borrow.



GENERAL NEEDS

GIVING CLOSET

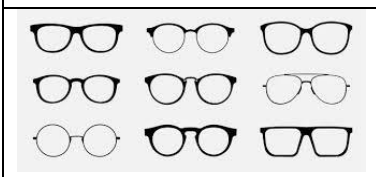
Keeping it clean and organized is a major feat in-of-itself.



The senior center *(depending on donations of items)* has items we give away free of charge. Items may include incontinent products, miscellaneous personal care items *(diabetes care, gauze, etc.)* and some clothing.

We accept donations for the Giving Closet *(no needles or prescription items)*.

LIONS CLUB EYEGLASS & HEARING AIDE PROGRAM



The Lions Club of Tomah has a bucket, *by the front door under the newsletter magazine wall rack next to the Vet's photo board*, at the senior center for people to donate old eyeglasses and hearing aids.



READING MAGNIFIER FOR VISUALLY IMPAIRED

**HELP WITH
READING**

The magnifier machine for reading is set up for use on the reading table

You are invited to come in and use it.

MILITARY SERVICE PHOTO BOARD



We have a Military Service Board with pictures of people past and present who have served in the military.

You are welcome to bring pictures of people who have served to add to the board.


Some of the pictures have no name on them. If you know who some of them are, please tell staff who they are and the correct spelling of the names, so we can label them.

| | | |
|--|--|---|
|  <p>City of TOMAH A GROWING COMMUNITY SINCE 1883</p> | <p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p> |  <p>READY, SET ... GOALS!</p> |
|--|--|---|

03 DISABLED/SPECIAL NEEDS SERVICES, continued...

SPECIAL NEEDS


SPECIAL NEEDS ADVISORY GROUP

| | |
|---|--|
|  | <p>Committee formed in last quarter of 2018. Shall consist of people with a passion for serving our community's special needs population.</p> <p>Terms shall be as long as able and willing to serve. <i>They Volunteer their time for us.</i></p> <p>Meets 1st Wed. at 5:15pm (Open to public) every other month, began in Jan. 2022. <i>(January, March, May, July, September, November).</i></p> |
|---|--|

MISSION STATEMENT: *To give the special needs community a fun time together, and their care-givers opportunities for support, education, and networking.*

| | |
|--|--|
| <p style="text-align: center;"><u>CURRENT ACTIVE MEMBERS</u></p> <p>Patty Ambort, Parent/Caregiver Ashley Gerke, Handishop Industries Program Manager CHAIRPERSON. Lauri Shumway, Parent/Caregiver, SECRETARY Stephanie Squires, Handishop Industries Director of Programming. VICE-CHAIR. Renee Stroh, Parent/Caregiver/Retired Educator,</p> | <p style="text-align: center;"><u>PAST MEMBERS</u></p> <p>Krista Deede, Pastor United Methodist Church Chrissy Fries, Handishop Francis (Trey) Hewuse, Family Caregiver/AHF Group Home/ Former Special Education Teacher Scott Mann, Parent/Caregiver/Pastor of Gloria Dei Church Rick Murray, Parent/Caregiver Mary Watkins, Parent/Caregiver/Retired Special Needs Educator</p> |
|--|--|



SUNDAY-FUNDAY EVENT
None in December 2024 or January 2025.

| | |
|--|--|
| <p>EVENT: Community special needs CHRISTMAS PARTY DATE: Sunday, December 01, 20204 TIME: Noon – 4pm PLACE: Recreation Park COST: Free RSVP REQUIRED: You must be registered by November 15th in order to have a gift for the day of the party. There will be no day of registration. <i>Special Christmas Registration: https://forms.gle/V2RsTo1wiyZNmsDQ9</i> <i>Group Home Registration: https://forms.gle/jFtjMXMR4WzpzKXW8</i> <i>Volunteers must register: https://forms.gle/1MzqvrjJgwXwYaJa9</i></p> |  |
|--|--|


L.I.F.E. After School & L.I.F.E. In Summer

| | | |
|---|--|---|
| <p>School: 3:30 on Mondays, Wednesdays. & Thursdays (Sept thru May) at the Kupper-Ratsch Senior Center. Summer: 3:00 on Tuesdays, Wednesdays & Thursdays (June & July).</p> | <p>DATE: See above. TIME: See above PLACE: Kupper-Ratsch Senior Center SPONSOR(S): A partnership with Goodwill. <i>(Started Nov. 29, 2021 at senior center).</i></p> | <p>High school age students with special needs learn basic living skills such as interacting with others, community involvement, recreation, shopping, cooking, cleaning, volunteer, etc.</p> |
|---|--|---|

ADAPTIVE FITNESS 4 ALL Class

| | | |
|---|---|--|
| <p>Limit of 12 people taking the class.</p>  | <p>DATE: FRIDAYS TIME: 12noon-12:45pm PLACE: Kupper Ratsch Senior Center FACILITATOR: Volunteers & Parents/Caregivers SIGN UP FOR EACH CLASS: Contact Pam at 608-374-7475 or pbuchda@tomahwi.gov or stop by the senior center.</p> | <p>COST: FREE Special needs exercise class.</p>  |
|---|---|--|

PROM DRESSES FOR SPECIAL NEEDS PROM

| | | |
|---|---|--|
|  | <p>The organization and care of dresses is ongoing. (Found a home at the senior center in 2021). Will take donations of prom dresses.</p> | <p>Will loan out prom dresses for regular prom also.</p> |
|---|---|--|



**SENIOR & DISABLED
SERVICES DEPARTMENT
MONTHLY REPORT**



04 VOLUNTEER PROGRAM

GOAL(S):

To maintain and build the volunteer program according to the needs of the department.

“To be of use in this world is the only way to be happy.” ~Hans Christian Anderson, Danish writer/artist

We are grateful to all our volunteers. Volunteers are very much needed and appreciated!

- When volunteering, please sign in/out in the Volunteer Book on table by Vet’s Photo Board.
- Volunteers to assist with daily/monthly activities and at special events and fundraisers.
- Some volunteer opportunities are listed in the newsletter.
- Volunteerism at the senior center continues to be an integral part of our life here.

“An Act of kindness may take only a moment of our time, but when captured in the heart the memory lives forever.” ~Molly Friedenfeld



VOLUNTEERS since last newsletter *(was put together):*

June Abbott; John & Rose & Libby Berry; Karen Birkeness; Pat Block; Sandi Bloom; Duane & Paulette Bolton; Mary Boettcher; Dan Burton; Nancy Close; Chad Dobson; John Dostal; Family Promise volunteers; Richard Gegenfurtner; Alyson Hefner; Marvin Henricks; Siegrun Horst; Doris Kelley; Gary Moe; Jill Montgomery; Sue O’Neil; Marvin Parker; Al Pasch; Anna Mae Rudolph; Doug Semrau; Lauri Shumway; Barb Stoda.

HALLOWEEN CANDY ASSEMBLY LINE: John, Rose & Laura Berry; Marvin Parker; with staff Paulette Bolton.

HALLOWEEN PARTY: Richard Gegenfurtner, Mike Hanson; Siegrun Horst; Chris King; Mary Jo Maglus; Gary Moe; Carol Myers; Sue Noth; Bridget Owens; Marvin Parker; Matthew Parker; Cindy Parris-Owens; Nancy Phillips; Mike & Cheryl Schoeny.

Show Choir: Kate Buehner; Abby Byers; Alex Burbach; Makenna Ching; Kate Eagleson; Kyrah Eckelberg; Isabella Fiad; Andrew Flora; Addy Gerke; Ethan Girole; Yarielis Guomen; Maddie Henze; Charlie Hilt; Isabelle Hilt; Addyson Holmquist; DeVon Lamb; Fauna Last; Xavier Mallory; Lynn Miller; Nicholas Pairier; Averi Rasch; Cora Rasch; Alayna Scholze; Trent Scholze; Luey Scnlowski; Morgan Swenson; Ian Thompson; Kieralynn Tupper; Alex Weigew; Curtis Zochocz. *(I suspect some of the names are spelled wrong because I had a hard time reading some of the volunteer sign-in writing)*

ART & CRAFT FAIR VOLUNTEERS: Diane Behrens; John & Rose Berry; Pat Block; Sandi Bloom; Duane & Paulette Bolton; Liz Brown; Colleen Carl; Leon & Pauline Clark; Nancy Close; Diana Dombrowski; Becky Fitzpatrick; Richard Gegenfurtner; Donna Greeno; Sue Greeno; Alyson Hefner; Grace Heim; Marvin Henricks; Sharon Jensen; Chris King; Gary Moe; Jenna Moser; Sue Moser; Carol Myers; Earra & Leta Nofsinger; Sue Noth; Evelyn Noyes; Sharon Organ; Marvin Parker; Pete & Trudi Peterson; Nancy Phillips; Marilyn Ratliff; Cathy Scherreicks; Laurie Shumway; Donna Simonson; Richard Yarrington.

MUSIC VOLUNTEERS: Gary Felber; Blaine Hackett; Blaine Meyer; Michael Slater.

SENIOR & DISABLED BOARD: Sandi Bloom; Sue Greeno; Jenna Moser; Evelyn Noyes; Lauri Shumway; Shawn Zabinski.

SPECIAL NEEDS ADVISORY GROUP: Patty Ambort; Ashley Gerke; Lauri Shumway; Stephanie Squires; Renee Stroh.



THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED!

*NOTE: If I have misspelled anyone’s name, or missed someone on the list, I am so sorry. Please let me know.
~Pam Buchda, Senior & Disabled Services Director*

**Volunteerism is one of the most selfless acts that we can become involved in!!
Service Organizations and Nonprofits in Tomah area (includes the senior center) and around the world
need more volunteers to carry out their missions and make the biggest difference possible.**

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| | <p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p> | <p>READY, SET ... GOALS!</p> |
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04 VOLUNTEER PROGRAM, continued...

“To be of use in this world is the only way to be happy.” ~Hans Christian Anderson, Danish writer/artist

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| | <p>VOLUNTEER OPPORTUNITIES You are needed</p> | |
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“One of the things I keep learning is that the secret to being happy is doing things for other people.” ~Dick Gregory

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| <p>ADAPTIVE FITNESS 4 ALL VOLUNTEERS WANTED</p> | | |
| <p>We are looking for volunteers to assist clients with special needs to participate in Fitness 4 All.</p> | | |
| | <p>DATE: FRIDAYS TIME: (11:45) 12noon-12:45 (1pm) PLACE: Kupper-Ratsch Senior Center CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov</p> | |

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| <p>BINGO VOLUNTEERS WANTED in Volunteer Caller Rotation</p> | | |
| | <p>DATE: Mondays, Thursdays and/or Fridays TIME: 12:30 set-up / 1:00 Bingo PLACE: Kupper-Ratsch Senior Center CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov</p> | <p>Bingo Callers will teach you how we do bingo at the senior center.</p> |

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| | <p>“Good Neighbor” DRIVERS</p> <p>If you are driving yourself to the senior center for a group & would like to help others... There are some people wanting to come to the same groups as you do here at the senior center, but they need rides. If you are so inclined to be a “good neighbor” volunteer driver, check with Pam and/or Paulette on who might need a ride.</p> |
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| | <p>FOLDING NEWSLETTERS</p> <p>DATE: Last Wednesday, Thursday &/or Friday of month. TIME: Open hours – 8:30am to 4:30pm</p> |
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| <p>GROUP TRIPS</p> | | |
| | <p>Looking for a volunteer to be our Group Trip Coordinator. Please see Pam if you are interested and willing and able.</p> | |

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| <p>YOGA, T-CHAI &/or MEDITATION VOLUNTEER INSTRUCTORS WANTED</p> | |
| | <p>We are looking for volunteer instructor(s) for Meditation, T-Chai and/or Yoga. CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov</p> |

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| <p>CONTACT Pam at 608-374-7476 or pbuchda@tomahwi.gov</p> | <p>FACILITATE A NEW GROUP OF INTEREST</p> <p>WHAT INTEREST: ??? DATE: ??? TIME: ??? PLACE: Kupper Ratsch Senior Center</p> |
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“Remember that the happiest people are not those getting more, but those giving more.”

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|  | <p><u>SENIOR & DISABLED SERVICES DEPARTMENT</u> <u>MONTHLY REPORT</u></p> |  <p>READY, SET... GOALS!</p> |
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| <p>05</p> | <p><u>COMMUNITY INVOLVEMENT/PUBLIC RELATIONS</u></p> <p>GOAL(S):</p> <p>A. To continue to work on raising community awareness of the city’s Senior & Disabled Services Department and the Kupper-Ratsch Senior Center.</p> <p>B. To continue to build/maintain community partnerships.</p> |
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PUBLIC RELATIONS

- Ongoing: Give tours, explain programs, hand out newsletters, listen and visit.
- Ongoing: Many requests for assistance with finding/contacting resources for various needs.
- Ongoing: Work on communication tool-monthly Senior & Disabled Services Newsletter
- Ongoing: Work on communication tool-information on Facebook-Tomah Senior Center/City.
- Ongoing: Work on communication tool-information in Dept. section on City of Tomah’s website.
- Ongoing: Work on communication with Tomah Chamber of Commerce.

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| <p>NEWSLETTER</p> | |
|  | <p>If you have something you would like to put in the next newsletter, please submit, in writing or e-mail, by the 15th of this month.</p> |

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| <p>NEW NEWSLETTERS AVAILABLE</p> | |
|  | <p>The goal is to have the newsletter ready for pick-up by the last Thursday or Friday of the month for the next month.</p> <p><i>NOTE: If you wish to have the newsletter/calendar emailed to you, please email Pam at pbuchda@tomahwi.gov (Photo pages may be too “large” for emails).</i></p> |

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| <p>FAMILY PROMISE PARTNERSHIP</p> | | |
|  | <p>DATE: 3rd Sunday to 4th Sunday, if needed. TIME: Approximately 4:00pm - 7:30am PLACE: Kupper-Ratsch Senior Center PARTNERS: Family Promise & Volunteers from various churches & organizations</p> | <p>Taking a turn, every month providing a week of shelter for homeless families in the Family Promise program.</p> |

COMMUNITY INVOLVEMENT

- Ongoing: Maintain existing and building new relationships, contacts, involvements and partnerships with community organizations and businesses.
- Ongoing-Yearly Event: Organizing the free Tomah Area Annual Community Halloween Party (1990).
- Ongoing: Senior Center involvement in community events such as Freeze Fest.
- Ongoing: Director is a member of Rotary Club of Tomah (1990).
- Ongoing: Director is serving on Tomah Health Hospice Touch & Palliative Care Advisory Board (2016or17)
- Ongoing: Director is a member of Lioness & then Lions Club of Tomah (2018).
- Ongoing: Director is an individual member of Chamber of Commerce (2020).
- Ongoing: Director is a member of American Association of University Women [AAUW] (2021).
 Serving as 2024-2025 Tomah Branch President and serving on 2025 AAUW State Convention Committee.
- Ongoing: Director is serving on Neighbor For Neighbor Food Pantry Board (March 2022).
- Ongoing: Director is serving on Noah’s Ark Christian Learning Center Community Leadership Team(Aug.22)
- Ongoing: Director is serving on TAMS (Montessori School) Governance Board (May 2023).
- Ongoing: Director is serving on Tomah Concert Association Board (March 2024).
- May 07: Director attended the Tomah Community Conversation with Mayo Health Clinic System.

-Oct. 03: We had senior center booth at the Healthy Aging Expo in Tomah.



SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



READY, SET... GOALS!

06 BUILDINGS/MAINTENANCE

GOAL(S):

- A. To maintain the building in good working order and a safe environment, and update, as needed, for safety and for changing/expanding needs.
- B. To manage the senior center rental buildings/spaces (which help fund senior center budget).
- C. To entertain possibilities and work with the Senior Executive Team and City Council toward the future plans of the second floor of the senior center buildings.

-Ongoing: Continue to work to make the senior center feel “homey”, with an **inviting, friendly & comfortable atmosphere**, including seasonal decorating & keeping the place clean.
 -Ongoing: Maintenance Projects/Repairs. Seems there is always something that needs doing.
 Thank You Scott Donovan, City Maintenance.

- 107 E. Milwaukee Street – Tomah Housing Authority Office:** Rental continues to present. New furnace 2019. 12-2024 1st floor windows replaced on alley end of building.
- 109 E. Milwaukee Street - Apartment** above Housing office: Rental Nov. 4, 2021, to present. Deep clean & repainted- 2021.
- 1000 Superior Avenue - Jensen Tax & Accounting:** Rental June 15, 2023, to present. Added another exit light in back hall. Removed wooden structure partially blocking back door. In process of replacing back door.

-**1002 Superior Avenue - Senior Center...** Automatic door mechanisms fixed on 03-20- 2024. Smoke/CO2 Detectors installed on all 3 floors in April 2024. 11-2024 Thermostat replaced in upstairs center heating zone, & Venter motor replaced in dance room heating zone.
 -**Kitchen/Prep area – ADRC Meal Site:** Rental continues to present.
 -**4 Offices on 2nd floor-VAMC AFGE Local 0007 Union:** Rented Oct.1, 2019 to present. Locks added to the 4 doors-2019.

1st Floor: -Senior Center changed locks front & back doors – 2018.
 -**Main/Dining room** (in use most of the time) – Coat hooks added 2019; New chairs with 3-inch padding-2019. Added 8 bookshelves in 2023. WiFi Booster added 03-27-2024.
 -**Activity room** (in use most of the time). Chair rack 2018.
 -**Library/hall/food assembly area.**
 -**Kitchenette** – renovation in 2020.
 -**Loan Closet** room- renovation 2019.
 -**Giving Closet** – started 2019.
 -**Storage/Laundry** room–Renovation 2019 & 2020.
 -**Workroom/storage/loan closet overflow** Loan Closet renovation opened blocked door-2019 New locking screen door 02-2024.
 -2 **Bathrooms** with toilets replaced in 2023.
OUTSIDE in Back (‘Courtyard’/Sitting area):
 -New metal cigarette receptacle in back 2018.
 -Garbage corral built 2019.
 -1st Bench from Rotary moved from front to back when new one in Front-2020.
 -Shed built 08-2020.
 -Picnic Table with Umbrella. 2020.
 -5-7 Raised Garden Beds 08-2024.

-**Basement** - Accessible by stairs.
 -**2nd floor** - Accessible by stairs.
 -**Conference room at top of stairs** -meetings are held in this room with tables & comfortable chairs. (could see for a future movie/TV room).
 -**“Break-out” room** for smaller groups or games.
 -**Big Front Room**-Line dancing upstairs since 04-2024
 -**Storage closet** (for building supplies).
 -**Storage room** (for our dept.) & access to roof.
 -**Room for Family Promise** storage.
 -2 **Special Needs Prom Dress** rooms.
 -**Room for Loan Closet** storage.
 -**Corner Big Front room** Currently used as loan closet over-flow storage. (could see as a future game pool table & dart game).
 -2 **Bathrooms** with toilets replaced in 2022.
OUTSIDE in Front:
 -Added bench donated by Rotary Club of Tomah-2020.
 -Added 2 flower planters both sides of front bench-2020.

-**1004 Superior Avenue – JNC Latin Grocery Store:** Rental September 20, 2023, to present. New air conditioner/furnace 07-2024.



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



READY, SET GOALS!

06 BUILDINGS/MAINTENANCE, continued...

HISTORY:

The planning and work for the city department – Senior & Disabled Services (*which included the senior center*) was the brainchild of Mayor Ed Thompson and was started in 1999. In 1999 the senior center program was started in the basement of city hall.

The buildings for the senior center (*107 Milwaukee Street with 109 Milwaukee St. second floor apartment, 1000/1002/1004 (not second floor) Superior Ave.*) were purchased in 2002 (*from Mr. Carmichael & Mr. Holmes*) after the city received a gift of money for the senior center from the Kupper-Ratsch family.

At 8/23/2022 City Council meeting, the council approved the donation to the city (senior center) of 2nd floor of 1004 Superior Ave. building (the old radio station) by the Dickie family.

Fun facts: When Mr. Holmes had these buildings for Westland Insurance and the bank building kitty-corner across the street ½ block away, the buildings were connected by computer cable under the road. Before the senior center was Westland, it was Neitzel’s Furniture Store and Mortuary.

UPSTAIRS MEETING ROOMS & SITTING ROOM at the senior center



Meeting room at top of stairs



Break-out meeting room



Line dance room above the office

We have a meeting room, a ‘break-out meeting room’, and a ‘dance’ room upstairs. However, the upstairs is only accessible by the stairs, so that limits the use of the rooms.

POLICY – RENTAL USE OF SENIOR CENTER

There are some opportunities to... RENT A SPACE for events/meetings at the Senior Center.

APPLICATIONS ARE SUBJECT TO APPROVAL by City of Tomah’s Senior & Disabled Services Director.

The City of Tomah and/or The City of Tomah’s Senior & Disabled Services Department retains the ability to deny use of building based on availability of staff, activities/events scheduled, other bookings, history of usage/how facility was treated before, etc.

RENT (and License Fees, if applicable) ARE DUE AND PAYABLE AT TIME OF APPLICATION.

PRIVATE APPLICANT

Client, resident \$80.
Client, non-resident \$96.

PRIVATE APPLICANT

Non-Client, resident \$110.
Non-Client, non-resident \$126.

PUBLIC APPLICANT

Public applicant, resident \$0.
Public applicant, Non-resident \$50

Ongoing, regularly scheduled (*ie: 2-4 times monthly, 4-12 times yearly, etc.*) private groups are half the above rents each time here.

CLIENT: Regularly comes to the senior center.

RESIDENT: Lives in the City of Tomah

NON-CLIENT: Lives in the City of Tomah but does not regularly come to senior center.

NON-RESIDENT: Does not live in the City of Tomah

PUBLIC: Refers to clubs/service organizations that deal

PRIVATE: Refers to farm organizations, industry, private

with service and civic involvement for the community, such as scholarships, good deed projects, etc.

parties or any other gatherings with the objective to make money not used for civic improvement.



SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



**READY,
SET ...
GOALS!**

07 INCOME/BUDGET/DONATIONS

GOAL(S):

To operate within budget, and procure funds, as needed and available, for maintaining and/or expanding services.

- Ongoing: Worked on monthly bills/invoices & keeping track of income/expenses & the budgets.
- Ongoing: Planning possible future capital budget projects.
- Ongoing: Donations of Bingo Bash Items for senior center and organization of them (these donations save money on operating expenses).

“For it is in giving that we receive.” ~ St. Frances of Assisi

Throughout the year, we receive sponsorships and donations from individuals, organizations, and businesses. We are very Grateful!!! It all makes a difference. Thank You!!!



SENIOR CENTER FUNDRAISING

-Ongoing: In-House Fundraiser Projects:

Greeting cards, framed puzzles, showcase items & other items as they are available.



SHOWCASE ITEMS

We have items for purchase in the large showcase by the piano in our main room. IE: craft items, jewelry, etc. **Shop for yourself or for a gift.** **We accept donations of items for showcase.**
Volunteer needs: Donating/Making craft items, jewelry. Etc. for showcase sales.



CHRISTMAS CARDS

FUNDRAISER AT SENIOR CENTER

We have Christmas cards for sale for 10 cents each or 12 for \$1.
NOTE: We accept donations of Christmas cards to supply this fundraiser.



GREETING CARDS

In our activity room, we have a have a greeting card tree rack with different kinds of greeting cards for sale for 25 cents each.
NOTE: We accept donations of greeting cards to supply this fundraiser.



PUZZLES

We have framed puzzles at the Senior Center. They may be purchased for the amount on each puzzle. It is a year-round fundraiser. They make nice gifts and/or decorations for your home or business.

We accept donations of puzzles for people to put together here or at home.

Ⓜ Page 20

Pages 22 & 23 are the calendar and they are in a separate Newsletter Calander email file from this Newsletter email file.



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| | <h3 style="margin: 0;"><u>SENIOR & DISABLED SERVICES DEPARTMENT</u></h3> <h3 style="margin: 0;"><u>MONTHLY REPORT</u></h3> | <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> READY, SET ... GOALS! </div> |
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| 07. INCOME/BUDGET/DONATIONS, continued | SENIOR CENTER FUNDRAISING |
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-Ongoing: Fundraising Events: Planning and coordinating that go on throughout the year (I.E: Crazy Daze Lunch Fundraiser, Art & Craft Fair, etc.).

We tried a new fundraiser... at our 09-19-2024 **PAINT PARTY FUNDRAISER**, we raised \$120.00. Thank you to Senior & Disabled Services Board Member Jenna Moser for setting this up, Kathleen Richer for organizing & instructing, and the people who signed up and attended.

Another new fundraiser... Monday, 10-28-2024, we did **Tip Night at Culvers**. Thank you to SDS Board Member Jenna Moser for setting this up, & to both SDS Board members Jenna and Susan Greeno for working it with me. Thank you to all who came out to eat between 5pm & 8pm to support the senior center. We do not have the totals from Culvers yet but will report it in the next newsletter.

| 2024 ART & CRAFT FAIR Fundraiser for Senior Center-Nov. | | | |
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| -Diane Behrens -Sandi Bloom -Paulette Bolton -Colleen Carl -Pauline Clark -Nancy Close | -Diana Dombrowski -Becky Fitzpatrick -Donna Greeno -Alyson Hefner -Grace Heim -Marvin Henricks | -Chris King -Jenna Moser -Sue Moser -Carol Myers -Sue Noth | -Sharon Organ -Pete & Trudi Peterson -Nancy Phillips -Marilyn Ratliff -Cathy Scherreicks |

“Kindness is the chain by which society is bound together.”
 ~ Johann Wolfgang Von Goethe, German author/scientist/philosopher

| 2024 MONETARY GIFTS | | | | | |
|--|--------------------|--|---|---|--|
| \$500 & up | \$250-\$499 | \$100-\$249 | \$50 to \$99 | \$Up to \$50 | \$Up to \$50 |
| -Dr. Richard Ahn -Burnstad’s Family Foundation -Loretta Noet -United HealthCare via Jerry Tiffany | -John & Rose Berry | -Bible Study Fellowship (BSF) -Wayne & Linda Pasch -Anna Mae Rudolph | -William Allen -Sandi Bloom -Pat Koca -Gerald & Patricia Nadreau | -Shirley Anderson -Tony Angulang -John Dostal -Darla Gardner -Terry Jefferson -Sharon Jensen | -Lorna Mesner -Daniel Murphy -Carol Myers -Ed Olson -Eileen Richmond |

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| DONATIONS since last newsletter: |
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Gale Alderman; Marilyn Anderson; *Anonymous*; Ruth Beckler; Diane Behrens; Sandi Bloom; Mary Boettcher; Duane & Paulette Bolton; Liz Brown; Marian Brieski; Liz Brown; Tara Brueggeman; Pam Buchda; Dan Burton; Leon & Pauline Clark; Nancy Close; Diana Dombrowski; John Dostal; Carol Drysch; Greg & Donna Evans; Becky Fitzpatrick; Sue Gottbeheat; Alyson Hefner; Grace Heim; Colleen Helmkamp; Marvin Henricks; Pat Johnson; Chris King; Stephanie Kleiser; Bette Knutson; Karen Kopenhafer; LaGrange Tunnel-lites 4-H – Lois Von Haden; Patty Liddane; L.I.F.E. After School; LNP Services -Lisa Shutter; Lorraine Lowry; Norman Markgraf; Wilmer McCroc; Kim Mockler; Jill Montgomery; Jenna Moser; Sue Moser; Carol Myers; Neighbor For Neighbor Food Pantry; Lois Neitzel; Sus Noth; Sharon Organ; Bonnie Owen; Marvin Parker; Tom Pederson; Nancy Phillips; June Potter; Anna Mae Rudolph; Tess Saunders; Savvy Sisters; Cathy Scherreicks; Lois Schultz; April Seering; Sue Sherman; Donna Siekert; Audrey Steen; Molly Sullivan; Peggy Taylor; Teresa Taylor; TMS 6th Graders – Brenda Kroener Leona Von Haden; Larry Wargowski; June Wentworth; Richard Yarrington;



THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERNCE! YOU ARE APPRECIATED!

