



## AGENDA FOR COMMITTEE OF THE WHOLE

A Committee of the Whole meeting will be held on **Monday, December 16, 2024 at 6:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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### Join Zoom Meeting:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFlwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020

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

### CALL TO ORDER – ROLL CALL

### APPROVAL OF THE MINUTES:

1. Approval of Minutes from November 18, 2024

### REPORTS:

#### City Clerk

2. City Clerk Monthly Report

#### Treasurer

#### Parks & Recreation

3. Parks and Recreation Program Report

#### Public Works & Utilities

4. Public Works Monthly Report

#### Police Department

5. November 2024 Police Department Monthly Report

#### Chamber/Convention & Visitors Bureau

### GENERAL:

6. Secondhand Article & Jewelry Dealer Licenses Application for Antique Mall of Tomah
7. Approval of Permit Fee Schedule for GEC Permits
8. Discussion and Approval of Fire Department job description changes
9. Resolution for Payment of Monthly Bills
10. Approval of Specific Wording of ARPA Funding to 2025 and 2026 Budgets
11. Renewal of Airport Leases – Bloyer Field

### ADJOURN

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

## CITY CLERK – MONTHLY REPORT DECEMBER 2024

### Elections

- The final 2024 General Elections results have been submitted for acceptance to the Common Council for 12/17/2024. The final total voter count was 4,354 voters, the largest election in the history of the City of Tomah. In comparison, there were a total of 4,289 voters in 2020. Out of 4,289, 2055 were absentee ballots in 2020, but in 2024 there were 1644 absentee voters, so this means that there were 476 more in-person voters than in any other election in city history. Thanks again to all of the city departments, volunteers, and poll workers for their support during this historic election.
- The Spring Election of 2025 is on the horizon. Aldermanic Districts 1, 3, 5 and 7 are up for re-election. Eligible electors who are interested in running should contact the City Clerk's office to fill out paperwork. In order to get on the ballot, paperwork needs to be completed (including nomination signatures) by 5:00 p.m. on January 7, 2024. District maps are also available on the city website at <https://www.tomahwi.gov/clerk/page/elections-and-voting>

### Other clerk Info

- License renewals for Second-hand dealer licenses, airport leases, taxi driver, cab licenses, mobile food licenses are all due at the end of this year. The clerk's office has been working through these renewals and will be on the Council agendas over the next couple of months.

### HR Related

- Annual reviews will be completed before December 31 for the Clerk's and Treasurer's office.
- Completed three employee orientations/benefits enrollment for the two new members of SET and the Public Works Office Manager.
- The State of WI ETF sent out an announcement that ICI coverage will once again be covered under a premium holiday, which means there will be no premium due for this insurance coverage from either employees or the city.



City Clerk, December 11, 2024

**Other Parks**

- Maintenance on equipment and buildings
- Recreation Station continues grow with rentals and activities
- Enclosed Shelters at Winnebago and Fireman's Park continued to be rented on weekends.
- Holiday light displays at Winnebago Park and Gillett Park
- Will begin to make Ice at Outdoor Rink at Rec Park.

**RECREATION PROGRAMS**

- Recreation Station Pre-School Open gym continues
- Open Gym opportunities for Morning Walk, Pickleball, Disc Golf and basketball. Visit Tomah Parks and Recreation Facebook page for up-to-date information.
- Special Events at Recreation Station
- Winter Sign ups for Youth 1-4<sup>th</sup> grade basketball, Women's Volleyball, and Adult League Basketball
- Working on 2025 Activity Guide

**AQUATIC CENTER**

- Fall Maintenance and Winterization

**RECREATION PARK**

- Nov. 7-9 Glen Miller Auction, Nov. 23<sup>rd</sup> Senior Center Craft Fair
- December 1 Special Rec Holiday Party, Dec 14 LARP, Jan 1-4 Glen Miller Auction, Jan 10-12 Tavern League Pool Tournament, January 24-26 Gun Show.
- February Events-February 6-8 Glen Miller Auction, Feb.15<sup>th</sup> Sleep in Heavenly peace bed building, Feb. 21-22 Dungeon Days, March 1 Tomah Baseball Cub Fundraiser,
- General upkeep and maintenance on buildings
- Tomah High School Gymnastics in Exhibit Building.
- Ice addition construction has been completed
- Tomah Youth Hockey and Woodsmen Hockey continues with activities at the Ice Center