~Pam Buchda, Senior & Disabled Services Director

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|  <p>City of TOMAH A GROWING COMMUNITY SINCE 1883</p> | <p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p> |  <p>READY, SET ... GOALS!</p> |
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|---|----------------------------------|
| 07. INCOME/BUDGET/DONATIONS, continued | SENIOR CENTER FUNDRAISING |
|---|----------------------------------|

-Ongoing: **Fundraising for Specific Programs/Projects:** Work goes on throughout the year (I.E: Music Sponsorships, Halloween Party, etc.). *The Music Program and the Community Halloween Party are both funded by Sponsorships, Donations and, if fortunate, Grants.*

| 2024 HALLOWEEN Fundraiser for Community Party-October 31 | | | |
|--|--|---|---|
| SUPERHERO: \$500 & up -City of Tomah (Rec. Park & staff hours) | GENIE: \$250-\$499 -Pam Buchda -Lions Club of Tomah -Rotary Club of Tomah -Wal-Mart | MAGICIAN: \$100-\$249 -Paulette & Duane Bolton -Dean's Refrig. & Heating -MECA Sportswear -Marvin Parker -Penny Precour, Attorney | GREAT PUMPKIN: Up to \$99 -Keene's Transfer, Inc. -Nancy & James Phillips -Mike & Cheryl Schoeny -Tomah Family Dentistry |

Still Taking Donations for the Annual Community HALLOWEEN PARTY

As of the date of this report, Income (Donations/Sponsorships) is \$1,708.00 and Expenses are \$1792.28 = Balance of -\$84.28. We had approximately 600 people at the Annual Community Halloween Party.

| 2024 MUSIC SPONSORSHIPS | | | |
|--|-------------------------|-----------------------------------|--|
| \$500 & up -Frank G. Andres Charitable Trust | \$250-\$499 - | \$100-\$249 -Pam Buchda | Up to \$99 -Sharon Jensen -Carol Schlicht |

MUSICIANS THAT SPONSOR THEMSELVES BY VOLUNTEERING are Gary Felber; Blaine Hackett; Shannon Hogie; Blaine Meyer; & Michale Slater. THANK YOU!!!

LIVE MUSIC IS SCHEDULED WEEKLY AT THE SENIOR CENTER

**Music is good for the soul.
It touches us and fills us.
It reminds us of past memories and creates new memories.
It brings us together.
It is a celebration of life.**



According to researchers singing uses both sides of the brain and takes people's minds off their worries, so it is a stress reducer. Singing also boosts oxygen and blood flow to the brain and body.
~Creative Forecasting, March 2021



MUSIC SPONSORSHIPS NEEDED

We believe in the benefits of music for all of us. As a result, we have a **music program** here at the senior center with the idea of free admission to weekly live music entertainment.

The music program is our most expensive ongoing program and is solely funded by sponsorships, donations, grants and, if fortunate, volunteers sharing their time and musical talents.

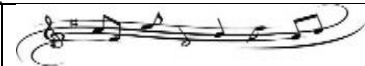
WE NEED SPONSORS! Please be a sponsor of music!

DATE: Fridays TIME: 10:15am-11:15am
COST: FREE Admission
PLACE: Kupper Ratsch Senior Center
SPONSORS: Could this be you?!!!



The weekly music costs for the senior center are anywhere between volunteering-for-free to \$150 an hour for a music performance.

Please make check to: City of Tomah's Senior & Disabled Services Dept. - Music Program.



Donations of any size are appreciated!

-Ongoing: Looking for and applying for available and appropriate **Grants.**

2024 GRANTS

-Frank G. Andres Charitable Trust - \$1000 Raised Gardens
-Frank G. Andres Charitable Trust - \$1000 Music Program

-Thomas B. Earl Charitable Trust - \$1,500 Outdoor Signs
-Thomas B. Earl Charitable Trust - \$ 500 Special Needs
-United Healthcare via Jerry Tiffany - \$500.

-Ongoing: **In Memory Donations**, and other **Donators/Sponsors** are listed in newsletter.

2024 MEMORIALS

-**IN MEMORY** of **Mary Ellen Justinger** by Pam Buchda
-**IN MEMORY** of **Rachel Muehlenkamp** by Pam Buchda

-**IN MEMORY** of **Jim Wallus** by Anne Wallus



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



READY, SET .. GOALS!

07. INCOME/BUDGET/DONATIONS, continued

SENIOR CENTER FUNDRAISING

2024: BUSINESSES, ORGANIZATIONS & PEOPLE WHO DONATED - THANK YOU!!!

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| <p>AAUW - American Association of University Women June Abbott Sherri Achterkirch Dr. Richard Ahn Barb Akers Connie Albert Gale Alderman Bill Allen Leann Allen American Legion Patty Ambort Terry Amundson Kim Anderson Marilyn Anderson Sharon Anderson Tony Angulang <i>Anonymous</i> George Arimond Helen Bailey Bob & Vickie Baker Bonnie Baldwin Rosalynda Ballwahn Fran Baldwin Sherry Baldwin Mike Barta Laura Bass</p> | <p>City of Tomah-Parks & Recreation Dept. Leon & Pauline Clark Cindy Clay Nancy Close Janice Cook Virginia Creed Dan Darlington Randy Davis Dean's Refrigeration & Heating Dollar Store Diana Dombrowski Phyllis Dordel John Dostal Carol Drysch Elvira Eckelberg Carol Ellis Rita Epps Greg & Donna Evans Tom Feldkamp Bobbi Feldman Becky Fitzpatrick Shelby Frei Virginia Frei Jack Garber Darla Gardner Richard Gegenfurtner</p> | <p>Chris King Myriam Kivimaki Stephanie Kleiser Bette Knutson Ruth Klug Pat Koca Karen & Terry Kopenhafer Renee & Jenny Kreizer Suellen Kress Carla Kron Madonna Kuderer Darold & Monica Kukowski Tammy Leach Patty Liddane L.I.F.E. After School Dawn Linder Karleen Linehan Lion's Club Jenifer Lisy LNP Services - Lisa Shutter Dr. Lottmann Lorraine Lowry Jillene Luedtke Norman Markgraf</p> | <p>Eara & Leta Nofsinger Sue Noth Lori Norquay Evelyn Noyes Vincent O'Loughlin Sue Olsen Ed Olson Priscillamae Olson Sue O'Neil Operation May Day Sara Moseley & Friends via Jane Tessman Sharon Organ Karen Otto Bonnie Owen Marvin Parker Darlene Parkinson Al Pasch & Judy Bonn Wendy Patterson Marilyn Peak Tom Pederson Joe Peterson Pete & Trudi Peterson Nancy & James Phillips Judy Potter June Potter Penny Precour, Atty.</p> | <p>Florence Shelter Sue Sherman Donna Shuck Lauri Shumway Donna Siekert Donna Simonson Joyce & Roy Skogan Tom & Sue Skoug Lavonne Smith Karen Snowberry Sports Booster Club Gloria Spyrison Audrey Steen Dawn Steitz Mary Sullivan TASD-Rocky Shutter's Summer School Class Peggy Taylor Teresa Taylor Jennifer Teasdale Tomah Family Dentistry Tomah Health Tracy Theurich-York Beverly Thorp Tomah Hospice via Sandi Bloom TMS 6th Grade-Teacher</p> |
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| <p>Bert & Cheryl Baumgarten Loretta Baumbach via Cindy Eppers Ruth Beckler Diane Behrens Dr John & Rose Berry Bible Study Fellowship Pat Block Sandi Bloom Ruth Ann Bock Mary Boettcher Duane & Paulette Bolton Imogene Brascic Peggy Brenneke Jeri Brewer Melissa Brey Marian Brieski Peggy Bronowski Liz Brown Tara Brueggeman Pam Buchda Dan Burton Pam Butterfield Bill Cain Faith Callahan Cares Just 4 You Colleen Carl Teresa Carnes Barb Chandler Sandy Chroninger</p> | <p>Geri Gerke Patty Gerke Amy Gernetzke Ann Gerzel Tracy Gilson Sue Gottbeheat Great Rivers 211 Diane Greeno Donna Greeno Susan Greeno Mary Jo Handy Robert Harrison Teri Hayward Alyson Hefner Grace Heim Colleen Helmkamp Pat Hendricks Marvin Henricks Courtney Henshaw Hollis Herbison Tammy Hewuse Siegrun Horst Barb Iwanowicz Peter & Pat Jensen Sharon Jensen Diane Johns Lucy Johnson Pat Johnson Terry Juracich Eugene Kast Keene's Transfer Ann Kerr</p> | <p>Jenny Marten WilmerMcCroc Richard McNeal MECA Sportswear Kim Mello Donna Mesner Paul Meuenkamp Bill Milem Peggy Miners Kim Mockler Gary Moe Moments Hospice via Chad Dobson Jill Montgomery Sara Moseley Jenna Moser Sue Moser Scott Muhalovic Daniel Murphy Sandy Murray Carol Myers Vern Nauman Neighbor For Neighbor Food Pantry Lois Neitzel Sandy Nemitz Cathy Neumann Gloria Niceswanger Kris Nichole Lavae Nietzel Loretta Noet</p> | <p>Jan Prell Bruce Puttkamer Steve Quast Karen Rapp Marilyn Ratliff Deb Reid Robin Rhoades Paul & Terri Rice Eileen Richmond Rikki Rodiguez Janelle Rodrigueze Lora Roering Kim Rohe Rotary Club Anna Mae Rudolph Emile Salvo St. Claire Clinic via Dr. Michael Saunders Dr. Michael & Tess Saunders Jeff & Roxanne Schwanz Savvy Sisters via Cindy Best Larry & Ann Scheckel Cathy Scherreicks Carol Schlicht Mike Schoeny Lois Schultz Kelly Schuman April Seering Doug Semrau</p> | <p>Brenda Kroener Tomah Museum & Historical Society AnnaMae Tralmer Ron Tralmer Family via Sue Murphy United HealthCare via Jerry Tiffany VA Hospital via Becky Fitzpatrick Macy VanKirk Leona Von Haden Angie Wagner Carol Wallerman Anne Wallus Mary Wallus WalMart Jean Ward Larry Wargowski Cheryl Weber Ruby Weeks-Fortney June Wentworth Jordan Westphal Jennifer Whipple Sue Wiegde Victoria Wilcox Family of Vicki Williams Bill Wilson Family of Al Woodworth Richard Yarrington Doris & Glenn Yates Shawn Zabinski</p> |
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THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERNECE! YOU ARE APPRECIATED!

~Pam Buchda, Senior & Disabled Services

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| | <p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p> | |
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| <p>08</p> | <p>MEAL SITE GOAL(S): A. To continue to provide a meal program at the senior center. B. To continue to partner with Monroe County ADRC to provide meals at the senior center.</p> |
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-Ongoing: Worked together in day-to-day operations/collaborations with Tomah's Meal Site Manager and other meal site employees.

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| <p>TOMAH MEAL SITE</p> | |
| <p>The City of Tomah (Senior & Disabled Services Department) has a contract with the Aging & Disability Resource Center (ADRC) of Monroe County for the Tomah meal site to be at the Kupper-Ratsch Senior Center.</p> | |
| | <p>DATE: Monday thru Fridays, except holidays TIME: Arrive 11:15 or earlier for Lunch at 11:30am COST: Meal donation to ADRC is \$4-\$7 for 60 & older, younger is \$14.07 PLACE: Kupper Ratsch Senior Center SIGN-UP: Per ADRC sign up by NOON one day before to reserve meal CONTACT: ADRC Tomah Meal Site Manager, Cathy Neumann at 608-372-7291 or come to Senior Center to see her. Or the ADRC of Monroe County Office at 608-269-8690. Join us at the Kupper Ratsch Senior Center. Good People-Good Place!</p> |

NOTE: Besides in-house meals, the Tomah meal site has some pick-up meals, and 3 meal delivery routes for home-bound people. For food safety, each route can serve about 20 places. There is usually a waiting list to get home delivery.

09 SENIOR & DISABLED SERVICES DEPARTMENT STAFF

GOAL(S):

A. To maintain an effective, positive employee team for the city’s Senior & Disabled Services Department.

Besides the Activities/Events, Programs, and regular everyday things at the Senior Center and what has been reported in the other sections of this report...

MEETINGS:

- Ongoing: Special Needs Committee meetings:
1st Tuesday at 5:30pm every other month (starting in January) at the senior center.
- Ongoing: Senior & Disabled Services Board meetings:
1st Tuesday at 6:30pm every other month (starting in January) at the senior center.
- Ongoing: Tomah’s Great Holiday Shopping Hunt (TGSHS) meetings:
2nd Tuesday at 4:30pm every month (starting in February thru November) at the senior center.
- Ongoing: Staff Meetings for City Department Heads:
2nd & 4th Tuesdays at 8:30am &/or as scheduled, usually at city hall.
- Ongoing: Committee of the Whole Meeting, depending on what is on the agenda.
Monday before 3rd Tuesday at 6:30pm at city hall.
- Ongoing: City Council Meeting to give Monthly Department Report:
3rd Tuesdays at 6:30pm at city hall. (Written report due in Municode agenda on 2nd Tuesday).
- As Needed: Long-Range Planning Meeting, depending on if a senior center project is on the agenda.
3rd Wednesday at 5:00pm at city hall.



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| | <p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p> | |
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09 SENIOR & DISABLED SERVICES DEPARTMENT STAFF, continued...

PROFESSIONAL ORGANIZATION INVOLVEMENT

- Wisconsin Association of Senior Centers (WASC) member since January 2019, meetings/education as scheduled. Served on 2024 WASC State Conference Committee.
- Wisconsin State Aging Advisory Council (SAAC) serving 3-year term since Sept. 2022, meetings 2nd Thurs. 10am-12.
- National Council on Aging (NCOA) virtual meetings/education as scheduled.
- National Institute of Senior Centers (NISC) virtual meetings/education as scheduled.
- Healthy Brain Coalition of Monroe County (formerly Monroe County Dementia & Brain Health Coalition) meetings on 1st Thursday 3:00pm.
- Wisconsin Coalition for Social Connection meeting 3rd Tuesday (Feb, Apr, June, Aug, Oct, Dec) 2:00pm.

EDUCATIONAL OPPORTUNITIES:

As they present themselves, and are appropriate, and are within budget.

- September 25-27: Wisconsin Association of Senior Centers Annual Conference.**
TOPICS: Senior Center Program Sharing; Dr. Tom Sather on Social Isolation; Sara Walsh on Strategic Planning. Sponsor Presentations; WASC Accreditation Information; Jill Renken on Pillars of Aging; Healthy Aging Programs; Wish of a Lifetime Presentation; Paula Gibson on Positivity. Networking with other senior center professionals.
- November 11-15, 2024: Wisconsin Coalition for Social Connection – Social Connection Awareness Week Summit 2024.**
TOPICS: 11th: The Power of Connection; 12th: Accessible Recreation; 13: Coalition & Community Building; 14th : Intergenerational Programs; 15th: Technology for Connection.

City of Tomah's SENIOR & DISABLED SERVICES BOARD

MISSION STATEMENT:

The City of Tomah's Senior & Disabled Services Department's mission is to offer ongoing programs and services (in the areas of recreation & leisure activities, and in educational & health programs) **and senior meals on a regular basis in a safe place for Tomah's citizens** (especially our senior and disabled people).



The committee was formed in July 2000.
Shall consist of Mayor, 2 Alderpersons, & 5 citizens.
Term shall be 2 years & aldermanic members shall be coextensive with their term of office.
They Volunteer their time for us.

DATE: Meets 1st Tuesday every other month (Jan.-Mar.-May-July-Sept.-Nov.)

TIME: 6:30pm

PLACE: Kupper-Ratsch Senior Center.

2023-2025 TERM

Sandi Bloom, Citizen
Susan Greeno, Citizen, SECRETARY
Evelyn Noyes, Citizen

2024-2026 TERM

Jenna Moser, Citizen
Lauri Shumway, Citizen,
VICE-CHAIRPERSON
Paul Dwyer, Mayor
~~Nicole Hart~~, Alderperson (moved out her district)
Shawn Zabinski, Alderperson, CHAIRPERSON

NAME City of Tomah's SENIOR & DISABLED SERVICES EMPLOYEES

| | | | |
|-----------------|--|--------------------------|------------|
| Pam Buchda | Senior & Disabled Services Director (SDSD) | FT: Salary 40 hours week | 07/02/2018 |
| Paulette Bolton | Senior & Disabled Services Aide (SDSA) | PT: Budget 20 hours week | 07/13/2021 |

STAFF HISTORY:

Senior & Disabled Services Directors: Maretta Budde 1999-2000. Delia Duncan 5/01/2000 to 05/31/2018.
Senior & Disabled Services Aides: Junior Noyes 02/10/2009 to 05/31/2018. Diane Behrens 10/02/2018 to 03/05/2021.

If you have any questions, please feel free to contact me.


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



SENIOR & DISABLED SERVICES DEPARTMENT INFORMATION



POLICY - CODE OF CONDUCT


The Code of Conduct is posted in the senior center, and/or a copy may be obtained from staff.

The purpose of the code of conduct is to establish a standard of behavior, which will ensure the safety and wellbeing of all involved at the senior center and its events.

Participation at the senior center is a privilege, not a right. All are expected to abide by the code of conduct.



Senior & Disabled Services Dept. CODE OF CONDUCT

The purpose of this code of conduct is to establish a standard of behavior, which will ensure the safety and wellbeing of all involved at the senior center and its events.

Participation at the senior center is a privilege, not a right. All are expected to abide by this code of conduct. All are expected to behave in a manner consistent with core social values of mutual respect, courteous/positive attitude towards others, friendly, trustworthy, responsible, accountable, engaged here in teamwork, and protective of other's property.




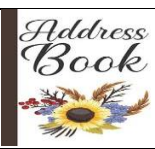
The Senior & Disabled Services Department staff has the authority to make immediate decisions regarding inappropriate behavior and consequences. Not all situations or circumstances are addressed in these guidelines. Staff will address each situation on a case-by-case basis. Offenses may result in immediate removal from the senior center and/or its events. Some offenses may result in involving our police department.

BEHAVIORS that are EXPECTED while participating at the senior center and its events:

- I will act in ways that bring respect to me and to others.
- I will help make the senior center an inviting, friendly and safe place to be by welcoming and respecting others and ensuring an environment free of discrimination and harassment.
- I will exhibit a positive attitude toward others, contribute to a harmonious environment, and not use bad language, swear at, insult and/or fight with others.
- I will learn and follow the senior center guidelines and rules of the activities I participate in.
- I will be part of the team by pitching in and helping (to the best of my abilities) to set up before, assist during, and clean up after activities I participate in.
- I will ask staff questions and/or appropriate leader volunteers when I do not understand.
- I will exhibit good sportsmanship in the activities I participate in.
- I will respect others and not make inappropriate or unwanted verbal, visual, physical and/or sexual advances/behaviors toward others.
- I will be accountable and not take things that are not mine unless offered to me by staff or staff designee.
- I will help make the senior center a safe place to be and follow safety guidelines and rules.
- I will uphold the mission, philosophy, principles, and policies of the City of Tomah and its Senior & Disabled Services Department.

BEHAVIORS that are UNACCEPTABLE while participating at the senior center & its events:

- Taking things that do not belong to you & have not been offered to you by staff or staff designee.
- Exhibition of poor sportsmanship.
- Conduct which disrupts or impedes the participation of others.
- Conduct that is unfriendly, discriminating, offensive, intimidating, hostile and/or alienating in visual, verbal and/or behavioral ways.
- Any unwelcome verbal and/or visual conduct, such as profanity, abusive language and/or gestures, intimidation, threat of violence, and/or unwelcome sexual overtures.
- Any unwelcome physical contact, including physical sexual overtures, violent or disruptive behavior and/or physical abuse.
- Illegal and/or socially unacceptable behavior.
- Use of alcohol, illegal drugs and/or possession of harmful weapons at the senior center and events.

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|  | <p>SENIOR & DISABLED SERVICES DEPARTMENT INFORMATION</p> |  |
| <p>YOUR CONTACT INFORMATION</p> | | |
|  | <p>Please share with staff - Pam or Paulette - YOUR CONTACT INFORMATION ... your name, phone number, email, address, & birthdate (may, but do not have to share year).</p> |  |



PARKING AREAS

You may park your cars in the parking lots behind the senior center building or in street parking stalls.

The area outside the back door(s) of 1002 Superior Ave. (*senior center*) & 1004 Superior Ave. (*JNC Latin Grocery Store*) is for deliveries of food, people drop-off & pick-up, and for our 'courtyard' area – it is **NOT FOR PARKING**.

The first two parking lanes behind us (*senior center*) off Milwaukee Street belong to the Western Technical College (WTC).

We are fortunate and thankful they allow us at the senior center to park in their parking lot.

The rest of the parking lanes further over behind us is a city parking lot for us to use.



DONATION OF ITEMS ONLY DURING OPEN HOURS

DONATIONS ACCEPTED DURING OPEN HOURS ONLY

Donations are welcome and should be brought to us during open hours – Monday through Friday 8:30am to 4:30pm, except holiday times.

The names of people who have donated and items they donated should be reported to staff.

Please DO NOT DROP OFF ITEMS &/or DONATIONS OUTSIDE THE DOOR(S) of the senior center.



REVIEW on FALLS and/or ACCIDENTS

What is the protocol – the expectations of your actions:

Occasionally someone falls or has an accident at the senior center. What do you do?
When a person has fallen...

- DO NOT HELP THEM UP** –even if they ask you to. Leave them exactly as they have fallen. Do not crowd around the person – one person is enough to reassure & keep them calm.

For any accident and/or fall...

- GET STAFF RIGHT AWAY** – Pam and/or Paulette.
- Staff will ASSESS THE SITUATION.** And then move forward with appropriate actions.

VOLUNTEERING to TREAT for AFTERNOON SNACK



Please contact staff – Pam or Paulette – if you are planning to bring a treat to share – we have a calendar in the kitchenette that we will reserve the date for you.

Not only does your “treating” bring happiness to you for sharing, but it also helps the senior center budget. Plus, people just plain like treats.

The tradition at the senior center is for those that wish to... on or around their birthday... to provide the afternoon snack or to treat everyone to a bingo card or such. All of this is optional and NOT a requirement.



SENIOR & DISABLED SERVICES DEPARTMENT INFORMATION



MISSION STATEMENT

The City of Tomah’s Senior & Disabled Services Department’s mission is to offer ongoing programs and services (*in the areas of recreation & leisure activities, and in educational & health programs*)

Tomah Timberwolves Credo

by Del Goetz
Respect the elders. Teach the young.
Cooperate with the pack.
Play when you can. Hunt when you must.
Rest in between.
Share your affections. Voice your feelings.

and senior meals on a regular basis in a safe place for Tomah's citizens *(especially our senior and disabled people).*

Leave your mark.

HOURS of Kupper-Ratsch SENIOR CENTER



The Kupper Ratsch Senior Center is open Monday thru Friday from 8:30am to 4:30pm, except on holidays (& occasional set-up times for special events-check monthly calendar).

We may be able to book groups some evenings and/or some weekends. Must discuss with Senior & Disabled Services Director to see what is possible.

POLICY - NO AGE REQUIREMENT



1-28-2019 Board Meeting

People of any age may participate in our senior center activities and events. That being said...the Senior Center encourages senior, disabled, and people with special needs of all ages to participate in our programs/events.

NOTE: There are age and/or residency requirements for Aging & Disability Resource Center (ADRC) of Monroe County services including senior dining & meal delivery, and for some WIHA courses (IE: PALS).

POLICY - NO MEMBERSHIP FEES



There are NO membership fees, age, or residency requirements to participate in most programs and services* offered at the City of Tomah's Senior Center.

Note: * There are age and/or residency requirements for Aging & Disability Resource Center (ADRC) of Monroe County services including senior dining & meal delivery.



1-28-2019 Board Meeting

POLICY - PHOTOS/VIDEOS/ETC.



The City of Tomah's Senior & Disabled Services Department (including the Kupper Ratsch Senior Center) **reserves the right to utilize photos/videos/etc. of participants for publicity purposes.**

Participants not wanting their photo/video/etc. used must notify the Senior & Disabled Services Director in writing.



POLICY - NO WEAPONS



As defined by Wisconsin State Statute 941.235 - Carrying Firearm in Public Building: 'Any person *(other than those listed in statute)* who goes armed with a firearm (941.23 Concealed Weapon) in any building owned or leased by the state or any political subdivision of the state is guilty of a Class A misdemeanor.'

NO FIREARMS OR WEAPONS ALLOWED ON THIS PROPERTY.

MINUTES COUNCIL AND ANNUAL BUDGET HEARING NOVEMBER 19, 2024

Call to Order, Pledge of Allegiance, Roll Call

The meeting was called to order by Mayor Paul Dwyer at 6:31 p.m. After the Pledge of Allegiance, roll call was taken. Present: Paul Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski (remote), John Glynn, Patrick Devine, Nellie Pater, and Dean Peterson. Absent: District 5 vacancy. Also present: Kirk Arity, Becki Weyer, Tim Adler, Joe Protz, and Pam Buchda. The meeting was recorded by Hagen Sports Network and was available via Zoom. All motions are unanimously approved unless otherwise indicated.

ANYONE DESIRING TO APPEAR TO COUNCIL

No one desired to appear before the Council.

Candidate Submissions for District 5 Alderperson

Mitch Koel and Eric Prise presented written submissions to the District 5 Alderperson vacancy.

Candidates Present for District 5 Alderperson Vacancy

Koel and Prise were each given time to speak to the Council about why they believe they are the best candidate to fill the vacancy. Koel spoke first and reiterated that he has already served on the Council and would like to again take the opportunity to serve. Prise stated he was a former Alderperson as District 5 and currently serves on the Long-Range Planning Committee and the Planning Commission. He intends to seek the District 5 seat in the upcoming April Election.

Council Decision on Appointment of District 5 Alderperson to fulfill the remaining term of Nicole Hart ending in April 2025

The Council opted to use a secret ballot format to select his/her choice for the District 5 vacancy. Mitchell received four votes and Prise received three votes. Mitchell Koel was appointed to the remaining term of District 5 Alderperson ending in April, 2025.

Swearing in of District 5 Alderperson

The City Clerk swore in Mitch Koel to the District 5 Alderperson seat. Koel took his place at the Council.

2025 BUDGET PUBLIC HEARING:

Open the Public Hearing

Mayor Dwyer opened the public hearing at 6:40 p.m.

2025 Budget Hearing Summary

Weyer provided a summary of the October budget workshop budget summary:

Tax levied dollars account for 42% of the total budget revenue, followed by intergovernmental revenues, such as payments from the state of Wisconsin. The city is limited to budget increases from the previous year based on the net new construction percentages reported by the state. From 2024 to 2025, the net new construction was .47% which is only a total of \$34,207 increase in the levy. Last year, the budget was balanced with the help of increased state shared revenue, but in 2025, there was a \$196,000 shortfall which will be balanced with the remainder of ARPA funds. State shared revenue only increased 2.0% from 2024 to 2025, which is not enough to balance against the rising costs of goods and services. At the October meeting, Powell urged the Council to think ahead on how to maintain operational costs in the future. One solution would be to close one or more TIDs. It is a process that will take several years to complete but will have a significant impact on the tax dollars that can be used for the General Fund vs. going back into a TID. Powell suggested that the \$84,000 in ARPA funds be used in 2026, along with closure of TID 11, which will return about \$90,000 in tax revenue to the city. Beyond 2026, she suggested staff look at closure of TID 8 after debts are paid. The Economic Development director should assist in promoting more net new construction. In addition, she suggested that staff evaluate its service contracts, particularly IT services, as they are a large expense.

Request for Public Comment

No one desired to give a public comment.

Close the Public Hearing

Mayor Dwyer closed the public hearing at 6:47 p.m.

Resolution Adopting the 2025 Budget

Motion by Scholze, second by Pater, to approve the Resolution adopting the 2025 Budget and establishing the tax rate. The final budget includes a levy of \$6,145,318 and the tax rate to be established at \$6.31 per \$1,000 of assessed property value. Motion carried with no negative vote.

Common Council AND Annual Budget Hearing – November 19, 2024

A RESOLUTION ADOPTING THE 2025 BUDGET
AND ESTABLISHING THE TAX RATE
RESOLUTION # _____

WHEREAS, Wisconsin State Statute 65.90 requires an annual budget appropriating moneys to finance activities and programs of the City for the ensuing fiscal year, and
WHEREAS, the Common Council has considered a Budget for 2025 as prepared by the City Treasurer and Department Staff, and
WHEREAS, the City Council held a public hearing on the 2025 Budget as required, and
WHEREAS, the 2025 Budget requires a Tax Levy to finance in part the appropriations.
NOW, THEREFORE, BE IT RESOLVED, BY THE City of Tomah Common Council that:

1. Budgeted revenue estimates and expenditure appropriations for the year 2025 for the City of Tomah are hereby adopted per the summary below and as set forth in the budget document:

| | 2023 ACTUAL | 2024 BUDGET | 2024 6 MOS. ACTUAL | 2024 6 MOS PROJECTED | 2025 COUNCIL PROPOSED | 2025 ADOPTED |
|--|-------------------|-------------------|--------------------------|----------------------------|-----------------------------|-------------------|
| Expenditures: | | | | | | |
| * General Fund | 7,949,795 | 7,841,097 | 3,996,164 | 3,758,013 | 8,324,530 | 8,324,530 |
| Lake District | 23,819 | 57,536 | 5,822 | 50,848 | 84,861 | 84,861 |
| TIF #8 | 565,582 | 928,994 | 396,999 | 458,202 | 734,733 | 734,733 |
| TIF #9 | 164,219 | 92,463 | 36,185 | 104,508 | 227,314 | 227,314 |
| TIF #10 | 403,003 | 72,875 | 69,575 | 3,450 | 153,185 | 153,185 |
| TIF #11 | 11,888 | 21,000 | 150 | 3,500 | 77,335 | 77,335 |
| * Debt Service | 2,408,971 | 4,152,895 | 3,672,181 | 498,158 | 3,608,618 | 3,608,618 |
| Capital Projects | 10,624,552 | 1,417,338 | 8,799,492 | 2,090,200 | 3,738,500 | 3,738,500 |
| ARPA Funds | 275,642 | 26,000 | 32,432 | 65,398 | 292,775 | 292,775 |
| Ambulance | 4,489,655 | 4,813,951 | 2,595,012 | 2,546,698 | 4,931,264 | 4,931,264 |
| Community Development Block Grant | 9,859 | 8,215 | 9,286 | 6,315 | 8,667 | 8,667 |
| Grants & Donations | 101,561 | - | 27,758 | 1,500 | 33,000 | 33,000 |
| Industrial Development Fund | 40,511 | 47,424 | 12,708 | 39,924 | 41,339 | 41,339 |
| * Library Trust | 555,045 | 569,670 | 280,784 | 245,844 | 571,712 | 571,712 |
| * Mass Transit | 682,713 | 636,284 | 555,577 | 266,275 | 910,001 | 910,001 |
| * Senior & Disabled | 133,419 | 146,685 | 71,946 | 70,363 | 157,607 | 157,607 |
| Tourism | 629,184 | 672,011 | 342,474 | 337,680 | 816,999 | 816,999 |
| Water Utility | 2,161,013 | 2,079,100 | 843,069 | 1,171,117 | 2,060,642 | 2,060,642 |
| Sewer Utility-WWTP/Sanit.Sewer | 2,218,391 | 2,033,179 | 626,871 | 1,411,982 | 2,196,223 | 2,196,223 |
| Total Expenditures (All Funds) | 33,448,821 | 25,616,717 | 22,374,485 | 13,129,975 | 28,969,304 | 28,969,304 |
| Net Expenditures (City Levy Impact) | 11,729,942 | 13,346,631 | 8,576,652 | 4,838,653 | 13,572,467 | 13,572,467 |

| | | |
|---|--------------------------|---------------------------------|
| Total Indebtedness as of 12/31/2024: | | * Requires City Tax Levy |
| General Obligation Debt | 30,470,000 | |
| Sewer Revenue Bonds | 540,000 | |
| Water Revenue Bonds | <u>2,047,878</u> | |
| | <u>33,057,878</u> | |

| | 2023 ACTUAL | 2024 BUDGET | 2024 6 MOS. ACTUAL | 2024 6 MOS PROJECTED | 2025 COUNCIL PROPOSED | 2025 ADOPTED |
|-----------------------------------|----------------|----------------|--------------------------|----------------------------|-----------------------------|-----------------|
| Revenues | | | | | | |
| * General Fund | 4,108,392 | 4,570,787 | 1,186,333 | 3,044,606 | 4,854,906 | 4,854,907 |
| Lake District | 182,542 | 57,336 | 57,329 | 1,850 | 84,860 | 84,860 |
| TIF #8 | 759,266 | 738,459 | 557,048 | 75,649 | 737,039 | 737,039 |
| TIF #9 | 171,199 | 306,260 | 265,280 | - | 321,499 | 321,499 |
| TIF #10 | 366,780 | 461,242 | 399,525 | - | 306,510 | 306,510 |
| TIF #11 | - | 11,442 | 9,911 | - | 110,000 | 110,000 |
| * Debt Service | 1,312,508 | 2,168,056 | 1,340,356 | 910,727 | 1,665,273 | 1,665,273 |
| * Capital Projects | 20,140,514 | 1,417,371 | 76,516 | 4,135,000 | 3,813,500 | 3,813,500 |
| ARPA Funds | 275,642 | - | - | 97,831 | 292,775 | 292,775 |
| Ambulance | 4,952,644 | 4,771,187 | 2,710,804 | 2,205,100 | 4,997,180 | 4,997,180 |
| Community Development Block Grant | 38,987 | 31,500 | 14,490 | 24,500 | 31,500 | 31,500 |
| Grants & Donations | 265,373 | - | 72,244 | 27,000 | 58,000 | 58,000 |
| Industrial Development Fund | 40,000 | 47,500 | - | 47,500 | 41,339 | 41,339 |
| * Library Trust | 164,520 | 213,338 | 186,868 | 1,029,500 | 275,808 | 275,808 |
| * Mass Transit | 494,008 | 590,000 | 432,076 | 440,520 | 865,000 | 865,000 |
| * Senior & Disabled Services | 73,694 | 41,500 | 18,114 | 23,027 | 83,869 | 83,869 |
| Tourism | 668,111 | 672,010 | 201,133 | 501,000 | 817,000 | 817,000 |

| | | | | | | |
|---------------------------------|-------------|-------------|------------|------------|-------------|-------------|
| Water Utility | 2,413,376 | 2,424,706 | 1,586,072 | 1,073,826 | 2,748,121 | 2,748,121 |
| Sewer Utility-WWTP | 3,348,100 | 3,339,290 | 1,877,433 | 1,341,023 | 3,219,467 | 3,219,467 |
| Total Revenues (Without Levy) | 39,775,656 | 21,861,984 | 10,991,533 | 14,978,659 | 25,323,646 | 25,323,647 |
| Net Revenues (City Levy Impact) | 6,153,123 | 7,583,681 | 3,163,747 | 5,448,380 | 7,744,856 | 7,744,857 |
| General Fund Balance Applied | - | 193,000.00 | - | - | - | - |
| Subtotal | 5,576,820 | 5,762,950 | 5,412,905 | -609,727 | 5,827,610 | 5,827,609 |
| City Property Tax Levy | 6,054,518 | 6,111,112 | | | 6,145,318 | 6,145,318 |
| Total Revenue | 45,830,174 | 27,973,096 | 10,991,533 | 14,978,659 | 31,468,964 | 31,468,965 |
| Assessed Value | 789,046,700 | 798,202,000 | | | 974,604,200 | 974,604,200 |
| Tax rate per \$1,000 | 7.67 | 7.66 | | | 6.31 | 6.31 |
| * Requires City Tax Levy | | | | | | |

2. The property Tax Levy required to finance the 2025 Budget is \$6,145,318 and the Tax Rate to be established at \$6.31 per \$1,000 of assessed property value.

Requested by: Molly Powell, Treasurer

Introduced by:

Dated: _____ Paul Dwyer, Mayor

READ: _____

PASSES: _____ Rebecca Weyer, City Clerk

Mayor

The Mayor gave a report that the buildings downtown and house affected by the fire have been torn down and look better. He stated he is proud of how things in the city are going.

SET Report November Meeting

Arity and Weyer presented a monthly SET written report to the Council. The focus has been recruiting the Treasurer and Economic Development Director positions. There are some smaller properties that have been listed that are available for potential economic development. They are in the process of reaffirming their registration for Sam.gov. Powell is still working on the renewal but there have been some hurdles. The Cybersecurity grant has been signed. SET met with Horizon Development to go over several properties in the city that could be good for their projects. There is an upcoming meeting with Forward Tomah that is focused on additional housing in the city. Arity asked the Council and constituents to provide additional details and information when lodging a complaint in areas of the city.

Public Safety October Monthly Report

Adler provided a monthly written report.
Fire: They continue to be busy and are advertising for an eligibility list. They are reviewing job descriptions to be brought back to the Council over the next couple of months.
EMS: Continue to run record amounts. There were two dead deer on the interstate that were hit by ambulances. One caused substantial damage and had to be turned into the insurance agency.

Tomah Parks and Recreation Program Report

Protz provided a monthly written report and gave the Council a summary of the upcoming events at Recreation Park. There has been some vandalism in the Comfort Station bathrooms.

Library

Keller was not in attendance. The annual library fundraiser will be on Tuesday, December 5 hosted by Friends of the Library.

Senior & Disabled Services Department Monthly Report

Buchda provided a monthly written report and provided the Council with an update of upcoming events and fundraisers at the Senior Center. The annual craft fair will be on November 23 from 9am to 3:30 pm at Recreation Park.

Request to transfer \$2,500 from a revenue account to an expense account

Motion by Glynn, second by Pater, to approve the budget amendment to deposit a \$2500 refund check to revenue account 01-48420 and transfer to expense account 01-52100-3400. Motion carried.

Resolution for the Payment of Monthly Bills

Motion by Scholze, second by Pater, to approve the resolution authorizing payment of monthly bills in the amount of \$1,767,912.70. Motion carried.

RESOLUTION NO : _____

RESOLUTION AUTHORIZING
PAYMENT OF MONTHLY BILLS

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

| | | | | |
|------------------------|------|-----------------------|--------------|-------------------|
| 1. Pre-Paid Checks: | 2024 | \$1,080,714.43 | Check #'s: | 145785 to 145977 |
| 2. Payroll: | | \$297,954.39 | Dir Dep #'s: | 9304101 – 9304226 |
| 3. Wire/ACH Transfers: | | \$378,741.16 | | |
| 4. Invoices: | | \$10,502.72 | | |
| Total: | | <u>\$1,767,912.70</u> | | |

Mayor

Clerk

Requested by: Finance Department
Submitted by: Committee of the Whole
November 12, 2024

Secondhand Article Dealer Application for ecoATM, LLC

Motion by Yarrington, second by Glynn, to approve the secondhand article dealer license application for ecoATM, LLC for the period of 01/01/2025 – 12/31/2025. Motion carried.

Approval of Minutes from October 05, 2024

Motion by Scholze, second by Peterson, to approve the minutes from October 5, 2024. Motion carried.

Approval of Minutes from October 15, 2024

Motion by Glynn, second by Scholze, to approve the minutes from October 15, 2024. Motion carried.

Final Approval of Downtown Facade Improvement Program and amendment to TIF Development Incentives Program Policy Manual

Motion by Scholze, second by Glynn, to approve the Downtown Façade Improvement Program and amendment to the TIF development Incentives Policy Manual as presented. Motion carried with one negative vote (Yarrington).

Adjourn to Closed Session Pursuant to Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in order to discuss candidates for the City Treasurer Position

Motion by Glynn, second by Peterson, to adjourn the meeting to closed session pursuant to Wis Stat § 19.85(1)(c). Motion carried. The meeting adjourned to closed session at 7:15p.m.

Mayor Paul Dwyer

Attest: Rebecca Weyer, City Clerk

LICENSE APPLICATION

for

**PAWNBROKER
SECONDHAND JEWELRY DEALER
SECONDHAND ARTICLE DEALER
SECONDHAND ARTICLE DEALER MALL or FLEA MARKET**

| CHECK ALL THAT APPLY: | |
|---|---|
| <input type="checkbox"/> Original application | <input checked="" type="checkbox"/> Renewal |
| TYPE: | <input type="checkbox"/> Pawnbroker <input checked="" type="checkbox"/> Secondhand Article Dealer <input checked="" type="checkbox"/> Secondhand Jewelry Dealer <input type="checkbox"/> Mall or Flea Market |

INSTRUCTIONS:

NATURAL PERSON (INDIVIDUAL) LICENSE – Complete Sections 1, 2, 3 and 6
 PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 4 and 6
 CORPORATE LICENSE – Complete Sections 1, 2, 3, 5, and 6

| (SECTION 1) APPLICANT INFORMATION | | | | |
|--|----------------------------------|--------------------|----------------------------------|---|
| Applicant Name (Last, First, MI) <i>Habelman Carolyn</i> | Sex <i>F</i> | Race <i>W</i> | Date of Birth <i>6-3-1941</i> | Place of Birth (City, State, Country) <i>Washington DC</i> |
| Street Address <i>1488 Aqua Rd.</i> | City <i>Black River Falls</i> | State <i>WI</i> | ZIP <i>54615</i> | Home Telephone Number <i>608-343-8750</i> |
| List all states applicant previously resided: <i>Washington DC New York Florida</i> | | | | |
| Is applicant a: <input checked="" type="checkbox"/> Natural Person (Individual) <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership | | | | |

| (SECTION 2) CONVICTION RECORD | |
|--|---|
| Has the applicant, been convicted or adjudicated of any of the following within the last 10 years where the circumstances of the offense substantially relate to the circumstances of the licensed activity : | |
| a felony? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| a misdemeanor? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| a statutory violation punishable by forfeiture? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| a county or municipal ordinance violation? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| For each "YES" response provide the date of arrest, the nature of the offense and conviction or penalty information: <i>Attach additional sheets if necessary.</i> | |
| | |
| | |

| (SECTION 3) BUSINESS INFORMATION | | | | | |
|--|--|-----------------------------|--------------------|---------------------|---|
| Business Name <i>Antique Mall of Tomah</i> | Street Address <i>1510 Eaton Ave</i> | City <i>Tomah</i> | State <i>WI</i> | ZIP <i>54660</i> | Telephone Number <i>608-372-7853</i> |
| Owner's Name <i>Carolyn Habelman</i> | Street Address <i>PO Bx 848</i> | City <i>Tomah</i> | State <i>WI</i> | ZIP <i>54660</i> | Telephone Number <i>608-343-8750</i> |
| Business Manager's Name <i>Lisa Scheitler</i> | Street Address <i>W1503 Mulberry Rd</i> | City <i>Camp Douglas</i> | State <i>WI</i> | ZIP <i>54618</i> | Telephone Number <i>608-542-0239</i> |
| Building Owner's Name <i>Carolyn Habelman</i> | Street Address <i>See Above</i> | City | State | ZIP | Telephone Number |

(Over)

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Secondhand Article & Jewelry Dealer Licenses Application for Antique Mall of Tomah

Summary and Background Information:

(Appropriate Documentation Attached)

Carolyn Habelman with Antique Mall of Tomah has applied for a Secondhand Article Dealer License and a Secondhand Jewelry Dealer License for the premise at 1510 Eaton Ave, Tomah, WI 54660, for the licensing period of January 1, 2025 through December 31, 2025.

Fiscal Note:

The City receives \$27.50 for the Secondhand Article Dealer License and \$30.00 for the Secondhand Jewelry License for a total of \$57.50.

Recommendation:

The application has been completed and reviewed. It is requested that the Committee of the Whole recommend the Common Council approve the Secondhand Article and Jewelry Dealer licenses as requested.

Respectfully submitted by:

Mindy Scholze

Committee: Committee of the Whole & Common Council

Meeting Date: December 16 & 17, 2024

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Renewal of Airport Leases – Bloyer Field

Summary and Background Information:

(Appropriate Documentation Attached)

The attached leases which were drafted by City Attorney Precour. Rents will remain constant for 2025, 2026 and 2027 at which time rates will again be reviewed.

The following leases are presented for approval:

- Austin-Baumgarten, Inc. - Lot 1, Hangar No. 12
- Jeffrey Franics - Lot 4, Hangar No. 9
- Douglas Duncan - Lot 9, Hangar No. 14
- Todd Potter - Lot 11, Hangar No. 13
- Susan Kenworthy - Lot 3, Hangar No. 11

Fiscal Note:

Recommendation:

It is requested that the Committee of the Whole recommend the Common Council approve the lease agreements as presented.

Nicole Jacobs, Chief Deputy Clerk

Committee: Committee of the Whole / Common Council

Meeting Date: December 16, 2024 / December 17, 2024

LEASE AGREEMENT

THIS LEASE by and between the **CITY OF TOMAH**, a Municipal Corporation, hereinafter called **LESSOR**, party of the first part, and **TODD POTTER** hereinafter called **LESSEE**, party of the second part.

WITNESSETH:

WHEREAS, the **LESSOR** owns and operates an airport known as the Bloyer Field and said **LESSEE** is desirous of leasing from the **LESSOR** a certain parcel of land on the said airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, the **LESSEE** will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, **LESSOR** does hereby lease, demise and let unto **LESSEE** the following described premises located at Bloyer Field in the City of Tomah, Monroe County, Wisconsin, to wit:

Lot 11, Bloyer Field Airport property a/k/a Hangar No. 13 upon the following terms and conditions:

TERM: This Lease shall be for a term of three (3) years commencing on the 1st day of January, 2025. At the expiration of said three-year term this Lease shall automatically renew itself on the same terms and conditions, rental rate excluded, unless either party provides thirty (30) days notice prior to the date of expiration of its intent to terminate.

RENT: **LESSEE** agrees to pay to **LESSOR** the sum of Two Hundred Twenty and 00/100 (\$220.00) Dollars per year. **LESSOR** reserves the right to change the rental rate on the demised premises at any time provided **LESSOR** gives **LESSEE** thirty (30) days written notice

of the change.

MAINTENANCE OF BUILDING: LESSEE shall maintain the structures occupied by LESSEE and the surrounding land premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by the LESSEE, the LESSEE shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred, weather permitting.

NON-EXCLUSIVE USE: The LESSEE shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the LESSOR in the interests of safety and convenience of all LESSEE'S aircraft, the right of ingress to and egress from the demised premises, which right shall extend to LESSEE'S employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

INSURANCE: LESSEE agrees to provide LESSOR with a policy of comprehensive liability insurance. Such policy shall be issued by a company licensed to do business in Wisconsin and shall insure the LESSEE against loss from liability for property damage and for injury or death of any person, in an amount agreed to by the parties. LESSEE shall further be responsible for providing insurance on any property owned by LESSEE located within the demised premises.

NON-LIABILITY OF LESSOR FOR DAMAGE: LESSOR will not be liable for any liability or damage claims, for injury to person or property from any cause relating to the

occupancy of the premises by **LESSEE**. **LESSEE** shall indemnify **LESSOR** from all liability, loss or other damages, claims or obligations resulting from any injuries or losses of any nature.

COMPLIANCE: **LESSEE** shall comply with all Federal, State and local laws, regulations and ordinances.

SIGNS: **LESSEE** shall not erect any signs or advertising matter without the consent of **LESSOR**.

CARE OF PREMISES: **LESSEE** agrees to keep the premises in good repair and reasonably clean at **LESSEE'S** expense. **LESSOR** shall have the right to inspect the premises at all reasonable times. It is understood that **LESSEE** may store an airplane and related items on the premises. Storage of any other items shall not be permitted absent written consent by **LESSOR**.

TAXES. The **LESSEE** shall pay all taxes or assessments that may be levied against the personal property of the **LESSEE** or the building erected on the leased property.

ABANDONMENT OF PREMISES: If **LESSEE** shall abandon or vacate the premises, **LESSOR** may re-let the premises for such rent and upon such terms as **LESSOR** may deem fit.

DEFAULT: The **LESSEE** shall be deemed in default upon:

- a. Failure to pay rent within 30 days after due date;
- b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement;
- c. The commencement of a proceeding for dissolution or for the appointment of a receiver;
- d. The making of an assignment for the benefit of creditors;
- e. Violation of any restrictions in this Lease, or failure to keep any of its covenants after written notice to cease such violation within thirty days.

Default by the **LESSEE** shall authorize the **LESSOR**, at its option and without legal proceedings, to declare this Lease void, cancel the same, and re-enter and take possession of the premises.

TITLE: Title to the building erected by the **LESSEE** shall remain with the **LESSEE** and shall be transferable. Notwithstanding the foregoing, in the event the Lease is terminated, title to said building shall automatically transfer to **LESSOR** at no cost.

SNOW REMOVAL: The **LESSOR** agrees to provide snow removal services to the **LESSEE'S** leased premises in the hangar area except within three (3) feet of hangar door. Such snow removal shall be accomplished only after all runways, apron, and primary taxiways have been first cleared.

LEASE TRANSFER: The **LESSEE** may not, at any time during the time of this Lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the **LESSOR**, which consent will not be unreasonably withheld.

AIRPORT DEVELOPMENT: The **LESSOR** reserves the right to further develop or improve the airport as it sees fit, regardless of the desires or views of the **LESSEE**, and without interference or hindrance. If the development of the airport requires the relocation of the **LESSEE**, the **LESSOR**, in its sole option, agrees to either (1) provide a compatible location as determined by **LESSOR** and agrees to relocate the building to that location at no cost to the **LESSEE**, or (2) pay **LESSEE** the fair market value for the **LESSEE'S** building, at which time the Lease shall immediately terminate.

AIRPORT ABANDONMENT: If the airport is abandoned, the **LESSOR**, in its sole option, agrees to do either of the following:

- A. Provide a compatible site as determined by **LESSOR** at a new location and agrees to relocate the building to said location at no cost to the **LESSEE**, or
- B. Terminate the Lease and pay the **LESSEE** an amount determined as follows:
 - (1) If owned by an individual or business entity and not subject to depreciation or business write off:

(a) Payment of 100% of the original construction cost if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the original construction cost if abandoned within years 11-20 after construction;

(c) Payment of 50% of the original construction cost if abandoned after the 20th year after construction.

(2) If owned by an individual or business entity and hangar is subject to depreciation or business write-off:

(a) Payment of 100% of the depreciated value if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the depreciated value if abandoned within years 11-20 after construction;

(c) Payment of 50% of the depreciated value if abandoned after the 20th year after construction.

(3) Sale/Transfer:

(a) In the event an owner of a non-depreciated hangar sells or transfer the hangar to a third party where no depreciation, the new owner shall continue with the same schedule of the then existing owner with the original construction date controlling;

(b) In the event a depreciated owner sells or transfers to a non-depreciated owner, the new owner's schedule shall commence at the original construction date and at the original construction cost;

(c) In the event a non-depreciated owner sells or transfers to a depreciated owner, the new owner's schedule shall commence on the date of sale with the purchase price controlling.

SUBORDINATION CLAUSE: This Lease shall be subordinate to the provisions of any existing or future agreement between the **LESSOR** and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this Lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.

SUB-LETTING: LESSEE may not assign or sub-let this Lease without the express written consent of LESSOR.

**LESSOR:
CITY OF TOMAH**

Dated: _____ BY: _____ (SEAL)
* _____

Dated: _____ BY: _____ (SEAL)
* _____

**LESSEE:
TODD POTTER**

Dated: _____ BY: _____ (SEAL)

LEASE AGREEMENT

THIS LEASE by and between the **CITY OF TOMAH**, a Municipal Corporation, hereinafter called **LESSOR**, party of the first part, and **SUSAN KENWORTHY** hereinafter called **LESSEE**, party of the second part.

WITNESSETH:

WHEREAS, the **LESSOR** owns and operates an airport known as the Bloyer Field and said **LESSEE** is desirous of leasing from the **LESSOR** a certain parcel of land on the said airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, the **LESSEE** will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, **LESSOR** does hereby lease, demise and let unto **LESSEE** the following described premises located at Bloyer Field in the City of Tomah, Monroe County, Wisconsin, to wit:

Lot 3, Bloyer Field Airport property (per attached map) a/k/a Hangar No. 11 upon the following terms and conditions:

TERM: This Lease shall be for a term of three (3) years commencing on the 1st day of January, 2025. At the expiration of said three-year term this Lease shall automatically renew itself on the same terms and conditions, rental rate excluded, unless either party provides thirty (30) days notice prior to the date of expiration of its intent to terminate.

RENT: **LESSEE** agrees to pay to **LESSOR** the sum of Two Hundred Twenty and 00/100 (\$220.00) Dollars per year. **LESSOR** reserves the right to change the rental rate on the demised premises at any time provided **LESSOR** gives **LESSEE** thirty (30) days written notice

of the change.

MAINTENANCE OF BUILDING: LESSEE shall maintain the structures occupied by LESSEE and the surrounding land premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by the LESSEE, the LESSEE shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred, weather permitting.

NON-EXCLUSIVE USE: The LESSEE shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the LESSOR in the interests of safety and convenience of all LESSEE'S aircraft, the right of ingress to and egress from the demised premises, which right shall extend to LESSEE'S employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

INSURANCE: LESSEE agrees to provide LESSOR with a policy of comprehensive liability insurance. Such policy shall be issued by a company licensed to do business in Wisconsin and shall insure the LESSEE against loss from liability for property damage and for injury or death of any person, in an amount agreed to by the parties. LESSEE shall further be responsible for providing insurance on any property owned by LESSEE located within the demised premises.

NON-LIABILITY OF LESSOR FOR DAMAGE: LESSOR will not be liable for any liability or damage claims, for injury to person or property from any cause relating to the

occupancy of the premises by **LESSEE**. **LESSEE** shall indemnify **LESSOR** from all liability, loss or other damages, claims or obligations resulting from any injuries or losses of any nature.

COMPLIANCE: **LESSEE** shall comply with all Federal, State and local laws, regulations and ordinances.

SIGNS: **LESSEE** shall not erect any signs or advertising matter without the consent of **LESSOR**.

CARE OF PREMISES: **LESSEE** agrees to keep the premises in good repair and reasonably clean at **LESSEE'S** expense. **LESSOR** shall have the right to inspect the premises at all reasonable times. It is understood that **LESSEE** may store an airplane and related items on the premises. Storage of any other items shall not be permitted absent written consent by **LESSOR**.

TAXES. The **LESSEE** shall pay all taxes or assessments that may be levied against the personal property of the **LESSEE** or the building erected on the leased property.

ABANDONMENT OF PREMISES: If **LESSEE** shall abandon or vacate the premises, **LESSOR** may re-let the premises for such rent and upon such terms as **LESSOR** may deem fit.

DEFAULT: The **LESSEE** shall be deemed in default upon:

- a. Failure to pay rent within 30 days after due date;
- b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement;
- c. The commencement of a proceeding for dissolution or for the appointment of a receiver;
- d. The making of an assignment for the benefit of creditors;
- e. Violation of any restrictions in this Lease, or failure to keep any of its covenants after written notice to cease such violation within thirty days.

Default by the **LESSEE** shall authorize the **LESSOR**, at its option and without legal proceedings, to declare this Lease void, cancel the same, and re-enter and take possession of the premises.

TITLE: Title to the building erected by the **LESSEE** shall remain with the **LESSEE** and shall be transferable. Notwithstanding the foregoing, in the event the Lease is terminated, title to said building shall automatically transfer to **LESSOR** at no cost.

SNOW REMOVAL: The **LESSOR** agrees to provide snow removal services to the **LESSEE'S** leased premises in the hangar area except within three (3) feet of hangar door. Such snow removal shall be accomplished only after all runways, apron, and primary taxiways have been first cleared.

LEASE TRANSFER: The **LESSEE** may not, at any time during the time of this Lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the **LESSOR**, which consent will not be unreasonably withheld.

AIRPORT DEVELOPMENT: The **LESSOR** reserves the right to further develop or improve the airport as it sees fit, regardless of the desires or views of the **LESSEE**, and without interference or hindrance. If the development of the airport requires the relocation of the **LESSEE**, the **LESSOR**, in its sole option, agrees to either (1) provide a compatible location as determined by **LESSOR** and agrees to relocate the building to that location at no cost to the **LESSEE**, or (2) pay **LESSEE** the fair market value for the **LESSEE'S** building, at which time the Lease shall immediately terminate.

AIRPORT ABANDONMENT: If the airport is abandoned, the **LESSOR**, in its sole option, agrees to do either of the following:

A. Provide a compatible site as determined by **LESSOR** at a new location and agrees to relocate the building to said location at no cost to the **LESSEE**, or

B. Terminate the Lease and pay the **LESSEE** an amount determined as follows:

(1) If owned by an individual or business entity and not subject to depreciation or business write off:

(a) Payment of 100% of the original construction cost if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the original construction cost if abandoned within years 11-20 after construction;

(c) Payment of 50% of the original construction cost if abandoned after the 20th year after construction.

(2) If owned by an individual or business entity and hangar is subject to depreciation or business write-off:

(a) Payment of 100% of the depreciated value if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the depreciated value if abandoned within years 11-20 after construction;

(c) Payment of 50% of the depreciated value if abandoned after the 20th year after construction.

(3) Sale/Transfer:

(a) In the event an owner of a non-depreciated hangar sells or transfer the hangar to a third party where no depreciation, the new owner shall continue with the same schedule of the then existing owner with the original construction date controlling;

(b) In the event a depreciated owner sells or transfers to a non-depreciated owner, the new owner's schedule shall commence at the original construction date and at the original construction cost;

(c) In the event a non-depreciated owner sells or transfers to a depreciated owner, the new owner's schedule shall commence on the date of sale with the purchase price controlling.

SUBORDINATION CLAUSE: This Lease shall be subordinate to the provisions of any existing or future agreement between the **LESSOR** and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this Lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.

SUB-LETTING: LESSEE may not assign or sub-let this Lease without the express written consent of LESSOR.

**LESSOR:
CITY OF TOMAH**

Dated: _____ BY: _____ (SEAL)
* _____

Dated: _____ BY: _____ (SEAL)
* _____

**LESSEE:
SUSAN KENWORTHY**

Dated: _____ BY: _____ (SEAL)

LEASE AGREEMENT

THIS LEASE by and between the **CITY OF TOMAH**, a Municipal Corporation, hereinafter called **LESSOR**, party of the first part, and **AUSTIN-BAUMGARTEN, INC.** hereinafter called **LESSEE**, party of the second part.