*Joe Protz*

**Joe Protz**  
**Director Tomah Parks and Recreation**

## **Director of Public Works and Utilities Report**

**November 2024**

### **1) Street Department**

Operations are normal. The brush pile near the airport has been ground. We are preparing to work on the airport property to remove brush, trees and vegetative obstructions near the airfield. Staff are also clearing a path for the surveyors on the lift station abandonment project along Town line Road. All the Christmas decorations are out. The plow trucks are all ready for that first storm event.

### **2) Sewer Department**

Operations are normal. We have passed our second wet test. The next project to complete is the replacement of our chemical pumps.

### **3) Water Department**

We repaired a curb box that was leaking on the 1100 Block of Main Street. The other repair was a service leak on Clark Street.

### **4) Lake Committee**

The Lake Committee's next meeting is 1/16/25 @ 5:00pm.

**Respectfully Submitted**

**Kirk Arity**

**Director of Public Works and Utilities**

**Tomah Public Works and Utilities Employees**

**City Hall**

Director – Kirk Arity  
Office Manager – Megan Sweda  
Bookkeepers – Patricia Marten  
Custodian – Scott Donovan

**Water Department**

Supervisor – Jeff Marten  
Licensed Operators – Dennis Baldwin, Derek Nofsinger, Nathan Waege  
Unlicensed Maintenance Worker – Andrew Strait

**Sewer Department**

Supervisor-Brandy Leis  
Licensed Operators - Michael Linehan, Tom Bemis, Chad Richmond, Craig Dechant, Tony Newcomb  
Unlicensed Maintenance Worker –

**Public Works**

Supervisor – Joe Kube  
Mechanic – Mark Dixon  
Equipment Operators – Lance Larson, Justin Randall, Corey Clay, Brad Rewey  
Truck Drivers – Steve Schultz, Jason Burkhalter, Trey Rapp, Justin King, David McGarry, Dillon Clay-Kruger, Marvin Poff.

# TOMAH POLICE DEPARTMENT



**"Serving the Community"**

**November 2024 Report**

## K-9 REPORT

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

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

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

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

### UTILIZATIONS OF IMPORTANCE

**Training** – Attended one 8-hour training in West Salem. Training consisted of tracks, article searches, building searches for drugs, apprehension with a verbal out and recall, building dope in a dark room, apprehensions in a dark room, and civil apprehensions.

**Training** – Attended one 8-hour training in Holmen. Training consisted of drone familiarization, article searches, obedience, tracking, area search/tracking to suspect in woods while using drones to assist.

**Agency Assist** – Monroe County Sheriff's Office and Wisconsin State Patrol were involved in a pursuit that ended in a crash and the suspect fled on foot into a wooded area. We were off duty and were requested to come in to assist. We arrived and a track was started. After some time, gunshots were heard, and the track came to a halt. The area was searched with more personnel and the suspect was not initially located.

**Community Event** – TACU made a donation to the K9 program. Viktor was utilized for a picture and a meet and greet with the staff at TACU.

**Training** – New High-Risk Traffic Stop training was being conducted with Monroe County law enforcement at Recreation Park. Viktor was utilized in a few traffic stop scenarios where he apprehended a decoy and cleared a vehicle.

**Alarm** – A local financial institution had a burglar alarm sound shortly after opening. Viktor was utilized to assist in securing the rear of the building. Contact was made with staff and the alarm was accidental.

**Vehicle Sniff** – A vehicle with known drug users inside was stopped. A K9 sniff was conducted, and a positive indication was obtained. A search of the vehicle yielded Fentanyl and paraphernalia. The male passenger was arrested and taken to jail.