WITNESSETH:

WHEREAS, the **LESSOR** owns and operates an airport known as the Bloyer Field and said **LESSEE** is desirous of leasing from the **LESSOR** a certain parcel of land on the said airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, the **LESSEE** will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, **LESSOR** does hereby lease, demise and let unto **LESSEE** the following described premises located at Bloyer Field in the City of Tomah, Monroe County, Wisconsin, to wit:

Lot 1, Bloyer Field Airport property (per attached map) a/k/a Hangar No. 12 upon the following terms and conditions:

TERM: This Lease shall be for a term of three (3) years commencing on the 1st day of January, 2025. At the expiration of said three-year term this Lease shall automatically renew itself on the same terms and conditions, rental rate excluded, unless either party provides thirty (30) days notice prior to the date of expiration of its intent to terminate.

RENT: **LESSEE** agrees to pay to **LESSOR** the sum of Two Hundred Twenty and 00/100 (\$220.00) Dollars per year. **LESSOR** reserves the right to change the rental rate on the demised premises at any time provided **LESSOR** gives **LESSEE** thirty (30) days written notice

of the change.

MAINTENANCE OF BUILDING: LESSEE shall maintain the structures occupied by LESSEE and the surrounding land premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by the LESSEE, the LESSEE shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred, weather permitting.

NON-EXCLUSIVE USE: The LESSEE shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the LESSOR in the interests of safety and convenience of all LESSEE'S aircraft, the right of ingress to and egress from the demised premises, which right shall extend to LESSEE'S employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

INSURANCE: LESSEE agrees to provide LESSOR with a policy of comprehensive liability insurance. Such policy shall be issued by a company licensed to do business in Wisconsin and shall insure the LESSEE against loss from liability for property damage and for injury or death of any person, in an amount agreed to by the parties. LESSEE shall further be responsible for providing insurance on any property owned by LESSEE located within the demised premises.

NON-LIABILITY OF LESSOR FOR DAMAGE: LESSOR will not be liable for any liability or damage claims, for injury to person or property from any cause relating to the

occupancy of the premises by **LESSEE**. **LESSEE** shall indemnify **LESSOR** from all liability, loss or other damages, claims or obligations resulting from any injuries or losses of any nature.

COMPLIANCE: **LESSEE** shall comply with all Federal, State and local laws, regulations and ordinances.

SIGNS: **LESSEE** shall not erect any signs or advertising matter without the consent of **LESSOR**.

CARE OF PREMISES: **LESSEE** agrees to keep the premises in good repair and reasonably clean at **LESSEE'S** expense. **LESSOR** shall have the right to inspect the premises at all reasonable times. It is understood that **LESSEE** may store an airplane and related items on the premises. Storage of any other items shall not be permitted absent written consent by **LESSOR**.

TAXES. The **LESSEE** shall pay all taxes or assessments that may be levied against the personal property of the **LESSEE** or the building erected on the leased property.

ABANDONMENT OF PREMISES: If **LESSEE** shall abandon or vacate the premises, **LESSOR** may re-let the premises for such rent and upon such terms as **LESSOR** may deem fit.

DEFAULT: The **LESSEE** shall be deemed in default upon:

- a. Failure to pay rent within 30 days after due date;
- b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement;
- c. The commencement of a proceeding for dissolution or for the appointment of a receiver;
- d. The making of an assignment for the benefit of creditors;
- e. Violation of any restrictions in this Lease, or failure to keep any of its covenants after written notice to cease such violation within thirty days.

Default by the **LESSEE** shall authorize the **LESSOR**, at its option and without legal proceedings, to declare this Lease void, cancel the same, and re-enter and take possession of the premises.

TITLE: Title to the building erected by the **LESSEE** shall remain with the **LESSEE** and shall be transferable. Notwithstanding the foregoing, in the event the Lease is terminated, title to said building shall automatically transfer to **LESSOR** at no cost.

SNOW REMOVAL: The **LESSOR** agrees to provide snow removal services to the **LESSEE'S** leased premises in the hangar area except within three (3) feet of hangar door. Such snow removal shall be accomplished only after all runways, apron, and primary taxiways have been first cleared.

LEASE TRANSFER: The **LESSEE** may not, at any time during the time of this Lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the **LESSOR**, which consent will not be unreasonably withheld.

AIRPORT DEVELOPMENT: The **LESSOR** reserves the right to further develop or improve the airport as it sees fit, regardless of the desires or views of the **LESSEE**, and without interference or hindrance. If the development of the airport requires the relocation of the **LESSEE**, the **LESSOR**, in its sole option, agrees to either (1) provide a compatible location as determined by **LESSOR** and agrees to relocate the building to that location at no cost to the **LESSEE**, or (2) pay **LESSEE** the fair market value for the **LESSEE'S** building, at which time the Lease shall immediately terminate.

AIRPORT ABANDONMENT: If the airport is abandoned, the **LESSOR**, in its sole option, agrees to do either of the following:

A. Provide a compatible site as determined by **LESSOR** at a new location and agrees to relocate the building to said location at no cost to the **LESSEE**, or

B. Terminate the Lease and pay the **LESSEE** an amount determined as follows:

(1) If owned by an individual or business entity and not subject to depreciation or business write off:

(a) Payment of 100% of the original construction cost if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the original construction cost if abandoned within years 11-20 after construction;

(c) Payment of 50% of the original construction cost if abandoned after the 20th year after construction.

(2) If owned by an individual or business entity and hangar is subject to depreciation or business write-off:

(a) Payment of 100% of the depreciated value if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the depreciated value if abandoned within years 11-20 after construction;

(c) Payment of 50% of the depreciated value if abandoned after the 20th year after construction.

(3) Sale/Transfer:

(a) In the event an owner of a non-depreciated hangar sells or transfer the hangar to a third party where no depreciation, the new owner shall continue with the same schedule of the then existing owner with the original construction date controlling;

(b) In the event a depreciated owner sells or transfers to a non-depreciated owner, the new owner's schedule shall commence at the original construction date and at the original construction cost;

(c) In the event a non-depreciated owner sells or transfers to a depreciated owner, the new owner's schedule shall commence on the date of sale with the purchase price controlling.

SUBORDINATION CLAUSE: This Lease shall be subordinate to the provisions of any existing or future agreement between the **LESSOR** and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this Lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.

SUB-LETTING: LESSEE may not assign or sub-let this Lease without the express written consent of LESSOR.

**LESSOR:
CITY OF TOMAH**

Dated: _____ BY: _____ (SEAL)
* _____

Dated: _____ BY: _____ (SEAL)
* _____

**LESSEE:
AUSTIN-BAUMGARTEN, INC.**

Dated: _____ BY: _____ (SEAL)
* _____

LEASE AGREEMENT

THIS LEASE by and between the **CITY OF TOMAH**, a Municipal Corporation, hereinafter called **LESSOR**, party of the first part, and **JEFFREY FRANCIS** hereinafter called **LESSEE**, party of the second part.

WITNESSETH:

WHEREAS, the **LESSOR** owns and operates an airport known as the Bloyer Field and said **LESSEE** is desirous of leasing from the **LESSOR** a certain parcel of land on the said airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, the **LESSEE** will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, **LESSOR** does hereby lease, demise and let unto **LESSEE** the following described premises located at Bloyer Field in the City of Tomah, Monroe County, Wisconsin, to wit:

Lot 4, Bloyer Field Airport property a/k/a Hangar No. 9

upon the following terms and conditions:

TERM: This Lease shall be for a term of three (3) years commencing on the 1st day of January, 2025. At the expiration of said three-year term this Lease shall automatically renew itself on the same terms and conditions, rental rate excluded, unless either party provides thirty (30) days notice prior to the date of expiration of its intent to terminate.

RENT: **LESSEE** agrees to pay to **LESSOR** the sum of Two Hundred Twenty and 00/100 (\$220.00) Dollars per year. **LESSOR** reserves the right to change the rental rate on the demised premises at any time provided **LESSOR** gives **LESSEE** thirty (30) days written notice

of the change.

MAINTENANCE OF BUILDING: LESSEE shall maintain the structures occupied by LESSEE and the surrounding land premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by the LESSEE, the LESSEE shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred, weather permitting.

NON-EXCLUSIVE USE: The LESSEE shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the LESSOR in the interests of safety and convenience of all LESSEE'S aircraft, the right of ingress to and egress from the demised premises, which right shall extend to LESSEE'S employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

INSURANCE: LESSEE agrees to provide LESSOR with a policy of comprehensive liability insurance. Such policy shall be issued by a company licensed to do business in Wisconsin and shall insure the LESSEE against loss from liability for property damage and for injury or death of any person, in an amount agreed to by the parties. LESSEE shall further be responsible for providing insurance on any property owned by LESSEE located within the demised premises.

NON-LIABILITY OF LESSOR FOR DAMAGE: LESSOR will not be liable for any liability or damage claims, for injury to person or property from any cause relating to the

occupancy of the premises by **LESSEE**. **LESSEE** shall indemnify **LESSOR** from all liability, loss or other damages, claims or obligations resulting from any injuries or losses of any nature.

COMPLIANCE: **LESSEE** shall comply with all Federal, State and local laws, regulations and ordinances.

SIGNS: **LESSEE** shall not erect any signs or advertising matter without the consent of **LESSOR**.

CARE OF PREMISES: **LESSEE** agrees to keep the premises in good repair and reasonably clean at **LESSEE'S** expense. **LESSOR** shall have the right to inspect the premises at all reasonable times. It is understood that **LESSEE** may store an airplane and related items on the premises. Storage of any other items shall not be permitted absent written consent by **LESSOR**.

TAXES. The **LESSEE** shall pay all taxes or assessments that may be levied against the personal property of the **LESSEE** or the building erected on the leased property.

ABANDONMENT OF PREMISES: If **LESSEE** shall abandon or vacate the premises, **LESSOR** may re-let the premises for such rent and upon such terms as **LESSOR** may deem fit.

DEFAULT: The **LESSEE** shall be deemed in default upon:

- a. Failure to pay rent within 30 days after due date;
- b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement;
- c. The commencement of a proceeding for dissolution or for the appointment of a receiver;
- d. The making of an assignment for the benefit of creditors;
- e. Violation of any restrictions in this Lease, or failure to keep any of its covenants after written notice to cease such violation within thirty days.

Default by the **LESSEE** shall authorize the **LESSOR**, at its option and without legal proceedings, to declare this Lease void, cancel the same, and re-enter and take possession of the premises.

TITLE: Title to the building erected by the **LESSEE** shall remain with the **LESSEE** and shall be transferable. Notwithstanding the foregoing, in the event the Lease is terminated, title to said building shall automatically transfer to **LESSOR** at no cost.

SNOW REMOVAL: The **LESSOR** agrees to provide snow removal services to the **LESSEE'S** leased premises in the hangar area except within three (3) feet of hangar door. Such snow removal shall be accomplished only after all runways, apron, and primary taxiways have been first cleared.

LEASE TRANSFER: The **LESSEE** may not, at any time during the time of this Lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the **LESSOR**, which consent will not be unreasonably withheld.

AIRPORT DEVELOPMENT: The **LESSOR** reserves the right to further develop or improve the airport as it sees fit, regardless of the desires or views of the **LESSEE**, and without interference or hindrance. If the development of the airport requires the relocation of the **LESSEE**, the **LESSOR**, in its sole option, agrees to either (1) provide a compatible location as determined by **LESSOR** and agrees to relocate the building to that location at no cost to the **LESSEE**, or (2) pay **LESSEE** the fair market value for the **LESSEE'S** building, at which time the Lease shall immediately terminate.

AIRPORT ABANDONMENT: If the airport is abandoned, the **LESSOR**, in its sole option, agrees to do either of the following:

A. Provide a compatible site as determined by **LESSOR** at a new location and agrees to relocate the building to said location at no cost to the **LESSEE**, or

B. Terminate the Lease and pay the **LESSEE** an amount determined as follows:

(1) If owned by an individual or business entity and not subject to depreciation or business write off:

(a) Payment of 100% of the original construction cost if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the original construction cost if abandoned within years 11-20 after construction;

(c) Payment of 50% of the original construction cost if abandoned after the 20th year after construction.

(2) If owned by an individual or business entity and hangar is subject to depreciation or business write-off:

(a) Payment of 100% of the depreciated value if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the depreciated value if abandoned within years 11-20 after construction;

(c) Payment of 50% of the depreciated value if abandoned after the 20th year after construction.

(3) Sale/Transfer:

(a) In the event an owner of a non-depreciated hangar sells or transfer the hangar to a third party where no depreciation, the new owner shall continue with the same schedule of the then existing owner with the original construction date controlling;

(b) In the event a depreciated owner sells or transfers to a non-depreciated owner, the new owner's schedule shall commence at the original construction date and at the original construction cost;

(c) In the event a non-depreciated owner sells or transfers to a depreciated owner, the new owner's schedule shall commence on the date of sale with the purchase price controlling.

SUBORDINATION CLAUSE: This Lease shall be subordinate to the provisions of any existing or future agreement between the **LESSOR** and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this Lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.

SUB-LETTING: LESSEE may not assign or sub-let this Lease without the express written consent of LESSOR.

**LESSOR:
CITY OF TOMAH**

Dated: _____ BY: _____ (SEAL)
* _____

Dated: _____ BY: _____ (SEAL)
* _____

**LESSEE:
JEFFREY FRANCIS**

Dated: _____ _____ (SEAL)

LEASE AGREEMENT

THIS LEASE by and between the **CITY OF TOMAH**, a Municipal Corporation, hereinafter called **LESSOR**, party of the first part, and **DOUGLAS DUNCAN** hereinafter called **LESSEE**, party of the second part.

WITNESSETH:

WHEREAS, the **LESSOR** owns and operates an airport known as the Bloyer Field and said **LESSEE** is desirous of leasing from the **LESSOR** a certain parcel of land on the said airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, the **LESSEE** will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, **LESSOR** does hereby lease, demise and let unto **LESSEE** the following described premises located at Bloyer Field in the City of Tomah, Monroe County, Wisconsin, to wit:

Lot 9, Bloyer Field Airport property (per attached map) a/k/a Hangar No. 14 upon the following terms and conditions:

TERM: This Lease shall be for a term of three (3) years commencing on the 1st day of January, 2025. At the expiration of said three-year term this Lease shall automatically renew itself on the same terms and conditions, rental rate excluded, unless either party provides thirty (30) days notice prior to the date of expiration of its intent to terminate.

RENT: **LESSEE** agrees to pay to **LESSOR** the sum of Two Hundred Twenty and 00/100 (\$220.00) Dollars per year. **LESSOR** reserves the right to change the rental rate on the demised premises at any time provided **LESSOR** gives **LESSEE** thirty (30) days written notice

of the change.

MAINTENANCE OF BUILDING: LESSEE shall maintain the structures occupied by LESSEE and the surrounding land premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by the LESSEE, the LESSEE shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred, weather permitting.

NON-EXCLUSIVE USE: The LESSEE shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the LESSOR in the interests of safety and convenience of all LESSEE’S aircraft, the right of ingress to and egress from the demised premises, which right shall extend to LESSEE’S employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

INSURANCE: LESSEE agrees to provide LESSOR with a policy of comprehensive liability insurance. Such policy shall be issued by a company licensed to do business in Wisconsin and shall insure the LESSEE against loss from liability for property damage and for injury or death of any person, in an amount agreed to by the parties. LESSEE shall further be responsible for providing insurance on any property owned by LESSEE located within the demised premises.

NON-LIABILITY OF LESSOR FOR DAMAGE: LESSOR will not be liable for any liability or damage claims, for injury to person or property from any cause relating to the occupancy of the premises by LESSEE. LESSEE shall indemnify LESSOR from all liability,

loss or other damages, claims or obligations resulting from any injuries or losses of any nature.

COMPLIANCE: LESSEE shall comply with all Federal, State and local laws, regulations and ordinances.

SIGNS: LESSEE shall not erect any signs or advertising matter without the consent of LESSOR.

CARE OF PREMISES: LESSEE agrees to keep the premises in good repair and reasonably clean at LESSEE’S expense. LESSOR shall have the right to inspect the premises at all reasonable times. It is understood that LESSEE may store an airplane and related items on the premises. Storage of any other items shall not be permitted absent written consent by LESSOR.

TAXES. The LESSEE shall pay all taxes or assessments that may be levied against the personal property of the LESSEE or the building erected on the leased property.

ABANDONMENT OF PREMISES: If LESSEE shall abandon or vacate the premises, LESSOR may re-let the premises for such rent and upon such terms as LESSOR may deem fit.

DEFAULT: The LESSEE shall be deemed in default upon:

- a. Failure to pay rent within 30 days after due date;
- b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement;
- c. The commencement of a proceeding for dissolution or for the appointment of a receiver;
- d. The making of an assignment for the benefit of creditors;
- e. Violation of any restrictions in this Lease, or failure to keep any of its covenants after written notice to cease such violation within thirty days.

Default by the LESSEE shall authorize the LESSOR, at its option and without legal proceedings, to declare this Lease void, cancel the same, and re-enter and take possession of the premises.

TITLE: Title to the building erected by the LESSEE shall remain with the LESSEE

and shall be transferable. Notwithstanding the foregoing, in the event the Lease is terminated, title to said building shall automatically transfer to **LESSOR** at no cost.

SNOW REMOVAL: The **LESSOR** agrees to provide snow removal services to the **LESSEE'S** leased premises in the hangar area except within three (3) feet of hangar door. Such snow removal shall be accomplished only after all runways, apron, and primary taxiways have been first cleared.

LEASE TRANSFER: The **LESSEE** may not, at any time during the time of this Lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the **LESSOR**, which consent will not be unreasonably withheld.

AIRPORT DEVELOPMENT: The **LESSOR** reserves the right to further develop or improve the airport as it sees fit, regardless of the desires or views of the **LESSEE**, and without interference or hindrance. If the development of the airport requires the relocation of the **LESSEE**, the **LESSOR**, in its sole option, agrees to either (1) provide a compatible location as determined by **LESSOR** and agrees to relocate the building to that location at no cost to the **LESSEE**, or (2) pay **LESSEE** the fair market value for the **LESSEE'S** building, at which time the Lease shall immediately terminate.

AIRPORT ABANDONMENT: If the airport is abandoned, the **LESSOR**, in its sole option, agrees to do either of the following:

A. Provide a compatible site as determined by **LESSOR** at a new location and agrees to relocate the building to said location at no cost to the **LESSEE**, or

B. Terminate the Lease and pay the **LESSEE** an amount determined as follows:

(1) If owned by an individual or business entity and not subject to depreciation or business write off:

(a) Payment of 100% of the original construction cost if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the original construction cost if abandoned within years 11-20 after construction;

(c) Payment of 50% of the original construction cost if abandoned after the 20th year after construction.

(2) If owned by an individual or business entity and hangar is subject to depreciation or business write-off:

(a) Payment of 100% of the depreciated value if abandoned within the first ten (10) years after construction;

(b) Payment of 75% of the depreciated value if abandoned within years 11-20 after construction;

(c) Payment of 50% of the depreciated value if abandoned after the 20th year after construction.

(3) Sale/Transfer:

(a) In the event an owner of a non-depreciated hangar sells or transfer the hangar to a third party where no depreciation, the new owner shall continue with the same schedule of the then existing owner with the original construction date controlling;

(b) In the event a depreciated owner sells or transfers to a non-depreciated owner, the new owner's schedule shall commence at the original construction date and at the original construction cost;

(c) In the event a non-depreciated owner sells or transfers to a depreciated owner, the new owner's schedule shall commence on the date of sale with the purchase price controlling.

SUBORDINATION CLAUSE: This Lease shall be subordinate to the provisions of any existing or future agreement between the **LESSOR** and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this Lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.

SUB-LETTING: LESSEE may not assign or sub-let this Lease without the express written consent of LESSOR.

**LESSOR:
CITY OF TOMAH**

Date: _____ BY: _____ (SEAL)
* _____

Date: _____ BY: _____ (SEAL)
* _____

**LESSEE:
DOUGLAS DUNCAN**

Date: _____ BY: _____ (SEAL)

RESOLUTION NO : _____

RESOLUTION AUTHORIZING
PAYMENT OF MONTHLY BILLS

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

| | | | | | |
|------------------------|------|-----------------------|--------------|---------|---------|
| 1. Pre-Paid Checks: | 2024 | \$1,895,581.64 | Check #'s: | 145978 | 146153 |
| | | | | 146012 | 146022 |
| 2. Payroll: | | \$452,854.64 | Dir Dep #'s: | 9304227 | 9304580 |
| 3. Wire/ACH Transfers: | | \$404,815.55 | | | |
| 4. Invoices: | | \$12,165.36 | | | |
| Total: | | <u>\$2,765,417.19</u> | | | |

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

December 16, 2024

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 145978 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 2822167112 | 1 | 03-52300-2210 | .00 | 1,353.77 | 1,353.77 |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 2822167112 | 2 | 01-52200-2210 | .00 | 580.18 | 580.18 |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 3966840000 | 1 | 01-55401-2210 | .00 | 81.65 | 81.65 |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 5096920000 | 1 | 01-55401-2210 | .00 | 39.41 | 39.41 |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 5276700000 | 1 | 01-55401-2210 | .00 | 53.25 | 53.25 |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 5400530000 | 1 | 01-55401-2210 | .00 | 26.77 | 26.77 |
| 11/24 | 11/14/2024 | 145978 | 30 | ALLIANT ENERGY/WPL | 7625640000 | 1 | 01-55401-2210 | .00 | 17.85 | 17.85 |
| Total 145978: | | | | | | | | .00 | | 2,152.88 |
| 145979 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145979 | 2444 | AT&T - POLICE DEPT. | #287299452 | 1 | 01-52100-2230 | .00 | 952.06 | 952.06 |
| Total 145979: | | | | | | | | .00 | | 952.06 |
| 145980 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145980 | 2430 | AT&T MOBILITY - AMBULANCE | 2873036156 | 1 | 03-52300-2230 | .00 | 382.49 | 382.49 |
| Total 145980: | | | | | | | | .00 | | 382.49 |
| 145981 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145981 | 2431 | AT&T MOBILITY - FIRE DEPT. | 2873030555 | 1 | 01-52200-2230 | .00 | 197.04 | 197.04 |
| Total 145981: | | | | | | | | .00 | | 197.04 |
| 145982 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 1 | 01-15610 | .00 | 496.69 | 496.69 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 2 | 01-15620 | .00 | 146.49 | 146.49 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 3 | 01-51600-2230 | .00 | 36.53 | 36.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 4 | 01-53311-2230 | .00 | 36.53 | 36.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 5 | 01-53311-2230 | .00 | 32.53 | 32.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 6 | 01-52200-2230 | .00 | 32.53 | 32.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 7 | 01-52200-2230 | .00 | 8.03 | 8.03 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 8 | 01-53100-2230 | .00 | 24.69 | 24.69 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 9 | 01-53100-2230 | .00 | 12.18 | 12.18 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 10 | 01-51415-2230 | .00 | 23.97 | 23.97 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 11 | 01-51415-2230 | .00 | 36.53 | 36.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 12 | 01-51415-2230 | .00 | 36.53 | 36.53 |

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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 13 | 01-52400-2230 | .00 | 41.53 | 41.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 14 | 01-52400-2230 | .00 | 32.53 | 32.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 15 | 01-52400-2230 | .00 | 36.53 | 36.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 16 | 01-55200-2230 | .00 | 36.53 | 36.53 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 17 | 01-55200-2230 | .00 | 32.51 | 32.51 |
| 11/24 | 11/14/2024 | 145982 | 1960 | AT&T MOBILITY - PUBLIC WOR | 2873035594 | 18 | 01-55200-2230 | .00 | 32.51 | 32.51 |
| Total 145982: | | | | | | | | .00 | | 1,135.37 |
| 145983 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145983 | 1145 | AXON ENTERPRISE INC | #00078326 | 1 | 01-52100-3400 | .00 | 885.70 | 885.70 |
| Total 145983: | | | | | | | | .00 | | 885.70 |
| 145984 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145984 | 65 | B&B FENCE CO | 1513 | 1 | 08-57621-8200 | .00 | 2,210.76 | 2,210.76 |
| Total 145984: | | | | | | | | .00 | | 2,210.76 |
| 145985 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145985 | 69 | BAKER & TAYLOR LLC | 2038653187 | 1 | 10-55110-3420 | .00 | 150.61 | 150.61 |
| 11/24 | 11/14/2024 | 145985 | 69 | BAKER & TAYLOR LLC | 2038653187 | 2 | 10-55110-3460 | .00 | 77.28 | 77.28 |
| Total 145985: | | | | | | | | .00 | | 227.89 |
| 145986 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145986 | 2365 | Brightspeed | 301313478 1 | 1 | 01-55402-2230 | .00 | 147.08 | 147.08 |
| Total 145986: | | | | | | | | .00 | | 147.08 |
| 145987 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145987 | 2302 | CINTAS CORPORATION | 5239129504 | 1 | 01-55200-3400 | .00 | 102.34 | 102.34 |
| Total 145987: | | | | | | | | .00 | | 102.34 |
| 145988 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145988 | 436 | CONSOLIDATED ENERGY COM | 119 11.24 | 1 | 01-55200-3400 | .00 | 167.40 | 167.40 |

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 145988: | | | | | | | | .00 | | 167.40 |
| 145989 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145989 | 1336 | DEROUSSEAU HEATING & COO | 30005 | 1 | 10-55110-3500 | .00 | 275.00 | 275.00 |
| Total 145989: | | | | | | | | .00 | | 275.00 |
| 145990 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145990 | 210 | EHLERS AND ASSOCIATES INC | 99795 | 1 | 14-56700-2100 | .00 | 1,750.00 | 1,750.00 |
| 11/24 | 11/14/2024 | 145990 | 210 | EHLERS AND ASSOCIATES INC | 99795 | 2 | 17-56700-2100 | .00 | 1,750.00 | 1,750.00 |
| 11/24 | 11/14/2024 | 145990 | 210 | EHLERS AND ASSOCIATES INC | 99795 | 3 | 18-56700-2100 | .00 | 1,750.00 | 1,750.00 |
| 11/24 | 11/14/2024 | 145990 | 210 | EHLERS AND ASSOCIATES INC | 99795 | 4 | 20-56700-2100 | .00 | 1,750.00 | 1,750.00 |
| Total 145990: | | | | | | | | .00 | | 7,000.00 |
| 145991 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145991 | 220 | EO JOHNSON CO | INV1638815 | 1 | 10-55110-2900 | .00 | 125.29 | 125.29 |
| Total 145991: | | | | | | | | .00 | | 125.29 |
| 145992 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145992 | 290 | GREEN OASIS-EAU CLAIRE | 1172247 | 1 | 01-55200-3500 | .00 | 437.00 | 437.00 |
| Total 145992: | | | | | | | | .00 | | 437.00 |
| 145993 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145993 | 2538 | HEATHER MINOR | 034864 | 1 | 10-55110-2900 | .00 | 752.00 | 752.00 |
| Total 145993: | | | | | | | | .00 | | 752.00 |
| 145994 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145994 | 323 | HUNTER SECURITY & SURVEIL | 18197 | 1 | 10-55110-3500 | .00 | 1,139.99 | 1,139.99 |
| Total 145994: | | | | | | | | .00 | | 1,139.99 |
| 145995 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145995 | 2705 | KATIE ANDERSON | 110124 | 1 | 03-52300-3350 | .00 | 445.00 | 445.00 |

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 145995: | | | | | | | | .00 | | 445.00 |
| 145996 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145996 | 371 | KIRVIDA FIRE INC | 12870 | 1 | 01-52200-2100 | .00 | 449.50 | 449.50 |
| 11/24 | 11/14/2024 | 145996 | 371 | KIRVIDA FIRE INC | 12871 | 1 | 01-52200-2100 | .00 | 449.50 | 449.50 |
| 11/24 | 11/14/2024 | 145996 | 371 | KIRVIDA FIRE INC | 12872 | 1 | 01-52200-2100 | .00 | 449.50 | 449.50 |
| 11/24 | 11/14/2024 | 145996 | 371 | KIRVIDA FIRE INC | 12873 | 1 | 01-52200-2100 | .00 | 449.50 | 449.50 |
| Total 145996: | | | | | | | | .00 | | 1,798.00 |
| 145997 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145997 | 375 | KWIK TRIP CREDIT DEPT | 004219415 1 | 1 | 03-52300-3401 | .00 | 4,111.08 | 4,111.08 |
| 11/24 | 11/14/2024 | 145997 | 375 | KWIK TRIP CREDIT DEPT | 00474557 10 | 1 | 01-52200-3400 | .00 | 369.17 | 369.17 |
| 11/24 | 11/14/2024 | 145997 | 375 | KWIK TRIP CREDIT DEPT | OCT 24 | 1 | 01-52100-3400 | .00 | 2,832.76 | 2,832.76 |
| Total 145997: | | | | | | | | .00 | | 7,313.01 |
| 145998 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145998 | 387 | LARKIN'S GMC INC | 88045 | 1 | 03-52300-3500 | .00 | 872.93 | 872.93 |
| 11/24 | 11/14/2024 | 145998 | 387 | LARKIN'S GMC INC | 88084 | 1 | 03-52300-3500 | .00 | 87.10 | 87.10 |
| Total 145998: | | | | | | | | .00 | | 960.03 |
| 145999 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 145999 | 396 | LEXISNEXIS RISK DATA MANAG | 1100050013 | 1 | 03-52300-2900 | .00 | 100.00 | 100.00 |
| 11/24 | 11/14/2024 | 145999 | 396 | LEXISNEXIS RISK DATA MANAG | 1100050013 | 2 | 01-52100-2900 | .00 | 100.00 | 100.00 |
| Total 145999: | | | | | | | | .00 | | 200.00 |
| 146000 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146000 | 2328 | LYNXX NETWORKS | 721400 11.24 | 1 | 01-55200-2230 | .00 | 209.50 | 209.50 |
| 11/24 | 11/14/2024 | 146000 | 2328 | LYNXX NETWORKS | 721400 11.24 | 2 | 01-55401-2230 | .00 | 186.28 | 186.28 |
| 11/24 | 11/14/2024 | 146000 | 2328 | LYNXX NETWORKS | 802300 11.24 | 1 | 03-52300-2230 | .00 | 668.89 | 668.89 |
| 11/24 | 11/14/2024 | 146000 | 2328 | LYNXX NETWORKS | 842100 11.24 | 1 | 10-55110-2230 | .00 | 124.86 | 124.86 |
| 11/24 | 11/14/2024 | 146000 | 2328 | LYNXX NETWORKS | 842100 11.24 | 2 | 10-55110-2900 | .00 | 79.95 | 79.95 |
| Total 146000: | | | | | | | | .00 | | 1,269.48 |

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 |
|---------------|------------------|--------------|---------------|-----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146001 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146001 | 442 | MISSISSIPPI WELDERS SUPPL | 515632 | 1 | 03-52300-3400 | .00 | 92.03 | 92.03 |
| Total 146001: | | | | | | | | .00 | | 92.03 |
| 146002 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146002 | 1201 | NAME TAPE FACTORY | 37771 | 1 | 03-52300-3400 | .00 | 18.40 | 18.40 |
| 11/24 | 11/14/2024 | 146002 | 1201 | NAME TAPE FACTORY | 38273 | 1 | 03-52300-3400 | .00 | 13.80 | 13.80 |
| Total 146002: | | | | | | | | .00 | | 32.20 |
| 146003 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146003 | 2620 | PERFORMANCE HEATING & CO | 1275 | 1 | 01-55401-3500 | .00 | 137.50 | 137.50 |
| Total 146003: | | | | | | | | .00 | | 137.50 |
| 146004 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146004 | 538 | QUILL CORPORATION | 41239476 | 1 | 03-52300-3100 | .00 | 30.18 | 30.18 |
| Total 146004: | | | | | | | | .00 | | 30.18 |
| 146005 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146005 | 545 | RECREATION SUPPLY CO INC | 525806 | 1 | 01-55402-3400 | .00 | 732.00 | 732.00 |
| 11/24 | 11/14/2024 | 146005 | 545 | RECREATION SUPPLY CO INC | 525900 | 1 | 01-55402-3400 | .00 | 70.18 | 70.18 |
| 11/24 | 11/14/2024 | 146005 | 545 | RECREATION SUPPLY CO INC | 525901 | 1 | 01-55402-3400 | .00 | 301.60 | 301.60 |
| Total 146005: | | | | | | | | .00 | | 1,103.78 |
| 146006 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146006 | 550 | REINDERS INC | 6062672-00 | 1 | 01-55200-3500 | .00 | 121.35 | 121.35 |
| 11/24 | 11/14/2024 | 146006 | 550 | REINDERS INC | 6063042-00 | 1 | 01-55200-3500 | .00 | 86.27 | 86.27 |
| Total 146006: | | | | | | | | .00 | | 207.62 |
| 146007 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146007 | 555 | RICK'S CERTIFIED AUTO OF TO | 81772 | 1 | 01-55200-3500 | .00 | 11.00 | 11.00 |
| Total 146007: | | | | | | | | .00 | | 11.00 |

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 |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146008 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146008 | 658 | TOMAH WATER & SEWER UTILI | 2049.01 | 11.2 | 1 01-55200-2220 | .00 | 35.06 | 35.06 |
| 11/24 | 11/14/2024 | 146008 | 658 | TOMAH WATER & SEWER UTILI | 3582.00 | 11.2 | 1 01-55200-2220 | .00 | 56.10 | 56.10 |
| Total 146008: | | | | | | | | .00 | | 91.16 |
| 146009 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146009 | 660 | TOMAH WELDING & STEEL SUP | 23930 | | 1 01-55200-3500 | .00 | 38.25 | 38.25 |
| Total 146009: | | | | | | | | .00 | | 38.25 |
| 146010 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146010 | 662 | TOWN & COUNTRY ENGINEERI | 27400 | | 1 08-57621-8200 | .00 | 1,628.90 | 1,628.90 |
| Total 146010: | | | | | | | | .00 | | 1,628.90 |
| 146011 | | | | | | | | | | |
| 11/24 | 11/14/2024 | 146011 | 770 | WOLF CONCRETE & CONSTRU | 2024-13 | | 1 05-48509 | .00 | 6,604.00 | 6,604.00 |
| 11/24 | 11/14/2024 | 146011 | 770 | WOLF CONCRETE & CONSTRU | 2024-13 | | 2 05-48504 | .00 | 1,840.00 | 1,840.00 |
| Total 146011: | | | | | | | | .00 | | 8,444.00 |
| 146023 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146023 | 2131 | 3RT NETWORKS | CW36531 | | 1 01-51450-2900 | .00 | 12.00 | 12.00 |
| 11/24 | 11/21/2024 | 146023 | 2131 | 3RT NETWORKS | CW36531 | | 2 01-51450-2900 | .00 | 650.00 | 650.00 |
| 11/24 | 11/21/2024 | 146023 | 2131 | 3RT NETWORKS | CW36531 | | 3 01-51450-2900 | .00 | 220.00 | 220.00 |
| Total 146023: | | | | | | | | .00 | | 882.00 |
| 146024 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626479 | | 1 01-55200-3400 | .00 | 29.97 | 29.97 |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626609 | | 1 01-55200-3500 | .00 | 6.53 | 6.53 |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626636 | | 1 01-55401-3500 | .00 | 36.99 | 36.99 |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626671 | | 1 01-55200-3400 | .00 | 16.57 | 16.57 |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626733 | | 1 01-55200-3400 | .00 | 21.00 | 21.00 |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626919 | | 1 01-55200-3400 | .00 | 5.99 | 5.99 |
| 11/24 | 11/21/2024 | 146024 | 2340 | ACE HARDWARE (PARKS) | 626954 | | 1 01-55200-3500 | .00 | 3.72 | 3.72 |

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 146024: | | | | | | | | .00 | | 120.77 |
| 146025 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146025 | 2352 | ACE HARWARE (POLICE) | #626963 | 1 | 01-52100-3550 | .00 | 32.99 | 32.99 |
| Total 146025: | | | | | | | | .00 | | 32.99 |
| 146026 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146026 | 24 | AIRGAS USA LLC | 5511535137 | 1 | 01-53311-2900 | .00 | 146.06 | 146.06 |
| Total 146026: | | | | | | | | .00 | | 146.06 |
| 146027 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146027 | 30 | ALLIANT ENERGY/WPL | 0735582192- | 1 | 01-52200-2200 | .00 | 3.00 | 3.00 |
| 11/24 | 11/21/2024 | 146027 | 30 | ALLIANT ENERGY/WPL | 5730840000 | 1 | 01-55200-2210 | .00 | 37.09 | 37.09 |
| 11/24 | 11/21/2024 | 146027 | 30 | ALLIANT ENERGY/WPL | 6301650000 | 1 | 01-55200-2210 | .00 | 18.99 | 18.99 |
| 11/24 | 11/21/2024 | 146027 | 30 | ALLIANT ENERGY/WPL | 9303554588 | 1 | 01-55200-2210 | .00 | 45.86 | 45.86 |
| Total 146027: | | | | | | | | .00 | | 104.94 |
| 146028 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146028 | 2403 | ASSOCIATED APPRAISAL CON | 177202 | 1 | 01-51530-2100 | .00 | 3,877.03 | 3,877.03 |
| Total 146028: | | | | | | | | .00 | | 3,877.03 |
| 146029 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146029 | 218 | BAUMGART, EMIL | 11.2024 | 1 | 01-52400-2100 | .00 | 500.00 | 500.00 |
| Total 146029: | | | | | | | | .00 | | 500.00 |
| 146030 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146030 | 84 | BEST KEPT PORTABLES LLC | 114879 | 1 | 01-55200-3400 | .00 | 420.00 | 420.00 |
| Total 146030: | | | | | | | | .00 | | 420.00 |
| 146031 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146031 | 96 | BOUND TREE MEDICAL LLC | 85549103 | 1 | 03-52300-3402 | .00 | 1,462.01 | 1,462.01 |
| 11/24 | 11/21/2024 | 146031 | 96 | BOUND TREE MEDICAL LLC | 85549104 | 1 | 03-52300-3402 | .00 | 66.69 | 66.69 |

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 146031: | | | | | | | | .00 | | 1,528.70 |
| 146032 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146032 | 2707 | CAMP DOUGLAS FARMERS CO | 492316 | 1 | 01-55200-3500 | .00 | 1,010.00 | 1,010.00 |
| Total 146032: | | | | | | | | .00 | | 1,010.00 |
| 146033 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146033 | 2287 | CANON FINANCIAL SERVICES I | 35958653 | 1 | 01-51420-3100 | .00 | 49.86 | 49.86 |
| Total 146033: | | | | | | | | .00 | | 49.86 |
| 146034 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146034 | 2302 | CINTAS CORPORATION | 5239129507 | 1 | 01-53311-2900 | .00 | 122.48 | 122.48 |
| Total 146034: | | | | | | | | .00 | | 122.48 |
| 146035 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146035 | 2301 | CIVICPLUS | 321942 | 1 | 01-51450-2900 | .00 | 4,066.00 | 4,066.00 |
| Total 146035: | | | | | | | | .00 | | 4,066.00 |
| 146036 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146036 | 2364 | Column Software PBC | 11.24 | 1 | 02-56910-3200 | .00 | 120.15 | 120.15 |
| 11/24 | 11/21/2024 | 146036 | 2364 | Column Software PBC | 11.24 | 2 | 01-51440-3200 | .00 | 333.62 | 333.62 |
| 11/24 | 11/21/2024 | 146036 | 2364 | Column Software PBC | 11.24 | 3 | 01-51100-3200 | .00 | 391.59 | 391.59 |
| Total 146036: | | | | | | | | .00 | | 845.36 |
| 146037 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146037 | 149 | COMMAND CENTRAL LLC | 34558 | 1 | 01-51440-3400 | .00 | 820.00 | 820.00 |
| Total 146037: | | | | | | | | .00 | | 820.00 |
| 146038 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146038 | 29 | CULLIGAN | 588-0975581 | 1 | 01-51600-3400 | .00 | 20.20 | 20.20 |
| 11/24 | 11/21/2024 | 146038 | 29 | CULLIGAN | 5881001476 | 1 | 01-51600-3400 | .00 | 16.95 | 16.95 |
| 11/24 | 11/21/2024 | 146038 | 29 | CULLIGAN | 588-1001809 | 1 | 01-55200-3400 | .00 | 13.55 | 13.55 |

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 146038: | | | | | | | | .00 | | 50.70 |
| 146039 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146039 | 1777 | DELTA DENTAL | 2253162 | 1 | 01-21597 | .00 | 1,729.14 | 1,729.14 |
| 11/24 | 11/21/2024 | 146039 | 1777 | DELTA DENTAL | 2256402 | 1 | 01-21596 | .00 | 685.92 | 685.92 |
| Total 146039: | | | | | | | | .00 | | 2,415.06 |
| 146040 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146040 | 1336 | DEROUSSEAU HEATING & COO | 29915 | 1 | 01-51600-3500 | .00 | 745.00 | 745.00 |
| Total 146040: | | | | | | | | .00 | | 745.00 |
| 146041 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146041 | 1280 | DIRECTV | 013901916X | 1 | 01-55401-3400 | .00 | 56.49 | 56.49 |
| Total 146041: | | | | | | | | .00 | | 56.49 |
| 146042 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146042 | 2664 | DOBBERSTEIN LAW FIRM LLC | PP 22 & 23 | 1 | 01-21590 | .00 | 90.75 | 90.75 |
| Total 146042: | | | | | | | | .00 | | 90.75 |
| 146043 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146043 | 205 | DON'S PLUMBING SERVICE INC | S21386 | 1 | 01-55402-3500 | .00 | 644.85 | 644.85 |
| Total 146043: | | | | | | | | .00 | | 644.85 |
| 146044 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146044 | 1254 | GENERAL ENGINEERING COMP | 03BILLABLE | 1 | 01-52400-2100 | .00 | 2,471.00 | 2,471.00 |
| 11/24 | 11/21/2024 | 146044 | 1254 | GENERAL ENGINEERING COMP | INSP 03 | 1 | 01-52400-2100 | .00 | 8,248.77 | 8,248.77 |
| Total 146044: | | | | | | | | .00 | | 10,719.77 |
| 146045 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146045 | 275 | GHD SERVICES INC | 340-0115772 | 1 | 01-53630-2100 | .00 | 2,531.41 | 2,531.41 |

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 146045: | | | | | | | | .00 | | 2,531.41 |
| 146046 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146046 | 634 | GREATER TOMAH AREA CHAM | SEPTEMBE | 1 | 16-21101 | .00 | 55,609.71 | 55,609.71 |
| Total 146046: | | | | | | | | .00 | | 55,609.71 |
| 146047 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146047 | 2634 | GREEN PRO SOLUTIONS | 25352 | 1 | 01-51600-3500 | .00 | 3,966.15 | 3,966.15 |
| Total 146047: | | | | | | | | .00 | | 3,966.15 |
| 146048 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146048 | 299 | HAGEN SPORTS NETWORK | 11.24 | 1 | 01-51100-3200 | .00 | 375.00 | 375.00 |
| Total 146048: | | | | | | | | .00 | | 375.00 |
| 146049 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146049 | 311 | HILLSBORO EQUIPMENT INC | 348395 | 1 | 01-53311-3502 | .00 | 385.99 | 385.99 |
| Total 146049: | | | | | | | | .00 | | 385.99 |
| 146050 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146050 | 354 | JOHN SHUCK PLUMBING & REP | 4457 | 1 | 01-55200-3500 | .00 | 202.99 | 202.99 |
| Total 146050: | | | | | | | | .00 | | 202.99 |
| 146051 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146051 | 1672 | KEVIN MATTSON | 1 HOUR MU | 1 | 12-55500-3410 | .00 | 100.00 | 100.00 |
| 11/24 | 11/21/2024 | 146051 | 1672 | KEVIN MATTSON | 1 HR MUSIC | 1 | 12-55500-3410 | .00 | 100.00 | 100.00 |
| Total 146051: | | | | | | | | .00 | | 200.00 |
| 146052 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146052 | 375 | KWIK TRIP CREDIT DEPT | 00349111 11. | 1 | 01-55200-3400 | .00 | 388.83 | 388.83 |
| Total 146052: | | | | | | | | .00 | | 388.83 |

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 |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146053 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146053 | 1391 | LOFFLER COMPANIES | 4860065 | 1 | 01-51420-2900 | .00 | 35.15 | 35.15 |
| Total 146053: | | | | | | | | .00 | | 35.15 |
| 146054 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 1 | 01-52100-2230 | .00 | 626.26 | 626.26 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 2 | 01-51200-2230 | .00 | 57.82 | 57.82 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 3 | 01-51520-2230 | .00 | 53.05 | 53.05 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 4 | 01-51415-2230 | .00 | 13.22 | 13.22 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 5 | 01-51420-2230 | .00 | 56.26 | 56.26 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 6 | 01-51100-2230 | .00 | 13.22 | 13.22 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 7 | 01-51530-2230 | .00 | 13.22 | 13.22 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 8 | 01-51410-2230 | .00 | 25.95 | 25.95 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 9 | 01-52400-2230 | .00 | 38.19 | 38.19 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 10 | 01-53100-2230 | .00 | 52.99 | 52.99 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 11 | 01-15610 | .00 | 23.99 | 23.99 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 12 | 01-15620 | .00 | 44.64 | 44.64 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 13 | 01-55200-2230 | .00 | 13.22 | 13.22 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 14 | 01-52200-2230 | .00 | 30.70 | 30.70 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 15 | 01-52100-2230 | .00 | 175.00 | 175.00 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 16 | 01-51450-2900 | .00 | 175.00 | 175.00 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 17 | 01-51450-2900 | .00 | .08 | .08 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 18 | 01-15610 | .00 | 5.88 | 5.88 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 19 | 01-15610 | .00 | 13.15 | 13.15 |
| 11/24 | 11/21/2024 | 146054 | 2328 | LYNXX NETWORKS | 690500 11.24 | 20 | 01-15610 | .00 | 19.15 | 19.15 |
| Total 146054: | | | | | | | | .00 | | 1,450.99 |
| 146055 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146055 | 2671 | MGT IMPACT SOLUTIONS LLC | GHR200562 | 1 | 06-56700-2100 | .00 | 9,934.00 | 9,934.00 |
| Total 146055: | | | | | | | | .00 | | 9,934.00 |
| 146056 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146056 | 442 | MISSISSIPPI WELDERS SUPPL | 509897 | 1 | 03-52300-3400 | .00 | 73.01 | 73.01 |
| Total 146056: | | | | | | | | .00 | | 73.01 |

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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146057 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146057 | 443 | MLJ LAWN MOWING & SNOW R | 117 | 1 | 01-53640-2900 | .00 | 100.00 | 100.00 |
| 11/24 | 11/21/2024 | 146057 | 443 | MLJ LAWN MOWING & SNOW R | 118 | 1 | 01-53640-2900 | .00 | 200.00 | 200.00 |
| 11/24 | 11/21/2024 | 146057 | 443 | MLJ LAWN MOWING & SNOW R | 119 | 1 | 01-53640-2900 | .00 | 300.00 | 300.00 |
| 11/24 | 11/21/2024 | 146057 | 443 | MLJ LAWN MOWING & SNOW R | 230 | 1 | 01-53640-2900 | .00 | 700.00 | 700.00 |
| Total 146057: | | | | | | | | .00 | | 1,300.00 |
| 146058 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146058 | 444 | MODERN DISPOSAL SYSTEMS | 500,171969 | 1 | 01-53635-2900 | .00 | 6,139.66 | 6,139.66 |
| Total 146058: | | | | | | | | .00 | | 6,139.66 |
| 146059 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146059 | 461 | MONROE CO SOLID WASTE | 1220 | 1 | 01-53630-5300 | .00 | 15,673.98 | 15,673.98 |
| Total 146059: | | | | | | | | .00 | | 15,673.98 |
| 146060 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146060 | 475 | NAPA - CENTRAL WISCONSIN A | 651589 | 1 | 01-55200-3400 | .00 | 42.55 | 42.55 |
| 11/24 | 11/21/2024 | 146060 | 475 | NAPA - CENTRAL WISCONSIN A | 651947 | 1 | 03-52300-3500 | .00 | 20.28 | 20.28 |
| Total 146060: | | | | | | | | .00 | | 62.83 |
| 146061 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146061 | 499 | OAKDALE ELECTRIC COOPERA | 30198001 11. | 1 | 01-53420-2900 | .00 | 256.00 | 256.00 |
| 11/24 | 11/21/2024 | 146061 | 499 | OAKDALE ELECTRIC COOPERA | 30198002 11. | 1 | 01-53420-2900 | .00 | 45.00 | 45.00 |
| Total 146061: | | | | | | | | .00 | | 301.00 |
| 146062 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146062 | 1256 | ON-TARGET PEST & WILDLIFE | WINNEBAG | 1 | 01-55200-3500 | .00 | 175.00 | 175.00 |
| Total 146062: | | | | | | | | .00 | | 175.00 |
| 146063 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146063 | 1610 | OPTUM | 1666732 165 | 1 | 01-51420-2900 | .00 | 140.00 | 140.00 |

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 146063: | | | | | | | | .00 | | 140.00 |
| 146064 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146064 | 469 | PENNY J. PRECOUR ATTORNE | 11.2024 | 1 | 01-51300-2100 | .00 | 2,700.00 | 2,700.00 |
| Total 146064: | | | | | | | | .00 | | 2,700.00 |
| 146065 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 1 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 2 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 3 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 4 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 5 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 6 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 7 | 01-53100-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 8 | 01-51200-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 9 | 10-55110-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 10 | 01-52100-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 11 | 01-52100-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 12 | 01-52100-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 13 | 01-15620 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 14 | 12-55500-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 15 | 01-51520-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 16 | 01-15610 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 17 | 01-15610 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 18 | 01-52100-1340 | .00 | 5.50 | 5.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 19 | 03-52300-1340 | .00 | 3.50 | 3.50 |
| 11/24 | 11/21/2024 | 146065 | 2607 | POINT C HEALTH | PCH1065560 | 20 | 03-52300-1340 | .00 | 5.50 | 5.50 |
| Total 146065: | | | | | | | | .00 | | 108.00 |
| 146066 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146066 | 555 | RICK'S CERTIFIED AUTO OF TO | 81594 | 1 | 01-55200-3500 | .00 | 20.38 | 20.38 |
| Total 146066: | | | | | | | | .00 | | 20.38 |
| 146067 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146067 | 577 | SECURIAN FINANCIAL GROUP I | 002832L 12.2 | 1 | 01-21530 | .00 | 2,796.83 | 2,796.83 |

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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 11/24 | 11/21/2024 | 146067 | 577 | SECURIAN FINANCIAL GROUP I | 76038 11.24 | 1 | 01-21530 | .00 | 282.40 | 282.40 |
| Total 146067: | | | | | | | | .00 | | 3,079.23 |
| 146068 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146068 | 1765 | SHARI SARAZIN | 1 HOUR MU | 1 | 12-55500-3410 | .00 | 150.00 | 150.00 |
| Total 146068: | | | | | | | | .00 | | 150.00 |
| 146069 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146069 | 2151 | SINGIN "N" SWINGIN BAND | 1 HOUR MU | 1 | 12-55500-3410 | .00 | 150.00 | 150.00 |
| Total 146069: | | | | | | | | .00 | | 150.00 |
| 146070 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146070 | 2567 | SPECTRUM INSURANCE GROU | 13754 | 1 | 01-51938-5120 | .00 | 2,014.00 | 2,014.00 |
| Total 146070: | | | | | | | | .00 | | 2,014.00 |
| 146071 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146071 | 603 | STREICHERS INC | #11728021 | 1 | 01-52100-1390 | .00 | 43.97 | 43.97 |
| Total 146071: | | | | | | | | .00 | | 43.97 |
| 146072 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146072 | 2706 | THAD LUDEKING | REC BUILDI | 1 | 01-46721 | .00 | 250.00 | 250.00 |
| Total 146072: | | | | | | | | .00 | | 250.00 |
| 146073 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146073 | 637 | TOMAH AREA SCHOOL DISTRIC | PARKING FE | 1 | 01-24600 | .00 | 1,641.99 | 1,641.99 |
| Total 146073: | | | | | | | | .00 | | 1,641.99 |
| 146074 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146074 | 650 | TOMAH POLICE DEPARTMENT | PETTY CAS | 1 | 01-52100-3100 | .00 | 49.38 | 49.38 |
| 11/24 | 11/21/2024 | 146074 | 650 | TOMAH POLICE DEPARTMENT | PETTY CAS | 2 | 01-52100-3100 | .00 | 25.75 | 25.75 |

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 146074: | | | | | | | | .00 | | 75.13 |
| 146075 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 2050.00 | 11.2 | 1 01-53311-2220 | .00 | 105.87 | 105.87 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 2067.00 | 11.2 | 1 01-51600-2220 | .00 | 235.25 | 235.25 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 2263.01 | 11.2 | 1 01-53311-2220 | .00 | 53.27 | 53.27 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 2541.00 | 11.2 | 1 01-53311-2220 | .00 | 22.60 | 22.60 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 2901.02 | 11.2 | 1 01-53311-2220 | .00 | 24.54 | 24.54 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 3581.00 | 10.2 | 1 03-52300-2220 | .00 | 155.41 | 155.41 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 3581.00 | 10.2 | 2 01-52200-2220 | .00 | 38.85 | 38.85 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 854.01 | 11.24 | 1 01-53311-2220 | .00 | 22.60 | 22.60 |
| 11/24 | 11/21/2024 | 146075 | 658 | TOMAH WATER & SEWER UTILI | 967.01 | 11.24 | 1 01-53311-2220 | .00 | 24.54 | 24.54 |
| Total 146075: | | | | | | | | .00 | | 682.93 |
| 146076 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0701203562- | | 1 01-53510-2200 | .00 | 12.40 | 12.40 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0701377292- | | 1 01-55200-2200 | .00 | 31.49 | 31.49 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0701404176- | | 1 01-53311-2200 | .00 | 44.88 | 44.88 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0701504176- | | 1 01-53311-2200 | .00 | 9.24 | 9.24 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0704935413- | | 1 01-55401-2200 | .00 | 23.80 | 23.80 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0706515242- | | 1 01-52100-2200 | .00 | 465.78 | 465.78 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0706515242- | | 1 01-55200-2200 | .00 | 9.24 | 9.24 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0706723812- | | 1 12-55500-2200 | .00 | 15.66 | 15.66 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0707349941- | | 1 01-55401-2200 | .00 | 71.24 | 71.24 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0707713977- | | 1 01-55401-2200 | .00 | 13.07 | 13.07 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0708538032- | | 1 10-55110-2200 | .00 | 104.97 | 104.97 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0711622483- | | 1 01-55200-2200 | .00 | 14.33 | 14.33 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0712259790- | | 1 01-55401-2200 | .00 | 149.70 | 149.70 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0714123594- | | 1 01-51600-2200 | .00 | 358.35 | 358.35 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0714229616- | | 1 01-55402-2200 | .00 | 16.88 | 16.88 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0715711655- | | 1 01-55401-2200 | .00 | 646.30 | 646.30 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0715807202- | | 1 01-55200-2200 | .00 | 9.24 | 9.24 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0717659443- | | 1 12-55500-2200 | .00 | 28.29 | 28.29 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0718128126- | | 1 01-53311-2200 | .00 | 45.82 | 45.82 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0718379081- | | 1 01-55402-2200 | .00 | 27.37 | 27.37 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0719795727- | | 1 01-55200-2200 | .00 | 14.33 | 14.33 |
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0735582192- | | 1 03-52300-2200 | .00 | 206.14 | 206.14 |

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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 |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 11/24 | 11/21/2024 | 146076 | 721 | WE ENERGIES | 0735582192- | 2 | 01-52200-2200 | .00 | 85.35 | 85.35 |
| Total 146076: | | | | | | | | .00 | | 2,403.87 |
| 146077 | | | | | | | | | | |
| 11/24 | 11/21/2024 | 146077 | 770 | WOLF CONCRETE & CONSTRU | 2024-14 | 1 | 08-57331-8500 | .00 | 37,039.60 | 37,039.60 |
| Total 146077: | | | | | | | | .00 | | 37,039.60 |
| 146078 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146078 | 2131 | 3RT NETWORKS | CW36567 | 1 | 10-57610-8350 | .00 | 2,411.66 | 2,411.66 |
| 11/24 | 11/27/2024 | 146078 | 2131 | 3RT NETWORKS | CW36592 | 1 | 10-55110-2900 | .00 | 1,816.25 | 1,816.25 |
| Total 146078: | | | | | | | | .00 | | 4,227.91 |
| 146079 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146079 | 27 | ALL AMERICAN DO-IT CENTER | 68529/3 | 1 | 01-53311-3405 | .00 | 549.82 | 549.82 |
| 11/24 | 11/27/2024 | 146079 | 27 | ALL AMERICAN DO-IT CENTER | 69604/3 | 1 | 01-53311-3508 | .00 | 13.99 | 13.99 |
| Total 146079: | | | | | | | | .00 | | 563.81 |
| 146080 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146080 | 30 | ALLIANT ENERGY/WPL | 1025100000 | 1 | 01-55200-2210 | .00 | 69.13 | 69.13 |
| 11/24 | 11/27/2024 | 146080 | 30 | ALLIANT ENERGY/WPL | 1424240000 | 1 | 10-55110-2210 | .00 | 669.87 | 669.87 |
| Total 146080: | | | | | | | | .00 | | 739.00 |
| 146081 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146081 | 34 | ALLSTATE PETERBILT OF TOM | 5204228850 | 1 | 01-53311-3512 | .00 | 1,614.24 | 1,614.24 |
| 11/24 | 11/27/2024 | 146081 | 34 | ALLSTATE PETERBILT OF TOM | 5204228896 | 1 | 01-53311-3512 | .00 | 187.50- | 187.50- |
| Total 146081: | | | | | | | | .00 | | 1,426.74 |
| 146082 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522281833 | 1 | 01-53311-3512 | .00 | 38.99 | 38.99 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282120 | 1 | 01-53635-3500 | .00 | 521.78- | 521.78- |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282121 | 1 | 01-53311-3508 | .00 | 45.43 | 45.43 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282143 | 1 | 01-53311-3512 | .00 | 30.99 | 30.99 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282491 | 1 | 01-53311-3512 | .00 | 45.81 | 45.81 |

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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282529 | 1 | 01-53311-3408 | .00 | 41.97 | 41.97 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282589 | 1 | 01-53311-3512 | .00 | 85.99 | 85.99 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282643 | 1 | 01-53311-3512 | .00 | 10.08 | 10.08 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282666 | 1 | 01-53311-3408 | .00 | 4.77 | 4.77 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522282983 | 1 | 01-53311-3512 | .00 | 112.93 | 112.93 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283016 | 1 | 01-53311-3408 | .00 | 19.87 | 19.87 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283441 | 1 | 01-53311-3512 | .00 | 4.85 | 4.85 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283448 | 1 | 01-53311-3512 | .00 | 59.99 | 59.99 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283607 | 1 | 01-53311-3502 | .00 | 170.94 | 170.94 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283620 | 1 | 01-53311-3408 | .00 | 3.24- | 3.24- |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283624 | 1 | 01-53311-3508 | .00 | 39.16- | 39.16- |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283650 | 1 | 01-53311-3502 | .00 | 12.99 | 12.99 |
| 11/24 | 11/27/2024 | 146082 | 2341 | AUTO VALUE TOMAH (STREET) | 522283697 | 1 | 01-53311-3502 | .00 | 10.99 | 10.99 |
| Total 146082: | | | | | | | | .00 | | 132.41 |
| 146083 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146083 | 69 | BAKER & TAYLOR LLC | 2038670324 | 1 | 10-55110-3420 | .00 | 218.12 | 218.12 |
| 11/24 | 11/27/2024 | 146083 | 69 | BAKER & TAYLOR LLC | 2038670324 | 2 | 10-55110-3460 | .00 | 27.21 | 27.21 |
| Total 146083: | | | | | | | | .00 | | 245.33 |
| 146084 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146084 | 96 | BOUND TREE MEDICAL LLC | 85565065 | 1 | 03-52300-3402 | .00 | 1,119.23 | 1,119.23 |
| 11/24 | 11/27/2024 | 146084 | 96 | BOUND TREE MEDICAL LLC | 85565066 | 1 | 03-52300-3402 | .00 | 542.00 | 542.00 |
| Total 146084: | | | | | | | | .00 | | 1,661.23 |
| 146085 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146085 | 2365 | Brightspeed | #301310967 | 1 | 01-52100-2230 | .00 | 35.00 | 35.00 |
| 11/24 | 11/27/2024 | 146085 | 2365 | Brightspeed | 301313471 1 | 1 | 01-53510-2230 | .00 | 34.46 | 34.46 |
| 11/24 | 11/27/2024 | 146085 | 2365 | Brightspeed | 301313476 1 | 1 | 02-56910-2230 | .00 | 68.92 | 68.92 |
| 11/24 | 11/27/2024 | 146085 | 2365 | Brightspeed | 301313477 1 | 1 | 01-53311-2230 | .00 | 102.66 | 102.66 |
| 11/24 | 11/27/2024 | 146085 | 2365 | Brightspeed | 303131485 1 | 1 | 12-55500-2230 | .00 | 78.71 | 78.71 |
| Total 146085: | | | | | | | | .00 | | 319.75 |
| 146086 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146086 | 2287 | CANON FINANCIAL SERVICES I | 36622330 | 1 | 03-52300-2900 | .00 | 73.00 | 73.00 |

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 146086: | | | | | | | | .00 | | 73.00 |
| 146087 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146087 | 2708 | CAROL RAZAITIS | PHOTO FUN | 1 | 01-46723 | .00 | 50.00 | 50.00 |
| Total 146087: | | | | | | | | .00 | | 50.00 |
| 146088 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146088 | 2563 | CHARTER COMMUNICATIONS | 17153960111 | 1 | 12-55500-2240 | .00 | 203.23 | 203.23 |
| Total 146088: | | | | | | | | .00 | | 203.23 |
| 146089 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146089 | 173 | CRAM'S COMPUTER CENTER L | 6303 | 1 | 03-52300-2100 | .00 | 262.00 | 262.00 |
| Total 146089: | | | | | | | | .00 | | 262.00 |
| 146090 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146090 | 2437 | DAWSON DEAN | 111424 | 1 | 03-52300-3350 | .00 | 150.00 | 150.00 |
| Total 146090: | | | | | | | | .00 | | 150.00 |
| 146091 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146091 | 275 | GHD SERVICES INC | 340-0129739 | 1 | 01-53630-2100 | .00 | 4,044.60 | 4,044.60 |
| Total 146091: | | | | | | | | .00 | | 4,044.60 |
| 146092 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146092 | 2634 | GREEN PRO SOLUTIONS | 25371 | 1 | 01-51600-3500 | .00 | 5,651.70 | 5,651.70 |
| Total 146092: | | | | | | | | .00 | | 5,651.70 |
| 146093 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146093 | 2538 | HEATHER MINOR | 034808 | 1 | 10-55110-2900 | .00 | 752.00 | 752.00 |
| Total 146093: | | | | | | | | .00 | | 752.00 |

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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146094 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146094 | 317 | HOLIDAY WHOLESale | 1884716 | 1 | 01-51600-3400 | .00 | 148.90 | 148.90 |
| Total 146094: | | | | | | | | .00 | 148.90 | 148.90 |
| 146095 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146095 | 354 | JOHN SHUCK PLUMBING & REP | 4574 | 1 | 10-55110-3500 | .00 | 173.70 | 173.70 |
| Total 146095: | | | | | | | | .00 | 173.70 | 173.70 |
| 146096 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146096 | 396 | LEXISNEXIS RISK DATA MANAG | #1100034799 | 1 | 01-52100-2900 | .00 | 203.50 | 203.50 |
| 11/24 | 11/27/2024 | 146096 | 396 | LEXISNEXIS RISK DATA MANAG | #1100050999 | 1 | 01-52100-2900 | .00 | 204.00 | 204.00 |
| Total 146096: | | | | | | | | .00 | 407.50 | 407.50 |
| 146097 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146097 | 2328 | LYNX NETWORKS | 897700 11.24 | 1 | 12-55500-2230 | .00 | 18.74 | 18.74 |
| Total 146097: | | | | | | | | .00 | 18.74 | 18.74 |
| 146098 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146098 | 1757 | MACQUEEN EQUIPMENT LLC | P36259 | 1 | 01-53311-3502 | .00 | 179.67 | 179.67 |
| 11/24 | 11/27/2024 | 146098 | 1757 | MACQUEEN EQUIPMENT LLC | P38658 | 1 | 01-57220-8300 | .00 | 335.40 | 335.40 |
| Total 146098: | | | | | | | | .00 | 515.07 | 515.07 |
| 146099 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146099 | 416 | MATHY CONSTRUCTION COMP | 5200024100 | 1 | 01-53311-3405 | .00 | 14,731.97 | 14,731.97 |
| 11/24 | 11/27/2024 | 146099 | 416 | MATHY CONSTRUCTION COMP | 5700007346 | 1 | 01-53311-3405 | .00 | 10,743.82 | 10,743.82 |
| Total 146099: | | | | | | | | .00 | 25,475.79 | 25,475.79 |
| 146100 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146100 | 2124 | MEDLINE INDUSTRIES, INC. | 2344733043 | 1 | 03-52300-3402 | .00 | 55.80 | 55.80 |
| Total 146100: | | | | | | | | .00 | 55.80 | 55.80 |

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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146101 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146101 | 2122 | MORGAN SCHARLAU | 111424 | 1 | 03-52300-3350 | .00 | 150.00 | 150.00 |
| Total 146101: | | | | | | | | .00 | | 150.00 |
| 146102 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146102 | 2078 | MORRIES TOMAH C F, LLC | #123214 | 1 | 01-52100-3500 | .00 | 87.99 | 87.99 |
| Total 146102: | | | | | | | | .00 | | 87.99 |
| 146103 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146103 | 1815 | MULTIMEDIA SALES & MARKETI | 1075663 | 1 | 12-55500-3200 | .00 | 180.00 | 180.00 |
| Total 146103: | | | | | | | | .00 | | 180.00 |
| 146104 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146104 | 2710 | PATRICIA ZELLMER | OVERPAYM | 1 | 03-13100 | .00 | 150.02 | 150.02 |
| Total 146104: | | | | | | | | .00 | | 150.02 |
| 146105 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146105 | 527 | POELLINGER ELECTRIC INC | 4621-01 | 1 | 01-53510-3500 | .00 | 900.00 | 900.00 |
| 11/24 | 11/27/2024 | 146105 | 527 | POELLINGER ELECTRIC INC | 4652-01 | 1 | 01-53510-3500 | .00 | 333.57 | 333.57 |
| 11/24 | 11/27/2024 | 146105 | 527 | POELLINGER ELECTRIC INC | 4729-01 | 1 | 01-53510-3500 | .00 | 463.85 | 463.85 |
| Total 146105: | | | | | | | | .00 | | 1,697.42 |
| 146106 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146106 | 538 | QUILL CORPORATION | 41392444 | 1 | 03-52300-3400 | .00 | 25.18 | 25.18 |
| 11/24 | 11/27/2024 | 146106 | 538 | QUILL CORPORATION | 41403732 | 1 | 03-52300-3400 | .00 | 33.18 | 33.18 |
| 11/24 | 11/27/2024 | 146106 | 538 | QUILL CORPORATION | 41507165 | 1 | 03-52300-3100 | .00 | 13.49 | 13.49 |
| Total 146106: | | | | | | | | .00 | | 71.85 |
| 146107 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146107 | 550 | REINDERS INC | 6061944-00 | 1 | 01-55200-3500 | .00 | 916.81 | 916.81 |
| Total 146107: | | | | | | | | .00 | | 916.81 |

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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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146108 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146108 | 2709 | ROXANNE HERICKS | MINI PHOTO | 1 | 01-46723 | .00 | 50.00 | 50.00 |
| Total 146108: | | | | | | | | .00 | 50.00 | 50.00 |
| 146109 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146109 | 611 | TAPCO | 1791677 | 1 | 01-53311-3402 | .00 | 11,571.28 | 11,571.28 |
| Total 146109: | | | | | | | | .00 | 11,571.28 | 11,571.28 |
| 146110 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146110 | 1732 | TELEFLEX LLC | 9509170648 | 1 | 03-52300-3402 | .00 | 1,330.00 | 1,330.00 |
| Total 146110: | | | | | | | | .00 | 1,330.00 | 1,330.00 |
| 146111 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146111 | 639 | TOMAH CASH STORE | 36 | 1 | 01-51600-2230 | .00 | 169.99 | 169.99 |
| Total 146111: | | | | | | | | .00 | 169.99 | 169.99 |
| 146112 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146112 | 1744 | TOMAH HEALTH | Oct 24 | 1 | 01-52100-3400 | .00 | 140.25 | 140.25 |
| Total 146112: | | | | | | | | .00 | 140.25 | 140.25 |
| 146113 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146113 | 658 | TOMAH WATER & SEWER UTILI | 5403.01 11.2 | 1 | 12-55500-2220 | .00 | 98.18 | 98.18 |
| 11/24 | 11/27/2024 | 146113 | 658 | TOMAH WATER & SEWER UTILI | 67101.01 11. | 1 | 12-55500-2220 | .00 | 35.06 | 35.06 |
| Total 146113: | | | | | | | | .00 | 133.24 | 133.24 |
| 146114 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146114 | 672 | TRI-STATE BUSINESS MACHINE | 614725 | 1 | 03-52300-2900 | .00 | 129.47 | 129.47 |
| 11/24 | 11/27/2024 | 146114 | 672 | TRI-STATE BUSINESS MACHINE | 615409 | 1 | 01-51200-2900 | .00 | 25.00 | 25.00 |
| Total 146114: | | | | | | | | .00 | 154.47 | 154.47 |
| 146115 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146115 | 728 | WESTERN TECHNICAL COLLEG | 000048790 | 1 | 03-52300-3350 | .00 | 104.00 | 104.00 |

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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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 11/24 | 11/27/2024 | 146115 | 728 | WESTERN TECHNICAL COLLEG | Kaufman Phy | 1 | 01-52100-2100 | .00 | 20.00 | 20.00 |
| Total 146115: | | | | | | | | .00 | | 124.00 |
| 146116 | | | | | | | | | | |
| 11/24 | 11/27/2024 | 146116 | 757 | WINDING RIVERS LIBRARY SYS | 559 | 1 | 10-55110-3440 | .00 | 5,029.50 | 5,029.50 |
| 11/24 | 11/27/2024 | 146116 | 757 | WINDING RIVERS LIBRARY SYS | 604 | 1 | 10-55110-3100 | .00 | 488.00 | 488.00 |
| 11/24 | 11/27/2024 | 146116 | 757 | WINDING RIVERS LIBRARY SYS | 706 | 1 | 10-55110-3440 | .00 | 5,276.00 | 5,276.00 |
| Total 146116: | | | | | | | | .00 | | 10,793.50 |
| 146117 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146117 | 2340 | ACE HARDWARE (PARKS) | 627100 | 1 | 01-55200-3400 | .00 | 18.98 | 18.98 |
| 12/24 | 12/05/2024 | 146117 | 2340 | ACE HARDWARE (PARKS) | 627122 | 1 | 01-55200-3400 | .00 | 57.97 | 57.97 |
| 12/24 | 12/05/2024 | 146117 | 2340 | ACE HARDWARE (PARKS) | 627215 | 1 | 01-55200-3400 | .00 | 2.59 | 2.59 |
| 12/24 | 12/05/2024 | 146117 | 2340 | ACE HARDWARE (PARKS) | 627408 | 1 | 01-55200-3400 | .00 | 46.46 | 46.46 |
| Total 146117: | | | | | | | | .00 | | 126.00 |
| 146118 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 626796 | 1 | 01-53311-3408 | .00 | 16.58 | 16.58 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 626852 | 1 | 01-53311-3408 | .00 | 32.97 | 32.97 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 626962 | 1 | 01-51600-3500 | .00 | 32.99- | 32.99- |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 626974 | 1 | 01-51600-3500 | .00 | 90.28 | 90.28 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 626989 | 1 | 01-53311-3408 | .00 | 21.98 | 21.98 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 627121 | 1 | 01-53311-3409 | .00 | 207.87 | 207.87 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 627198 | 1 | 01-53311-3508 | .00 | 39.99 | 39.99 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 627263 | 1 | 01-53311-3408 | .00 | 38.56 | 38.56 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 627356 | 1 | 01-53311-3508 | .00 | 111.96 | 111.96 |
| 12/24 | 12/05/2024 | 146118 | 11 | ACE HARDWARE (PUBLIC WOR | 627362 | 1 | 01-53311-3508 | .00 | 6.99 | 6.99 |
| Total 146118: | | | | | | | | .00 | | 534.19 |
| 146119 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146119 | 2352 | ACE HARWARE (POLICE) | #627364 | 1 | 01-52100-3550 | .00 | 19.99 | 19.99 |
| Total 146119: | | | | | | | | .00 | | 19.99 |

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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 |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146120 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146120 | 27 | ALL AMERICAN DO-IT CENTER | 69611/3 | 1 | 01-55401-3500 | .00 | 87.98 | 87.98 |
| 12/24 | 12/05/2024 | 146120 | 27 | ALL AMERICAN DO-IT CENTER | 69899/3 | 1 | 01-55401-3500 | .00 | 26.97 | 26.97 |
| Total 146120: | | | | | | | | .00 | 114.95 | 114.95 |
| 146121 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146121 | 30 | ALLIANT ENERGY/WPL | 3966840000 | 1 | 01-55401-2210 | .00 | 123.24 | 123.24 |
| 12/24 | 12/05/2024 | 146121 | 30 | ALLIANT ENERGY/WPL | 5276700000 | 1 | 01-55401-2210 | .00 | 23.32 | 23.32 |
| 12/24 | 12/05/2024 | 146121 | 30 | ALLIANT ENERGY/WPL | 5400530000 | 1 | 01-55401-2210 | .00 | 23.32 | 23.32 |
| 12/24 | 12/05/2024 | 146121 | 30 | ALLIANT ENERGY/WPL | 7625640000 | 1 | 01-55401-2210 | .00 | 15.54 | 15.54 |
| Total 146121: | | | | | | | | .00 | 185.42 | 185.42 |
| 146122 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146122 | 2430 | AT&T MOBILITY - AMBULANCE | 2873036156 | 1 | 03-52300-2230 | .00 | 382.49 | 382.49 |
| Total 146122: | | | | | | | | .00 | 382.49 | 382.49 |
| 146123 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146123 | 2431 | AT&T MOBILITY - FIRE DEPT. | 2873030555 | 1 | 01-52200-2230 | .00 | 197.04 | 197.04 |
| Total 146123: | | | | | | | | .00 | 197.04 | 197.04 |
| 146124 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146124 | 2343 | AUTO VALUE TOMAH (PARKS) | 522284144 | 1 | 01-55401-3500 | .00 | 229.99 | 229.99 |
| Total 146124: | | | | | | | | .00 | 229.99 | 229.99 |
| 146125 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146125 | 218 | BAUMGART, EMIL | DECEMBER | 1 | 01-52400-2100 | .00 | 500.00 | 500.00 |
| Total 146125: | | | | | | | | .00 | 500.00 | 500.00 |
| 146126 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146126 | 84 | BEST KEPT PORTABLES LLC | 115463 | 1 | 01-55200-3400 | .00 | 990.00 | 990.00 |
| Total 146126: | | | | | | | | .00 | 990.00 | 990.00 |

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 |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146127 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146127 | 2714 | BRAYVYN HAMMER | CHEER PRO | 1 | 01-55300-3400 | .00 | 261.50 | 261.50 |
| Total 146127: | | | | | | | | .00 | 261.50 | 261.50 |
| 146128 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146128 | 2365 | Brightspeed | 301313478 1 | 1 | 01-55402-2230 | .00 | 147.08 | 147.08 |
| Total 146128: | | | | | | | | .00 | 147.08 | 147.08 |
| 146129 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146129 | 107 | BSN SPORTS LLC | 927256318 | 1 | 05-55300-3400 | .00 | 757.90 | 757.90 |
| Total 146129: | | | | | | | | .00 | 757.90 | 757.90 |
| 146130 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146130 | 2664 | DOBBERSTEIN LAW FIRM LLC | PP #24 | 1 | 01-21590 | .00 | 81.45 | 81.45 |
| Total 146130: | | | | | | | | .00 | 81.45 | 81.45 |
| 146131 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146131 | 274 | GERKE EXCAVATING INC | PROJECT T | 1 | 19-57621-8200 | .00 | 134,077.25 | 134,077.25 |
| 12/24 | 12/05/2024 | 146131 | 274 | GERKE EXCAVATING INC | PROJECT T | 2 | 08-57621-8100 | .00 | 45,926.62 | 45,926.62 |
| Total 146131: | | | | | | | | .00 | 180,003.87 | 180,003.87 |
| 146132 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146132 | 312 | HILLYARD/HUTCHINSON | 700609389 | 1 | 01-55401-3500 | .00 | 360.00 | 360.00 |
| Total 146132: | | | | | | | | .00 | 360.00 | 360.00 |
| 146133 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146133 | 317 | HOLIDAY WHOLESALE | #1891315 | 1 | 01-52100-3550 | .00 | 92.60 | 92.60 |
| Total 146133: | | | | | | | | .00 | 92.60 | 92.60 |
| 146134 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146134 | 2713 | KAMMY MILLER | 1418 | 1 | 01-55300-3400 | .00 | 658.00 | 658.00 |

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 146134: | | | | | | | | .00 | | 658.00 |
| 146135 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146135 | 2703 | KICKAPOO ROOFING LLC | 2681 | 1 | 05-55200-3400 | .00 | 5,062.89 | 5,062.89 |
| Total 146135: | | | | | | | | .00 | | 5,062.89 |
| 146136 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146136 | 387 | LARKIN'S GMC INC | 37598 | 1 | 01-55401-3500 | .00 | 104.42 | 104.42 |
| 12/24 | 12/05/2024 | 146136 | 387 | LARKIN'S GMC INC | 37613 | 1 | 01-55401-3500 | .00 | 119.58 | 119.58 |
| Total 146136: | | | | | | | | .00 | | 224.00 |
| 146137 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146137 | 1757 | MACQUEEN EQUIPMENT LLC | P38062, P39 | 1 | 01-57220-8300 | .00 | 539.90- | 539.90- |
| 12/24 | 12/05/2024 | 146137 | 1757 | MACQUEEN EQUIPMENT LLC | P38062, P39 | 2 | 01-57220-8300 | .00 | 1,083.15 | 1,083.15 |
| 12/24 | 12/05/2024 | 146137 | 1757 | MACQUEEN EQUIPMENT LLC | P39565 | 1 | 01-52200-3500 | .00 | 125.00 | 125.00 |
| Total 146137: | | | | | | | | .00 | | 668.25 |
| 146138 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146138 | 442 | MISSISSIPPI WELDERS SUPPL | 515684 | 1 | 03-52300-3400 | .00 | 88.05 | 88.05 |
| Total 146138: | | | | | | | | .00 | | 88.05 |
| 146139 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146139 | 447 | MONROE CO CLERK OF COUR | 202401057 | 1 | 01-23300 | .00 | 500.00 | 500.00 |
| 12/24 | 12/05/2024 | 146139 | 447 | MONROE CO CLERK OF COUR | 20241117 | 1 | 01-23300 | .00 | 500.00 | 500.00 |
| Total 146139: | | | | | | | | .00 | | 1,000.00 |
| 146140 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146140 | 454 | MONROE CO TREASURER | NOV COURT | 1 | 01-24300 | .00 | 1,454.06 | 1,454.06 |
| Total 146140: | | | | | | | | .00 | | 1,454.06 |
| 146141 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146141 | 2141 | NORTH WOODS | 405305 | 1 | 01-53311-2900 | .00 | 183.11 | 183.11 |

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 146141: | | | | | | | | .00 | | 183.11 |
| 146142 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6495 | 1 | 01-51300-2100 | .00 | 35.00 | 35.00 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6496 | 1 | 01-51300-2100 | .00 | 402.50 | 402.50 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6497 | 1 | 01-51300-2100 | .00 | 17.50 | 17.50 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6498 | 1 | 01-51200-2100 | .00 | 17.50 | 17.50 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6499 | 1 | 01-51300-2100 | .00 | 52.50 | 52.50 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6500 | 1 | 01-51300-2100 | .00 | 35.00 | 35.00 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6502 | 1 | 01-51300-2100 | .00 | 175.00 | 175.00 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | 6503 | 1 | 01-51300-2100 | .00 | 17.50 | 17.50 |
| 12/24 | 12/05/2024 | 146142 | 469 | PENNY J. PRECOUR ATTORNE | DECEMBER | 1 | 01-51300-2100 | .00 | 2,700.00 | 2,700.00 |
| Total 146142: | | | | | | | | .00 | | 3,452.50 |
| 146143 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146143 | 541 | RECDESK LLC | INV 15152 | 1 | 01-55200-3400 | .00 | 800.00 | 800.00 |
| 12/24 | 12/05/2024 | 146143 | 541 | RECDESK LLC | INV 15152 | 2 | 01-55300-3400 | .00 | 800.00 | 800.00 |
| 12/24 | 12/05/2024 | 146143 | 541 | RECDESK LLC | INV 15152 | 3 | 01-55401-3400 | .00 | 800.00 | 800.00 |
| 12/24 | 12/05/2024 | 146143 | 541 | RECDESK LLC | INV 15152 | 4 | 01-55402-3400 | .00 | 800.00 | 800.00 |
| Total 146143: | | | | | | | | .00 | | 3,200.00 |
| 146144 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146144 | 2008 | STANARD & ASSOCIATES, INC | #SA0000598 | 1 | 01-52100-2100 | .00 | 67.00 | 67.00 |
| Total 146144: | | | | | | | | .00 | | 67.00 |
| 146145 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146145 | 599 | STATE OF WISCONSIN-COURT | NOV COURT | 1 | 01-24240 | .00 | 3,035.14 | 3,035.14 |
| Total 146145: | | | | | | | | .00 | | 3,035.14 |
| 146146 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146146 | 603 | STREICHERS INC | #11729926 | 1 | 01-52100-1390 | .00 | 50.00 | 50.00 |
| Total 146146: | | | | | | | | .00 | | 50.00 |

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 |
|---------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146147 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146147 | 1732 | TELEFLEX LLC | 9509237782 | 1 | 03-52300-3402 | .00 | 39.95 | 39.95 |
| Total 146147: | | | | | | | | .00 | | 39.95 |
| 146148 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 1751.00 | 12.2 | 1 01-55200-2220 | .00 | 42.75 | 42.75 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 1917.05 | 12.2 | 1 01-55401-2220 | .00 | 8.22 | 8.22 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 1945.00 | 12.2 | 1 01-55200-2220 | .00 | 42.75 | 42.75 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2064.00 | 12.2 | 1 01-55401-2220 | .00 | 132.17 | 132.17 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2196.01 | 12.2 | 1 01-55401-2220 | .00 | 63.79 | 63.79 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2289.00 | 12.2 | 1 01-55200-2220 | .00 | 88.43 | 88.43 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2289.01 | 12.2 | 1 01-55200-2220 | .00 | 42.75 | 42.75 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2547.00 | 12.2 | 1 01-55200-2220 | .00 | 24.54 | 24.54 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2943.01 | 12.2 | 1 01-55200-2220 | .00 | 53.27 | 53.27 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 2967.00 | 12.2 | 1 01-55401-2220 | .00 | 195.29 | 195.29 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3114.00 | 12.2 | 1 01-55200-2220 | .00 | 24.54 | 24.54 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3255.00 | 12.2 | 1 01-55401-2220 | .00 | 584.27 | 584.27 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3304.00 | 12.2 | 1 01-55402-2220 | .00 | 307.52 | 307.52 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3353.00 | 12.2 | 1 01-55200-2220 | .00 | 24.54 | 24.54 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3439.00 | 12.2 | 1 01-55401-2220 | .00 | 204.15 | 204.15 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3521.00 | 12.2 | 1 01-55402-2220 | .00 | 65.08 | 65.08 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 3582.00 | 12.2 | 1 01-55200-2220 | .00 | 35.06 | 35.06 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 360201.00 | 1 | 1 01-55200-2220 | .00 | 24.54 | 24.54 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 809.05 | 12.24 | 1 01-55200-2220 | .00 | 53.27 | 53.27 |
| 12/24 | 12/05/2024 | 146148 | 658 | TOMAH WATER & SEWER UTILI | 854.00 | 12.24 | 1 01-55200-2220 | .00 | 81.60 | 81.60 |
| Total 146148: | | | | | | | | .00 | | 2,098.53 |
| 146149 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146149 | 676 | ULINE INC | 185171939 | | 1 01-55300-3400 | .00 | 1,339.54 | 1,339.54 |
| Total 146149: | | | | | | | | .00 | | 1,339.54 |
| 146150 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146150 | 2599 | WINONA CONTROLS | 24282 | | 1 08-57220-8200 | .00 | 694.34 | 694.34 |
| Total 146150: | | | | | | | | .00 | | 694.34 |

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 |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 146151 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146151 | 2712 | ZILLMER TREE MANAGEMENT | 1282 | | 1 05-55200-3400 | .00 | 2,985.00 | 2,985.00 |
| Total 146151: | | | | | | | | .00 | | 2,985.00 |
| 146152 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146152 | 782 | ZINGLER MARKETING LLC | 9469 | | 1 01-23180 | .00 | 2,505.00 | 2,505.00 |
| Total 146152: | | | | | | | | .00 | | 2,505.00 |
| 146153 | | | | | | | | | | |
| 12/24 | 12/05/2024 | 146153 | 783 | ZOLL MEDICAL CORPORATION | 4089448 | | 1 03-52300-3402 | .00 | 1,461.46 | 1,461.46 |
| Total 146153: | | | | | | | | .00 | | 1,461.46 |
| Grand Totals: | | | | | | | | .00 | | 510,916.36 |

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

Dwyer, Paul

City Council: _____

Glynn, John

Pater, Nellie

Peterson, Dean

Devine, Patrick

Scholze, Travis

Hart, Nicole

Yarrington, Richard

Zabinski, Shawn

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | GL Account and Title | Net Invoice Amount | Date Paid |
|---|---------------------------|----------------|--------------------------------|--------------|----------------------------------|--------------------|-----------|
| ALL AMERICAN DO-IT CENTER | | | | | | | |
| 27 | ALL AMERICAN DO-IT CENTER | 70014/3 | 70014/3 | 12/18/2024 | 01-53311-3508 HWY/ST MAINT R&M - | 32.73 | |
| Total ALL AMERICAN DO-IT CENTER: | | | | | | 32.73 | |
| ALLIANT ENERGY/WPL | | | | | | | |
| 30 | ALLIANT ENERGY/WPL | 2822167112 11 | ELECTRIC | 12/04/2024 | 03-52300-2210 AMBULANCE UTIL-ELE | 1,317.34 | |
| 30 | ALLIANT ENERGY/WPL | 2822167112 11 | ELECTRIC | 12/04/2024 | 01-52200-2210 FIRE PROTECTION UT | 564.57 | |
| Total ALLIANT ENERGY/WPL: | | | | | | 1,881.91 | |
| BAYCOM INC | | | | | | | |
| 76 | BAYCOM INC | #BENCHINV_0 | UPS FOR RADIO CONSOLE, BATTERY | 12/04/2024 | 08-57210-8200 LAW ENF BUILDINGS | 3,036.65 | |
| 76 | BAYCOM INC | #BENCHINV_0 | UPS FOR RADIO CONSOLE, BATTERY | 12/04/2024 | 01-52100-3400 LAW ENFORCE OPER | 3,691.75 | |
| Total BAYCOM INC: | | | | | | 6,728.40 | |
| GOODYEAR COMMERCIAL TIRE & SERVICE CENTE | | | | | | | |
| 2194 | GOODYEAR COMMERCIAL TIR | 128-1158106 | 128-1158106 | 12/18/2024 | 01-53311-3501 HWY/ST MAINT R&M - | 1,032.21 | |
| Total GOODYEAR COMMERCIAL TIRE & SERVICE CENTE: | | | | | | 1,032.21 | |
| KWIK TRIP CREDIT DEPT | | | | | | | |
| 375 | KWIK TRIP CREDIT DEPT | 00474557 11.2 | FUEL | 12/04/2024 | 01-52200-3400 FIRE PROTECTION OP | 498.42 | |
| Total KWIK TRIP CREDIT DEPT: | | | | | | 498.42 | |
| LARKIN'S GMC INC | | | | | | | |
| 387 | LARKIN'S GMC INC | 88242 | OIL SERVICE | 12/04/2024 | 01-52200-3500 FIRE PROTECTION RE | 67.25 | |
| Total LARKIN'S GMC INC: | | | | | | 67.25 | |
| MARTIN-MCALLISTER CONSULTING PSYC. INC | | | | | | | |
| 850 | MARTIN-MCALLISTER CONSUL | #16578 | PUBLIC SAFETY ASSESSMENT/KAUF | 11/30/2024 | 01-52100-2100 LAW ENFORCE PROF | 625.00 | |
| Total MARTIN-MCALLISTER CONSULTING PSYC. INC: | | | | | | 625.00 | |
| MAYO CLINIC | | | | | | | |
| 1921 | MAYO CLINIC | Guarantor ID 7 | PRE-EMP PHYSICAL KAUFMAN, KADE | 12/01/2024 | 01-52100-2100 LAW ENFORCE PROF | 306.00 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | GL Account and Title | Net Invoice Amount | Date Paid |
|---|----------------------------|----------------|-----------------|--------------|-----------------------------------|--------------------|-----------|
| Total MAYO CLINIC: | | | | | | 306.00 | |
| MISSISSIPPI WELDERS SUPPLY COMPANY INC | | | | | | | |
| 442 | MISSISSIPPI WELDERS SUPPL | 1836096 | CYLINDERS | 12/03/2024 | 03-52300-3400 AMBULANCE OPERATI | 12.60 | |
| Total MISSISSIPPI WELDERS SUPPLY COMPANY INC: | | | | | | 12.60 | |
| SUMMIT FIRE PROTECTION | | | | | | | |
| 2643 | SUMMIT FIRE PROTECTION | 2849811 | PTS PULL PIN | 12/03/2024 | 01-52200-3400 FIRE PROTECTION OP | 30.00 | |
| Total SUMMIT FIRE PROTECTION: | | | | | | 30.00 | |
| TOMAH WATER & SEWER UTILITY | | | | | | | |
| 658 | TOMAH WATER & SEWER UTILI | 2050.00 12.24 | 2050.00 12.24 | 12/18/2024 | 01-53311-2220 HWY/ST MAINT UTIL-W | 137.43 | |
| 658 | TOMAH WATER & SEWER UTILI | 2067.00 12.24 | 2067.00 12.24 | 12/18/2024 | 01-51600-2220 GENERAL BLDGS UTIL | 224.73 | |
| 658 | TOMAH WATER & SEWER UTILI | 2263.01 12.24 | 2263.01 | 12/18/2024 | 01-53311-2220 HWY/ST MAINT UTIL-W | 53.27 | |
| 658 | TOMAH WATER & SEWER UTILI | 2541.00 12.24 | 2541.00 12.24 | 12/18/2024 | 01-53311-2220 HWY/ST MAINT UTIL-W | 22.60 | |
| 658 | TOMAH WATER & SEWER UTILI | 2901.02 12.24 | 2901.02 12.24 | 12/18/2024 | 01-53510-2220 AIRPORT UTIL-W&S | 24.54 | |
| 658 | TOMAH WATER & SEWER UTILI | 3581.00 11.24 | WATER & SEWER | 12/04/2024 | 03-52300-2220 AMBULANCE UTIL-W& | 147.00 | |
| 658 | TOMAH WATER & SEWER UTILI | 3581.00 11.24 | WATER & SEWER | 12/04/2024 | 01-52200-2220 FIRE PROTECTION UT | 36.74 | |
| 658 | TOMAH WATER & SEWER UTILI | 854.01 12.24 | 854.01 12.24 | 12/18/2024 | 01-53311-2220 HWY/ST MAINT UTIL-W | 22.60 | |
| 658 | TOMAH WATER & SEWER UTILI | 967.01 12.24 | 967.01 12.24 | 12/18/2024 | 01-53311-2220 HWY/ST MAINT UTIL-W | 24.54 | |
| 658 | TOMAH WATER & SEWER UTILI | NOV 2024 | W & S NOV 2024 | 12/05/2024 | 01-52100-2220 LAW ENFORCE UTIL- | 222.29 | |
| Total TOMAH WATER & SEWER UTILITY: | | | | | | 915.74 | |
| TRI-STATE BUSINESS MACHINES INC | | | | | | | |
| 672 | TRI-STATE BUSINESS MACHINE | 615822 | COPIER CONTRACT | 12/03/2024 | 03-52300-2900 AMBULANCE SERVICE | 35.10 | |
| Total TRI-STATE BUSINESS MACHINES INC: | | | | | | 35.10 | |
| Grand Totals: | | | | | | 12,165.36 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | GL Account and Title | Net Invoice Amount | Date Paid |
|--------|-------------|----------------|-------------|--------------|----------------------|--------------------|-----------|
|--------|-------------|----------------|-------------|--------------|----------------------|--------------------|-----------|

Dated: _____

Mayor: _____ Dwyer, Paul


City Council: _____ Glynn, John
_____ Pater, Nellie
_____ Peterson, Dean
_____ Devine, Patrick
_____ Scholze, Travis
_____ Hart, Nicole
_____ Yarrington, Richard
_____ Zabinski, Shawn

CITY OF TOMAH
STAFF COMMITTEE PREPARATION REPORT
December 5, 2024

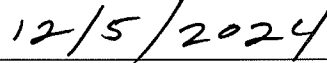
Agenda Item: City of Tomah Permit Fee Schedule

Summary and background information: General Engineering has increased fees for permits effective January 1, 2025, through December 31, 2026.
See attached fee schedule for new rates.

Recommendation: I recommend approval of the updated permit fee schedule effective January 1, 2025.



Code Enforcement Officer/EDZ Assistant



Date

CITY OF TOMAH PERMIT FEE SCHEDULE

RESIDENTIAL: (One and Two Family)

| | |
|---|--|
| 1. Early Start (Footings & Foundation Only) | \$275.00 |
| 2. Plan Review (New One & Two-Family Dwellings) | \$94.00 per Unit |
| 3. Plan Review (Residential Additions/Remodels) | \$55.00 per Unit |
| 4. New (includes garage, decks & basements) | \$0.33 per sq. ft. (Min. Fee \$847.00) + Impact Fee |
| 5. Manufactured & HUD Dwellings For basements, attached garage and decks. | \$424.00 + \$0.33 per sq. ft. + mechanical costs |
| 6. Camping Units | \$303.00 + State Insignia + Mechanical Costs |
| 7. State Camping Unit Insignia | \$30.00 |
| 8. State Seal | \$40.00 |
| 9. Additions | \$0.33 per sq. ft. (Min. Fee \$220.00) + Mechanical Costs |
| 10. Remodels & Alterations | \$0.33 per sq. ft. (Min. Fee \$165.00) + Mechanical Costs |
| 11. Accessory Buildings > 120 square feet | \$0.19 per sq. ft. (Min. Fee \$193.00) + Mechanical Costs |
| 12. Electrical (Including Service Upgrade or Temp Electrical) | \$171.00 |
| 13. Plumbing (Inspection Required) | \$116.00 |
| 14. Plumbing (Admin Only – No Inspections Required) | \$55.00 |
| 15. HVAC (Inspection Required) | \$116.00 |
| 16. HVAC (Admin Only – No Inspections Required) | \$55.00 |
| 17. Pools: In Ground | \$303.00 |
| a. Above Ground – No Deck (If w/ Deck, see item 18) | \$138.00 |
| 18. Decks | \$0.66 per sq. ft. (Min. Fee \$193.00) |
| 19. Residential Raze/Demo | |
| a. Building or Structure (Includes Erosion Control) | \$110.00 per Building |
| b. Interior Demolition (not to effect egress, structural items or bathrooms) | \$110 per Area |
| 20. Residential Temporary Occupancy | \$220.00 |
| 21. New One- & Two-Family Erosion Control | \$165.00 |
| 22. Additions Erosion Control | \$110.00 |
| 23. Preliminary Inspection for Relocation of Structure | \$330.00 |
| 24. Residential Fire Sprinkler and/or Alarm Systems | \$0.04 per sq. ft. (Min. Fee \$275.00) |
| 25. Occupancy (New One- & Two-Family) | \$94.00 |
| 26. Re-Inspection for Corrective Actions Ordered | \$85.00 Each |
| 27. Solar PV Systems Installation | |
| a. System Rating AC: 0.1kW-15kW | \$374.00 |
| b. System Rating AC: Over 15kW | \$374.00 plus \$17.00 per kW over 15kW |

Effective 1/1/2025

MISCELLANEOUS FEE

| | |
|--------------------------------|----------|
| Sign Permit | \$40.00 |
| Fence Permit | \$20.00 |
| Shed Permit < 120 sq. feet | \$15.00 |
| Board of Appeals – 17.80(5)(d) | \$125.00 |
| Conditional Use Permit – 17.30 | \$125.00 |

NOTE:

- Gross square foot calculations are based on the dimensions of the building from the exterior faces of the exterior walls, of each finished floor level and the garage.
- All fees in fractions of a dollar shall be rounded to the next full dollar.
- \$300.00 Impact Fee for Single Family Dwelling
- \$500.00 Impact Fee for Two Family Dwellings
- \$200.00 Impact Fee for each unit in Multi-Family Dwellings \geq 3 units

***FEES WILL BE DOUBLED FOR WORK COMMENCED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT BY THE INSPECTION DEPARTMENT.**



STAFF PREPARATION REPORT

Agenda Item: Discussion and Approval of Fire Department job description changes.

The Director of Public Safety /Fire Chief has reviewed the Fire Department job descriptions and has made some updates to be in line with the current responsibilities.

Recommendation: I am asking the Tomah City Council to approve the purposed changes to the Fire Department job descriptions.

Respectfully Submitted,

12-5-24

Tim Adler
Public Safety Director/Fire Chief

Date

Approved By:

12/9/24

Kirk Arity
SET Team Chairman

Date

Tomah Fire Department SOGs

POSITION: Firefighter
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 of 3
Revised: December 2024
Council Approved: Feb 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

1. The position requires responding to fires, vehicle crashes and other types of emergency incidents. The firefighter must be able to perform the functions required at emergency incidents, including combating and extinguishing fires.
2. The position involves extensive training in the operation of apparatus, tools and equipment, and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such disabilities as heat, smoke and cramped surroundings.
3. Each firefighter hired shall be placed on probation for a minimum of one (1) year and shall remain on probation until completion of ENTRY-LEVEL FIREFIGHTER II training. This must be done within a two (2) year period. If the firefighter is already an ENTRY-LEVEL FIREFIGHTER or higher, at time of hiring, he/she shall serve a one (1) year probationary period commencing on the date of hire. No firefighter without a Wisconsin ENTRY LEVEL FIREFIGHTER I & II certificate will be allowed on the fire ground or training ground. They may attend monthly meetings and classroom functions during this time. Firefighters shall attain FIREFIGHTER I and II within a two-year period depending upon class availability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Capable of responding to fire calls and emergency incidents in accordance with the standards of the department.
2. Performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy objects (25-30 lbs.).
3. Performance of tasks associated with responding to fire alarms and other calls for assistance requires a capacity to lift heavy objects (50-100 lbs.) unassisted and larger objects (more than 100 lbs.) with assistance.
4. Capable of raising and climbing ladders, including the aerial ladder, up to 75 feet.
5. Capable of using hose lines, firefighting tools, and other equipment requiring a moderate to high degree of physical strength, or manual dexterity, under emergency conditions.
6. Capable of completing certification training to a minimum level of Firefighter I.
7. Attend meetings, schools and training courses, in accordance with the standards of the department.
8. Capable of completing written reports on fire scene activities.
9. Follow the proper chain of command of the department.
10. Capable of dealing with high stress situations.
11. Assist in other activities pertaining to fire station duties, cleaning up and maintenance, as ordered by the Fire Chief or any ranking officer.
12. Capable of using communication equipment, i.e., portable radio.

Tomah Fire Department SOGs

POSITION: Firefighter
PAGE: 2 of 3

DEPARTMENT: Fire Department

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED:

1. Requires the use of Self-Contained Breathing Apparatus (SCBA).
2. Requires the use of personal protective equipment such as, but not limited to: SCBA facemask, fire resistant clothing, helmet, goggles, boots, and gloves.
3. Requires entering confined space areas with appropriate Personal Protective Equipment.
4. Performs tasks that may expose the firefighter to machinery and its moving parts, toxic gases, chemicals, smoke, heat and hazardous materials.
5. Work is often performed outdoors in extreme cold or inclement weather and under conditions that may contribute to emotional as well as physical stress.

EDUCATION AND EXPERIENCE REQUIRED:

1. High School diploma or equivalent.
2. Must be at least eighteen (18) years of age.
3. Must have a valid Wisconsin driver's license.
4. Shall have completed ENTRY LEVEL FIREFIGHTER I & II.
5. Must be able to obtain/perform the above listed essential job qualifications and functions.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Able to drive, operate and pump department apparatus upon receiving the proper training.
2. Able to participate in non-firefighting activities, as required by the department (Fund raising activities and public relations events, such as parades, picnics, water barrel fights, softball, hose testing, etc....).
3. Maintain all issued department equipment in good working condition.
4. Be knowledgeable in areas of fire inspections, fire prevention and building construction.
5. Obtain other certification as required or requested.
6. Actively promote good public relations and participate in public talks and related activities, as directed.
7. Appear as a witness in court whenever required.
8. Wear a complete department uniform when instructed to do so by the Fire Chief or other ranking officer of the department.
9. Perform other duties and activities required by the City of Tomah code and ordinances, state statutes, department special duties, as directed by the Fire Chief or other officers of the department.

Tomah Fire Department SOGs

POSITION: Firefighter
PAGE: 3 of 3

DEPARTMENT: Fire Department

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Fire Inspector
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 of 2
Revised: December 2024
Council Approved: February 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

1. Firefighter/Inspector conducts fire prevention inspections in accordance with applicable administrative laws, and ordinances. These inspections shall be conducted under the supervision of the Fire Chief and in accordance with the department's policies and procedures. This person shall be a firefighter and must comply with the firefighter's job descriptions.
2. This work is performed in a professional manner in the field of fire inspection, fire prevention, and firefighting.
3. Under the supervision of the Fire Chief/Deputy Chief, perform such duties and activities as may be required in municipal codes and ordinances, State statutes and administrative rules and policies and procedures of the department or special instruction of the Fire Chief/Deputy Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct routine, follow-up, enforcement, and special prevention inspections as assigned.
2. Demonstrate knowledge of the method of performing fire prevention inspections.
3. Prepare reports of inspections activities according to department policy and procedures.
4. Maintain the system of records and reports for civic, fraternal, educational, institutional or industrial organizations and agencies.
5. Participate in public fire safety education programs for civic, fraternal, educational, institutional or industrial organizations and agencies.
6. At times, work with and assist the Building Inspector, as assigned by the fire Chief/Deputy Chief.
7. Participate, when assigned, local regional, state conferences and seminars relating to fire inspection and prevention to maintain a continuing level of professional and technical competence.

EDUCATION AND EXPERIENCE REQUIRED:

1. Possession of Wisconsin Firefighter Level II.
2. Have knowledge of fire prevention practices and procedures.
3. Have knowledge of fire prevention codes and ordinances and building codes.
4. Ability to establish and maintain effective working relationships with officers and members of the fire department, municipal officials and the general public.
5. Ability to communicate effectively both verbally and in written form.

MINIMUM AND SPECIAL JOB REQUIREMENTS:

1. Such training as may have gained through participation in fire prevention seminars, courses, previous inspection work, and other building code training courses along with any firefighting training.
2. Possess or become certified as a Fire Inspector Level I.

Tomah Fire Department SOGs

POSITION: Fire Inspector
PAGE: 2 of 2

DEPARTMENT: Fire Department

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Asst. Maintenance Engineer
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 OF 2
Revised: December 2024
Council Approved: February 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

The Assistant Maintenance Engineer is responsible for maintaining the fire department Self-Contained Breathing Apparatus (SCBA) and related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct weekly and monthly checks on all fire department SCBA's and other assigned tasks.
2. Prepares written or computerized records and reports of SCBA maintenance.
3. Inspect equipment to ensure proper order and condition.
4. Inform the Fire Chief or Deputy Chief of any problems related to SCBA's or related equipment.
5. Make recommendations regarding the need for related equipment or service.
6. Assists in training subordinates on related equipment during department drills using lectures, practical performance and demonstration methods.
7. Make sure that there is an adequate amount of breathing air available for future use.

EDUCATION AND EXPERIENCE REQUIRED:

1. Possession of Wisconsin Firefighter II.
2. Possession of a valid Wisconsin driver's license.
3. Attending maintenance and operator training from SCBA vendor to perform service.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relationships with other members of the department, community officials and the public.
2. Thorough knowledge of the use of SCBA's and the ability to demonstrate their use to others.
3. Ability to conduct training for fire department personnel.
4. Ability to express ideas, clearly, concisely, orally and in writing to groups and individuals.
5. Ability to recognize signs and symptoms of a malfunctioning SCBA and troubleshoot the problem to fix it.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Tomah Fire Department SOGs

POSITION: Asst. Maintenance Engineer
PAGE: 2 OF 2

DEPARTMENT: Fire Department

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Maintenance Engineer
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 of 2
Revised: December 2024
Council Approved: February 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

The Maintenance Engineer position requires the supervision and maintenance of all fire apparatus and equipment.

The position involves administrative work in the direction of the maintenance program, including supervision of the activities to ensure they comply with the department policies, procedures and special instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Maintenance Engineer will manage within the limits of the Fire Commission and fire department policies, procedures and budget, has the responsibility and authority to accomplish the following:

1. Plan, organize, deliver, supervise and coordinate the fire department maintenance program.
2. Schedule and conduct maintenance for all fire department apparatus and equipment.
3. Prepare and maintain current hard copy or computer files of all maintenance records and ensure that all equipment maintains current required certifications.
4. ~~Supervise all firefighters and see that their apparatus is properly maintained and that monthly maintenance reports are kept up to date.~~
5. Schedule and conduct special courses for fire department personnel regarding apparatus and equipment.
6. Participate in local, regional, state conferences and seminars on fire apparatus and equipment maintenance to maintain a continuing level of professional and technical competence.
7. Assist in the development of standard operating guidelines governing both the emergency and non-emergency operations of the department.
8. Assist in the preparation of the fire department budget.

EDUCATION AND EXPERIENCE REQUIRED:

1. Possession of Wisconsin Firefighter II or equivalent experience.
2. Possession of a valid Wisconsin driver's license.
3. A minimum of three (3) years of verifiable fire service experience.
4. ~~Satisfy the Annual Refresher Training Requirements of a minimum twenty (20) hours of approved training outside of the regular department training program, of a skilled nature directly related to the position.~~

Tomah Fire Department SOGs

POSITION: Maintenance Engineer
PAGE: 2 of 2

DEPARTMENT: Fire Department

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relations with the fire department personnel, community officials and the general public.
2. Extensive knowledge of and skill in the use and operation of the various types of firefighting equipment and apparatus and an ability to demonstrate their use to others.
3. Ability to determine the need for new fire apparatus and equipment and evaluate new techniques, methods and procedures.
4. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
5. Ability to evaluate department operations.
6. Ability to utilize computerized record keeping programs.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Captain
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 of 3
Revised: December 2024
Council Approved: February 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

Assist the Fire Chief & Deputy Chief in administering the functions of planning, organizing, directing, coordinating and controlling the operations of the department and its personnel.

This position involves the utilization of manpower, development, and training of personnel, performance evaluation, organization morale, safety of personnel, equipment maintenance and utilization, budget preparation, the enforcement of the policies and procedures of the fire department. ~~There will be one Captain at each of the two stations.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~1. Supervise all fire prevention, public education, and rescue and fire suppression activities of the department.~~
2. Respond to fires, vehicle crashes and other emergencies, determining what apparatus and equipment is needed, making decisions on methods of controlling and extinguishing fires and directing the work of department members.
3. Assist in establishing minimum standards of training and technical competence for all fire department personnel.
4. Assist in developing rules, regulations and standard operating guidelines governing both emergency and non-emergency operations of the department.
5. Assist in the development of long-range plans for the training, operations, staffing and equipment of the department.
6. Develop and maintain effective working relationships with department members, community officials and local government agencies.
7. Assist in the investigation of fires and analyze findings to determine causes of fire.
- ~~8. Assist in the development and implementation of public safety education programs for civic, fraternal, educational, institutional organizations or agencies.~~
9. Assist the training officer with planning, organizing, supervising and coordinating the fire department training program.
10. Participate in local, regional, state and national conferences and seminars on fire administration, prevention, public education, and suppression to maintain a continuing level of professional and technical competence.
11. Assists the Fire Chief in preparing the annual budget.
- ~~12. Oversee the maintenance of facilities, vehicles and communications equipment as established by policy.~~
13. Attend fire meetings of city, county and state and emergency government organizations as required.
14. Fills in as Assistant Chief in their absence.
15. Make sure vehicles & equipment are back in service at the end of each fire run.

Tomah Fire Department SOGs

POSITION: Captain (2)

DEPARTMENT: Fire Department

PAGE: 2 of 3

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relations with the fire department personnel, community officials and the general public.
2. Thorough knowledge of fire department administration, fire prevention practices, firefighting techniques, training and the scientific principles involved in fire suppression.
3. Extensive knowledge of and skill in supervision of the various types of firefighting equipment and apparatus.
4. Considerable knowledge of public relations.
5. Considerable knowledge of explosives, hazardous properties and potential reactions of chemicals, liquids and gases, as well as the combustion qualities of materials used in the construction of commercial and residential structures.
6. Ability to plan, assign, direct and supervise firefighting equipment and personnel under emergency conditions.
7. Ability to evaluate fires, recognize danger, use sound judgment and react calmly under emergency conditions.
8. Extensive knowledge of the geography of the community, the location of streets, the nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants and other water sources.
9. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
10. Thorough knowledge of the use of firefighting tools and equipment and an ability to demonstrate their use to others.
11. Considerable knowledge of teaching methods and aids, with the ability to organize, instruct personnel and supervise drills.
12. Ability to plan, coordinate and supervise assignments within the department.
13. Ability to perform job analysis and evaluate department operations.
14. Act as Assistant Chief of department when required.

MINIMUM REQUIREMENTS:

1. Extensive successful firefighting experience of at least five (5) years.
2. High School graduate or equivalent.
3. Possession of Wisconsin Firefighter Level II.
4. Possession of a valid Wisconsin driver's license with an acceptable driving record.
5. ~~Residency in Monroe County required and must be at least twenty-five (25) years old.~~

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

1. Frequently work outdoors with exposure to heat, smoke and inclement weather.
2. Requires the use of personal protective equipment such as self-contained breathing apparatus, fire resistive clothing, helmet, goggles, boots and gloves.
3. Performance of routine tasks requires a capacity to intermittently sit, walk, bend and lift moderately heavy objects (20-30 lbs.).

Tomah Fire Department SOGs

POSITION: Captain (2)
PAGE: 3 of 3

DEPARTMENT: Fire Department

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS (CONT.):

1. Capable of raising and climbing ladders, including the aerial ladder up to 75 feet.
2. Wear a complete department uniform when instructed to do so by the Chief or other ranking officers.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public with 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

Tomah Fire Department SOGs

POSITION: Safety Officer
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 of 2
Revised: December 2024
Council Approved: February 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

Acts as the Fire Department Safety Officer and is in charge of the Safety Program and is in charge of safety on the fire ground. The Safety Officer is responsible for monitoring and assessing hazards or unsafe situations and developing measures for assuring personnel safety. The Safety Officer can take immediate steps to correct any unsafe act or remove personnel from immediate danger. This person has the authority to stop work or activity on the fireground or in training sessions if the need arises due to personnel safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Safety Officer on the fire ground.
2. Chairman of the department Safety Committee.
3. Make periodic checks of all equipment for safety.
4. Act as Assistant Chief in the absence of the Fire Chief or the Deputy Chief.
5. Assists Training Officer on all practice drills.
6. Assists the Fire Chief in preparing the annual budget.
7. Assists in developing rules, regulations and standard operating guidelines governing both emergency and non-emergency operations of the department.

EDUCATION AND EXPERIENCE REQUIRED:

1. High School graduate or equivalent.
2. Must be at least 18 years of age.
3. Must be Wisconsin Firefighter II or better.
4. Four (4) years' experience as a firefighter.
5. Command experience.
6. National Fire Academy Incident Safety Officer course.

WORKING CONDITIONS:

1. Hazardous work conditions, dealing with smoke, heat and fatigue.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Tomah Fire Department SOGs

POSITION: Safety Officer
PAGE: 2 of 2

DEPARTMENT: Fire Department

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

| | | | |
|--|-------------------------|------------------------|-------------------------------------|
| POSITION: | Training Officer | DEPARTMENT: | Fire Department |
| SUPERVISOR: | Fire Chief/Deputy Chief | CLASSIFICATION: | Hourly/Non-Union Non-Represented |
| PAGE: 1 OF 2 | | | GRADE: N/A |
| Revised: December 2024 | | | |
| Council Approved: February 14, 2012 | | | |

GENERAL DESCRIPTION OF DUTIES:

The Training Officer position requires the implementation, delivery, coordination and supervision of fire prevention, suppression and rescue training programs. The position involves administrative work in the direction of the training program, including the supervision of the activities to ensure they comply with department policies, procedures and special instructions. It also involves specialized work in the instruction and training of officers and firefighters in the presentation of fire safety programs for the public and the ability to develop, coordinate and supervise this activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the development of minimum standards of training and technical competence for all fire department personnel.
2. Plan, organize, deliver, supervise and coordinate the fire department training program.
3. Schedule and conduct training for all fire department personnel.
4. Prepare and maintain current hard copy or computer files of all training records and ensure that all members maintain current required certifications.
5. Demonstrate the proper methods of performing the various techniques of modern firefighting.
6. Determine the need for new training materials, evaluate new techniques, methods and procedures.
7. Schedule and conduct special courses for fire department personnel.
8. Participate in local, regional, state conferences and seminars on fire prevention, suppression, rescue and public fire safety training to maintain a continuing level of professional and technical competence.
9. Assist in the development of standard operating guidelines governing both the emergency and non-emergency operations of the department.
10. Assist in the preparation of the fire department budget.

EDUCATION AND EXPERIENCE REQUIRED:

1. Possession of Wisconsin Firefighter II or equivalent experience.
2. Possession of a valid Wisconsin driver's license.
3. A minimum of five (5) years of verifiable fire service experience.
4. Satisfy the Annual Refresher Training Requirements of a minimum forty (40) hours of approved training outside of the regular department training program, of a skilled nature directly related to the position.
5. Completion of Fire and Emergency Services Instructor course.

Tomah Fire Department SOGs

POSITION: Training Officer
PAGE: 2 OF 2

DEPARTMENT: Fire Department

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relations with fire department personnel, community officials and the general public.
2. Thorough knowledge of fire prevention practices, firefighting and rescue techniques and the scientific principles involved in fire suppression.
3. Considerable knowledge of explosives, hazardous properties and potentials of liquids and gases, as well as combustion qualities of materials used in construction of commercial and residential buildings.
4. Extensive knowledge of and skill in use and operation of various types of firefighting equipment and apparatus and an ability to demonstrate their use to others.
5. Considerable knowledge of teaching methods and training aids with the ability to supervise and conduct the training and instruction of department personnel and others.
6. Considerable knowledge of the principles of building construction.
7. Ability to plan, prepare and present instructional material, to simulate emergency conditions and maintain the interest of those being trained.
8. Ability to determine the need for new training material and evaluate new techniques, methods and procedures.
9. Ability to assist the Fire Chief/Deputy Chief in the development of minimum standards of training and technical competence for all fire department personnel.
10. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
11. Ability to evaluate department operations.
12. Thorough knowledge of fire prevention codes and ordinances fire hazards, the methods and techniques of fire inspection and investigation.
13. Ability to utilize computerized record keeping programs.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Assistant Fire Chief
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 of 3
Revised: December 2024
Council Approved: February 14, 2012

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

Assist the Fire Chief/Deputy Chief in administering the functions of planning, organizing, directing, coordinating and controlling the operations of the department and its personnel.

This position involves the utilization of manpower, development, and training of personnel, performance evaluation, organization morale, safety of personnel, equipment maintenance and utilization, budget preparation, the enforcement of the codes and ordinances of the municipalities as well as the policies and procedures of the fire department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise all fire prevention, public education, and rescue and fire suppression activities of the department.
2. Respond to fires, vehicle crashes and other emergencies, determining what apparatus and equipment is needed, making decisions on methods of controlling and extinguishing fires and directing the work of department members.
3. Assist in establishing minimum standards of training and technical competence for all fire department personnel.
4. Assist in developing rules, regulations and standard operating guidelines governing both emergency and non-emergency operations of the department.
5. Assist in the development of long-range plans for the training, operations, staffing and equipment of the department.
6. Develop and maintain effective working relationships with department members, community officials and local government agencies.
7. Assist in the investigation of fires and analyze findings to determine causes of fire.
8. Assist in the development and implementation of public safety education programs for civic, fraternal, educational, institutional organizations or agencies.
9. Assist the training officer with planning, organizing, supervising and coordinating the fire department training program.
10. Participate in local, regional, state and national conferences and seminars on fire administration, prevention, public education, and suppression to maintain a continuing level of professional and technical competence.
11. Assists the Fire Chief in preparing the annual budget.
12. Oversee the maintenance of facilities, vehicles and communications equipment as established by policy.
13. Attend fire meetings of city, county and state and emergency government organizations as required.
14. Does related work as directed by policy and Fire Chief.

Tomah Fire Department SOGs

POSITION: Assistant Fire Chief
PAGE: 2 of 3

DEPARTMENT: Fire Department

EDUCATION AND EXPERIENCE REQUIRED:

1. Extensive successful firefighting experience of at least seven (7) years.
2. High School graduate or equivalent.
3. Possession of Wisconsin Firefighter Level II.
4. Possession of a valid Wisconsin driver's license with an acceptable driving record.
5. Residency in Monroe County required and must be at least twenty-five (25) years old.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relations with the fire department personnel, community officials and the general public.
2. Thorough knowledge of fire department administration, fire prevention practices, firefighting techniques, training and the scientific principles involved in fire suppression.
3. Extensive knowledge of and skill in supervision of the various types of firefighting equipment and apparatus.
4. Considerable knowledge of public relations.
5. Considerable knowledge of explosives, hazardous properties and potential reactions of chemicals, liquids and gases, as well as the combustion qualities of materials used in the construction of commercial and residential structures.
6. Ability to plan, assign, direct and supervise firefighting equipment and personnel under emergency conditions.
7. Ability to evaluate fires, recognize danger, use sound judgment and react calmly under emergency conditions.
8. Extensive knowledge of the geography of the community, the location of streets, the nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants and other water sources.
9. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
10. Thorough knowledge of the use of firefighting tools and equipment and an ability to demonstrate their use to others.
11. Considerable knowledge of teaching methods and aids, with the ability to organize, instruct personnel and supervise drills.
12. Thorough knowledge of fire prevention codes and ordinances, fire hazards, methods and techniques of fire inspections and investigations.
13. Ability to plan, coordinate and supervise assignments within the department.
14. Ability to perform job analysis and evaluate department operations.
15. Act as Chief or Deputy Chief of department when required.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

1. Frequently work outdoors with exposure to heat, smoke and inclement weather.
2. Requires the use of personal protective equipment such as self-contained breathing apparatus, fire resistive clothing, helmet, goggles, boots and gloves.

Tomah Fire Department SOGs

POSITION: Assistant Fire Chief
PAGE: 3 of 3

DEPARTMENT: Fire Department

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS (CONT.):

1. Performance of routine tasks requires a capacity to intermittently sit, walk, bend and lift moderately heavy objects (20-30 lbs.).
2. Capable of raising and climbing ladders, including the aerial ladder up to 75 feet.
3. Wear a complete department uniform when instructed to do so by the Chief or other ranking officers.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Public Safety Director/Fire Chief
SUPERVISOR: Mayor
PAGE: 1 of 4

DEPARTMENT: Public Safety/Fire/EMS
CLASSIFICATION: Salaried - Exempt
Non-Represented
GRADE: R

Prepared: September 2020
Council Approved: October 13, 2020

GENERAL DESCRIPTION OF DUTIES: Under direction of the Mayor, this is a professional position which provides overall direction and coordination involved in management and operations of the city of the Tomah Fire Department and Tomah Ambulance Service. The Public Safety Director / Fire Chief is responsible for managing the physical facilities and equipment; promoting fire prevention; developing and improving the City's firefighting response; improving the city firefighting forces with methods and techniques of firefighting and fire prevention; and making major changes in procedures and organization. The Public Safety Director / Fire Chief also provides information to the Common Council, business groups, service organizations, special committees, including but not limited to state and national fire service direction and policy through input to the appropriate fire service organization. The Public Safety Director / Fire Chief is the highest administrative and executive officer of the Tomah Ambulance Service and is responsible for directing and coordinating activities of the department. The hours of work per week will be flexible and may vary from week to week depending on the workload. The Public Safety Director / Fire Chief must be able to work at any time as the duties and responsibilities of the position are required. This position is appointed by the Police and Fire Commission that serve as employees of the Tomah Fire Department; this position also works with the Ambulance Commission as it relates to the EMS side of the business.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Plan, review and coordinate departmental activities with the Mayor, department heads, the Police and Fire Commission, Ambulance Commission and other appointed and elected officials.
2. Supervise the day-to-day activities of the Fire Department, Rescue Service and Tomah Area Ambulance Service officers and staff.
3. Monitor the planning, organization, and cognitive activities related to the provision of disaster management.
4. Monitor the planning, organization, and conduct of fire suppression activities, including planning for man-made or natural disasters in the City of Tomah and neighboring municipalities.
5. Monitor the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention and community education.
6. Monitor the planning, organization, conduct, and evaluation of departmental training activities.

Tomah Fire Department SOGs

POSITION: Public Safety Director/Fire Chief
PAGE: 2 of 4

DEPARTMENT: Public Safety/Fire/EMS

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

7. Represent the departments at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operation; provide liaison with other organizations and groups on matters related to the department's operations.
8. Attend special conferences; participate and continue education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
9. Supervise the preparation of, review, approve, and submit both department's annual operating budgets for consideration by the Mayor and the Common Council.
10. Monitor the maintenance of appropriate records and prepare reports of both departments.
11. Develop, coordinate, an annual review of the assistance agreements entered into with other jurisdictions.
12. Respond to fire alarms and other calls for assistance as needed; direct use of departmental equipment and resources, including personnel.
13. Serves as city emergency management director.
14. Coordinate appropriate matters with the State, County and local law enforcement agencies, fire protection agencies, other ambulance services, First Responders, hospitals and council members.
15. Perform employee reviews, conduct internal investigations regarding breach of policies and procedures, and propose disciplinary action.
16. Provide a monthly administrative report to the City Council and the Ambulance Commission as needed. Responsible for maintaining, compiling, and submitted statistical data regarding call volume, types of calls, and service expenditures.
17. Research and apply for available grants.
18. Maintain good public relations between the Fire Department, Ambulance department and the community.
19. Other duties as requested or assigned.
20. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Fire Service or closely related field supplemented by the completion of other college level courses in public or business administration or related fields; or equivalent combination of experience.
2. Ten (10) years of progressive responsible experience with the fire service including five (5) years of supervisory experience and five (5) years of experience in emergency management; or equivalent combination of work experience.

Tomah Fire Department SOGs

POSITION: Public Safety Director/Fire Chief
PAGE: 3 of 4

DEPARTMENT: Public Safety/Fire/EMS

EDUCATION AND EXPERIENCE REQUIRED (CONTINUED):

3. Shall have Wisconsin Fire Officer I or International Fire Service Accreditation Congress (IFSAC) Fire Officer I certification within one year of appointment.
4. Graduate or current enrollment in the National Fire Academy's Executive Fire Officer (EFO) Program is preferred but not required.
5. A valid Wisconsin Driver's License is required.
6. Ability to prepare, analyze and administer budgets; prepare reports, and keep clear, sound and accurate records.
7. Residency within fifteen (15) miles of the fire service area is required per fire personnel policies.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of tactics, techniques, and equipment used to contain and extinguish fires.
2. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
3. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems and fire protection systems (Hydrants, sprinklers, alarms).
4. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
5. Knowledge of fire investigation procedures and techniques.
6. Knowledge of methods used to deal with hazardous or life-threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible, and other hazardous materials; building construction materials; a vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.
7. Knowledge of municipal administration, including the structural functions of city government; principals of management; budget planning and the control; purchasing; personnel management; performance evaluation; public relations.
8. Knowledge of the role and responsibilities of the Police and Fire Commission in Wisconsin.
9. Knowledge of PC's including fire service-related software, E-Mail, and internet, as well as other applications of fire service management.
10. Knowledge and experience working with Ambulance Commissions.
11. Knowledge of the roles of First Responders, EMTs, and Paramedics.
12. Skills in oral or written communications, policy development, public speaking.
13. Skills in successful recruiting, testing, selecting, training, and supervising firefighters and officers.
14. Skills in the effective use of appropriate disciplinary methods and fair, impartial enforcement of the departmental rules.

Tomah Fire Department SOGs

POSITION: Public Safety Director/Fire Chief DEPARTMENT: Public Safety/Fire/EMS
PAGE: 4 of 4

PHYSICAL REQUIREMENTS:

1. Ability to coordinate eyes, hands, feet and limbs performing movements requiring skill and training.
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
3. Reaching shoulder height frequently as well as reaching above and below the right shoulder height.
4. Occasional bending.
5. Ability to sustain prolonged visual concentration.
6. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands.
7. 75% of workday is spent sitting.
8. 15% of workday is spent walking.
9. 10% of the workday is spent standing.
10. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing and pulling objects or people.
11. All the percentages above will vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public with 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Rescue Team Technician
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 OF 3
Revised: December 2024
Council Approved: October 15th, 2016

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented

GENERAL DESCRIPTION OF DUTIES:

Provides extrication and rescue, when necessary, for trapped and/or injured people, based on Tomah Fire Department training standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Capable of responding to emergency incidents in accordance with the standards of the department.
2. Receive, comprehend and act appropriately on information relayed from dispatch and other sources.
3. Verbally communicate with fellow Rescue Team members, EMTs, family members, relatives, bystanders, the patient and any other personnel to obtain all necessary information for providing the most appropriate course of extrication and rescue.
4. Understand the function of and physically utilize all equipment provided by the Tomah Fire Department associated with rescue.
5. Take the EVOC (Emergency vehicle operations course) to safely operate the rescue truck.
6. Attend meetings, drills, schools and training courses, in accordance with the standards of the department.
7. Capable of completing written reports on emergency activities.
8. Follow the proper chain of command of the department.
9. Capable of dealing with high stress situations.
10. Assist in other activities pertaining to fire station duties, cleaning and maintenance, as ordered by the Fire Chief/Deputy Chief or ranking officer.
11. Capable of using communication equipment, i.e., portable radio.
12. Perform all job tasks with a high degree of skill, good judgment and integrity.

Tomah Fire Department SOGs

POSITION: Rescue Team Technician **DEPARTMENT:** Fire Department
PAGE: 2 of 3

EDUCATION AND EXPERIENCE REQUIRED:

1. Minimum of high school diploma or equivalent.
2. Must be at least eighteen (18) years of age.
3. Must hold a valid Wisconsin Operator's License.
4. Must be able to obtain/perform the above listed essential job qualifications and functions.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Able to drive the department Rescue vehicle upon receiving the proper training to do so.
2. Able to participate in non-emergency activities, as required by the department (Fund raising activities and public relations events such as parades).
3. Maintain all issued department equipment in good working condition.
4. Actively promote good public relations and participate in public talks and related activities, as directed.
5. Wear a complete department uniform when instructed to do so by the Fire Chief or other ranking office of the department.
6. Perform other duties and activities required by the City of Tomah code and ordinances, state statutes, department special duties, as directed by the Fire Chief or other officers of the department.

WORKING CONDITIONS:

Exposure to hazards encountered in Emergency Medical Services including, but not limited to, accident scenes, biohazard waste, crime scenes, inclement weather, infectious patients, toxic fumes, unstable or violent patients. Subject to page at any time when on call. Requires the use of personal protective equipment such as turnout gear, helmet, goggles, boots and gloves.

PHYSICAL REQUIREMENTS:

1. Frequent twisting and bending.
2. Reaches above and below shoulder height.
3. Lifts and carries patients and equipment.
4. Ability to lift and operate heavy equipment of (25-50 lbs.)
5. Pushes and pulls patients and heavy equipment frequently.

Tomah Fire Department SOGs

POSITION: Rescue Team Technician **DEPARTMENT:** Fire Department
PAGE: 3 of 3

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Deputy Fire Chief
SUPERVISOR: Public Safety Dir./Fire Chief
PAGE: 1 of 5

DEPARTMENT: Public Safety - Fire
CLASSIFICATION: Salaried – Exempt
 Non-Represented
GRADE: M

Prepared: September 2020
Council Approved: 10/13/2020

GENERAL DESCRIPTION OF DUTIES: The Deputy Fire Chief works within the Department organization for general day-to-day activities and during calls for service. This position reports to the Public Safety Director/Fire Chief. The Deputy Fire Chief performs supervisory duties as follows: Supervise and instruct subordinate personnel and allocate work assignments for Fire Division personnel, both fulltime and paid-per-call. In the absence of the Public Safety Director/Fire Chief, assume full command of Public Safety – Fire Division. This position exists to perform and/or supervise administrative programs of the department. Furthermore, this position involves the utilization of manpower, development and training of personnel, performance evaluation, organization morale, personnel safety, equipment maintenance and utilization, assistance with budget preparation, the enforcement of the codes and ordinances of the municipality and the policies and guidelines of the Fire Department.

EXAMPLES OF WORK PERFORMED:

Under the general direction of the Public Safety Director/Fire Chief, this employee is responsible for answering calls, extinguishing fires, protecting life and property, operating and maintaining fire equipment, apparatus and the station. The position requires extensive knowledge in the use of apparatus, tools, and equipment while making decisions as to the best methods for controlling and extinguishing fires. This will require performing strenuous, hazardous tasks under emergency conditions with handicaps such as smoke and cramped surroundings. This employee will perform inspections of buildings for fire hazards, participate in the training of department personnel, use of the Incident Command System, and assist with short and long-term planning and budget preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Assist Public Safety Dir./Fire Chief in administering the functions of planning, organizing, directing, coordinating, and controlling the operations of the Fire Division and its personnel.
2. Supervise the day-to-day activities of Fire officers and staff.
3. Monitor the planning, organization, and conduct, of fire suppression activities, including planning for man-made or natural disasters in the City of Tomah and neighboring municipalities.

Tomah Fire Department SOGs

POSITION: Deputy Fire Chief
PAGE: 2 of 5

DEPARTMENT: Public Safety-Fire

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

1. Monitor the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention, community education, and training.
2. Represent the Public Safety-Fire Division at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operation; provide liaison with other organizations and groups on matters related to the department's operations.
3. Maintain appropriate records and prepare reports. Supervise and assure maintenance of fire equipment.
4. Assist in supervising all fire prevention, public education, and rescue and fire suppression activities of the Department, as assigned.
5. Respond to fires and other emergency and non-emergency calls for service, determine what apparatus and equipment is needed, make decisions as to the best methods of controlling and extinguishing fires, and direct the work of Department members utilizing the Incident Command System.
6. Assist in developing rules, regulations, policies and standard operating guidelines governing both emergency and non-emergency operations of the Department and enforcement of same.
7. Have considerable knowledge of teaching methods and aids and be able to organize and supervise drill sessions and instruct personnel.
8. Know the community's geography, street locations, nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants and other water sources.
9. Attend special conferences; participate and continue education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
10. Assist with the preparation and review the Public Safety – Fire Division's annual operating budgets for consideration by the Mayor and the Common Council.
11. Assist the Public Safety Dir./Fire Chief with the development, coordination and annual review of the assistance agreements entered into with other jurisdictions.
12. Perform employee reviews, conduct internal investigations regarding breach of policies and procedures, and propose disciplinary action.
13. Research and apply for available grants.
14. Maintain good public relations.
15. Perform duties of firefighter when required
16. Prepare Comprehend or interpret a variety of documents such as fire incident reports, photographs, police reports, telephone messages and other documents.

Tomah Fire Department SOGs

POSITION: Deputy Fire Chief
PAGE: 3 of 5

DEPARTMENT: Public Safety - Fire

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

1. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and health materials, the NFPA standards, maps and various policy and procedure manuals.
2. Establish and maintain effective working relations with Fire personnel, community officials, others outside of Department and the general public to convey or exchange information, including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
3. Perform other duties as required or assigned
4. Act as Chief of Public Safety – Fire Division when required.
5. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

1. Associate degree in Fire Service preferred or closely related field supplemented by the completion of other college level courses in public or business administration or related fields, or equivalent combination of experience
2. Five (5) years of progressive responsible experience with the fire service and or equivalent combination of work experience
3. Preferred minimum of State Certified Fire Fighter 2 or within two years of appointment.
4. Graduate or current enrollment in the National Fire Academy's Executive Fire Officer (EFO) Program is preferred but not required.
5. A valid Wisconsin Driver's License is required.
6. Must have knowledge in the principles and application of leadership
7. Progressive responsibilities
8. Must be able to perform the essential tasks/functions of the job
9. Preferred Incident Safety Officer.
10. Must complete State Certified Fire Inspector within two years of appointment
11. Must complete ICS 300 within one year of appointment
12. Must complete ICS 400 within two years of appointment
13. Must have knowledge in the principles and application of leadership
14. Must completed Entry Level Driver/Operator within two years of appointment
15. Residency within Monroe County Preferred.

Tomah Fire Department SOGs

POSITION: Deputy Fire Chief
PAGE 4 of 5

DEPARTMENT: Public Safety - Fire

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of tactics, techniques, and equipment used to contain and extinguish fires.
2. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
3. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems and fire protection systems (Hydrants, sprinklers, alarms).
4. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
5. Knowledge of methods used to deal with hazardous or life-threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible, and other hazardous materials; building construction materials; a vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.
6. Knowledge of municipal administration, including the structural functions of city government; principals of management; budget planning and the control; purchasing; personnel management; performance evaluation; public relations.
7. Knowledge of the role and responsibilities of the Police and Fire Commission in Wisconsin.
8. Knowledge of PC's including fire service-related software, E-Mail, and internet, as well as other applications of fire service management.
9. Skills in oral or written communications, policy development, public speaking.
10. Skills in successful recruiting, testing, selecting, training, and supervising firefighters and officers.
11. Skills in the effective use of appropriate disciplinary methods and fair, impartial enforcement of the departmental rules.
12. Knowledge of fire prevention codes and ordinances, fire hazards and the methods and techniques of fire inspection and investigation.

PHYSICAL REQUIREMENTS:

1. Ability to coordinate eyes, hands, feet and limbs performing movements requiring skill and training.
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
3. Reaching shoulder height frequently as well as reaching above and below the right shoulder height.
4. Occasional bending.
5. Ability to sustain prolonged visual concentration.
6. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands.
7. 75% of workday is spent sitting.
8. 15% of workday is spent walking.
9. 10% of the workday is spent standing.

Tomah Fire Department SOGs

POSITION: Deputy Fire Chief
PAGE: 5 of 5

DEPARTMENT: Public Safety - Fire

PHYSICAL REQUIREMENTS (Continued):

1. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing and pulling objects or people.
2. All the percentages above will vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public with 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

Tomah Fire Department SOGs

POSITION: Lieutenant of Training
SUPERVISOR: Fire Chief/Deputy Chief
PAGE: 1 OF 2
Revised: December 2024
Council Approved: ~~4/20/2024~~

DEPARTMENT: Fire Department
CLASSIFICATION: Hourly/Non-Union
 Non-Represented
GRADE: N/A

GENERAL DESCRIPTION OF DUTIES:

The Training Lieutenant position(s) requires the implementation, delivery, coordination and supervision of fire prevention, suppression and rescue training programs. The position involves administrative work in the direction of the training program, including the supervision of the activities to ensure they comply with department policies, procedures and special instructions. It also involves specialized work in the instruction and training of officers and firefighters in the presentation of fire safety programs for the public and the ability to develop, coordinate and supervise this activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the development of minimum standards of training and technical competence for all fire department personnel.
2. Plan, organize, deliver, supervise and coordinate the fire department training program.
3. Schedule and conduct training for all fire department personnel.
4. Prepare and maintain current hard copy or computer files of all training records and ensure that all members maintain current required certifications.
5. Demonstrate the proper methods of performing the various techniques of modern firefighting.
6. Determine the need for new training materials, evaluate new techniques, methods and procedures.
7. Schedule and conduct special courses for fire department personnel.
8. Participate in local, regional, state conferences and seminars on fire prevention, suppression, rescue and public fire safety training to maintain a continuing level of professional and technical competence.
9. Assist in the development of standard operating guidelines governing both the emergency and non-emergency operations of the department.
10. Assist in the preparation of the fire department budget.

EDUCATION AND EXPERIENCE REQUIRED:

1. Possession of Wisconsin Firefighter II preferred or equivalent experience.
2. Possession of a valid Wisconsin driver's license.
3. A minimum of five (5) years of verifiable fire service experience.
4. Satisfy the Annual Refresher Training Requirements of a minimum forty (20) hours of approved training outside of the regular department training program, of a skilled nature directly related to the position.

Tomah Fire Department SOGs

POSITION: Lieutenant(s) of Training DEPARTMENT: Fire Department
PAGE: 2 OF 2

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relations with fire department personnel, community officials and the general public.
2. Thorough knowledge of fire prevention practices, firefighting and rescue techniques and the scientific principles involved in fire suppression.
3. Considerable knowledge of explosives, hazardous properties and potentials of liquids and gases, as well as combustion qualities of materials used in construction of commercial and residential buildings.
4. Extensive knowledge of and skill in use and operation of various types of firefighting equipment and apparatus and an ability to demonstrate their use to others.
5. Considerable knowledge of teaching methods and training aids with the ability to supervise and conduct the training and instruction of department personnel and others.
6. Considerable knowledge of the principles of building construction.
7. Ability to plan, prepare and present instructional material, to simulate emergency conditions and maintain the interest of those being trained.
8. Ability to determine the need for new training material and evaluate new techniques, methods and procedures.
9. Ability to assist the Fire Chief in the development of minimum standards of training and technical competence for all fire department personnel.
10. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
11. Ability to evaluate department operations.
12. Thorough knowledge of fire prevention codes and ordinances fire hazards, the methods and techniques of fire inspection and investigation.
13. Ability to utilize computerized record keeping programs.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department 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 the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

STAFF COMMITTEE REPARATION REPORT

Agenda Item: Approval of Specific Wording of ARPA Funding to 2025 and 2026 Budgets

Summary and Background Information:

The city approved using left over American Rescue Plan Act of 2020 funds for 2025 and 2026 to the General Fund for IT Expenditures. After discussing with the state, it was determined that it needs to be appropriated to use by 12/31/2024. Currently, two amounts were approved at a previous council meeting for General Fund IT Expenditures. The City of Tomah will need to be more detailed in our wording for specific contract.

Recommendation From:

It is recommended the Common Council approve the specific wording for the ARPA funds being used for the General Fund IT Expenditures.

Minutes Attached:

Yes No

Budget Account:

Fiscal Impact:

No fiscal impact since the funds have already been received.

Staff Responsible for implementation:

Treasurer's Office

Economic Impact:

n/a

Zoning/Rezoning Issues:

None.

Supports Organizational Goals:

Yes No

Questions from SET:

Grants Pursued/Opportunity Pursued:

N/A

Recommendation:

Approval of the recommended specific wording for ARPA funds used in 2025 & 2026 for IT Expenditures. The recommended wording is down below:

General Fund IT Expenditures 3RTS Contract for 122,000 for 2025

General Fund IT Expenditures 3RTS Contract for 83,832.13 for 2026

SET

Date

Department Director

Date

Committee: [OBJ] **Common Council**
Meeting Date(s): **December 16, 2024**

CITY OF TOMAH VOTING TALLY GENERAL ELECTION 2024

| OFFICE | TOTAL VOTES |
|--|--------------------|
| Federal | |
| President/Vice President | |
| Kamala Harris/Tim Walz | 1745 |
| Donald J. Trump/ JD Vance | 2524 |
| Randall Terry/Stephen Broden | 9 |
| Chase Russell Oliver/Mike ter Maat | 15 |
| Jill Stein/Rudolph Ware | 5 |
| Claudia De la Cruz/Karina Garcia | 3 |
| Cornel West/Melina Abdullah | 4 |
| Robert F. Kennedy, Jr./Nicole Shanahan | 22 |
| Write In | 11 |
| total | <hr/> 4338 |

| | |
|------------------------------|------------|
| Congressional | |
| United States Senator | |
| Tammy Baldwin | 1787 |
| Eric Hovde | 2365 |
| Phil Anderson | 74 |
| Thomas Leager | 60 |
| Write in | 3 |
| total | <hr/> 4289 |

| | |
|-----------------------------------|------------|
| Representative in Congress | |
| District 3 | |
| Rebecca Cooke | 1836 |
| Derrick Van Orden | 2394 |
| Write in | 11 |
| total | <hr/> 4241 |

| | |
|-----------------------------------|----------|
| Representative in Congress | |
| District 7 | |
| Kyle Kilbourn | 11 |
| Tom Tiffany | 11 |
| Write in | 0 |
| total | <hr/> 22 |

| | |
|------------------------------|-------|
| Legislative and State | |
| State Senator | |
| District 24 | |
| Collin McNamara | 1612 |
| Patrick Testin | 2564 |
| Write in | 10 |
| | <hr/> |

total 4186

Representative to the Assembly

District 70

| | |
|------------------|------------|
| Remy Gomez | 1506 |
| Nancy VanderMeer | 2727 |
| Write in | 10 |
| total | <hr/> 4243 |

District Attorney

| | |
|-----------------|------------|
| Kevin Croninger | 3438 |
| Write in | 104 |
| total | <hr/> 3542 |

County

County Clerk

| | |
|-----------------|------------|
| Shelley R. Bohl | 3507 |
| Write in | 86 |
| total | <hr/> 3593 |

County Treasurer

| | |
|-------------------|------------|
| Mindy Hemmersbach | 3513 |
| Write in | 83 |
| total | <hr/> 3596 |

Register of Deeds

| | |
|------------|------------|
| Deb Brandt | 3508 |
| Write in | 78 |
| total | <hr/> 3586 |

Referendum

Question 1 State

| | |
|-------|------------|
| Yes | 3258 |
| No | 960 |
| total | <hr/> 4218 |

Question 2 School District

| | |
|-------|------------|
| Yes | 1737 |
| No | 2485 |
| total | <hr/> 4222 |