## INVESTIGATIONS

### **Homicide by Intoxicated Use of Motor Vehicle 2<sup>nd</sup> / PAC 2<sup>nd</sup>**

The Monroe County Sheriff's Office requested Tomah officers to assist with a crash on I-90/94 near Oakdale involving a construction worker. A Tomah officer responded and made contact with the victim. The Tomah officer began life saving measures until Tomah Area Ambulance Service arrived to take over. The officer then made contact with the driver of the vehicle that struck the construction worker. The officer observed signs of impairment, and the driver later performed Standardized Field Sobriety Tests. The driver was arrested for OWI 2<sup>nd</sup>. The driver refused the legal blood draw, and a search warrant was obtained. The search warrant was granted, and the blood draw was completed. After the legal blood draw was conducted, the driver was transported to jail. The construction worker involved in the crash succumbed to his injuries and passed away.

### **Disarming a Peace Officer / Disorderly Conduct / Resisting**

Tomah officers were dispatched to a residence for a report of an intoxicated male attempting to enter the residence. Officers located the male in an alleyway and made contact with him. The male was displaying signs of impairment and was arrested for Disorderly Conduct. While searching the male, the male began to move around, and he attempted to disarm one of the officers by lifting up on the officers duty pistol that was in their holster. The male was decentralized to the ground where he continued to fight with officers. Officers used The Wrap restraint to further secure the male. The male received medical clearance and was transported to jail.

### **Agency Assist**

Tomah officers were requested to assist the Monroe County Sheriff's Office and the Wisconsin State Patrol with a search for a suspect. The suspect led officers on a high-speed pursuit where the suspect eventually crashed and fled on foot into a wooded area. K9 Viktor was requested to start a track. A perimeter was obtained, and a track was started. After some time, two gunshots were heard from the area being searched. The track halted and more personnel arrived to assist. The area was searched, and the male was not located. About 4 hours after the crash occurred, the suspect was spotted by a Deputy on CTH ET. Officers continued to search for the male and with the use of drones and K9's, the male was located and arrested.



**OWI 2<sup>nd</sup> / PAC 2<sup>nd</sup> / Bail Jumping / Open Intoxicants**

A Tomah officer was sitting stationary on Highway 21 and observed a vehicle entering the city traveling near 25 mph. The vehicle then indicated a turn but continued straight through the turn lane. The vehicle entered the Interstate where the vehicle crossed the fog line numerous times. A traffic stop was conducted and the officer observed signs of impairment in the driver. The driver was instructed to exit the vehicle where the driver performed Standardized Field Sobriety Tests. The driver was arrested for OWI 2<sup>nd</sup> and the Preliminary Breath Test result was almost 3 times the legal limit. The driver consented to a legal blood draw which was successfully facilitated. The driver was taken to jail.

**Battery to LE / Possession with Intent Schedule IV / Resisting / Disorderly Conduct / Felony Bail Jumping**

Tomah officers were dispatched to a residence for the caller's family member possessing Xanax pills and refusing to turn them over. The officer made contact with the male in the residence. The male was arguing with his mother, and he was refusing to give his mother the Xanax pills. The mother stated he had the pills under his sweatshirt. The officer attempted to place the male into custody when the male pulled away. The male was decentralized to the floor and the male began to reach at numerous items on the officers vest and belt. Another officer arrived and the male continued to fight. The male was eventually tased. More officers arrived and were able to secure the male into The Wrap restraint. The male was medically cleared and transported to jail.

**1<sup>st</sup> Degree Attempted Homicide / 1<sup>st</sup> Degree Reckless Injury / 1<sup>st</sup> Degree Recklessly Endangering Safety / Battery / Disorderly Conduct / Felony Bail Jumping**

The Tomah Police Department responded to Tomah Health for a report of a stabbing victim. Tomah officers learned the stabbing victim was dropped off at Tomah Health with life threatening injuries. The victim was subsequently transported to another hospital for advanced medical care. The victim remains hospitalized. Tomah Police Officers and department Investigators had limited information at the start of this investigation. Their steadfast efforts led them to an address on Carol Kay Street in the City of Tomah, where a suspect was located and taken into custody. The suspect is currently being held at the Monroe County Jail. The investigation revealed the stabbing occurred at 605 Kilbourn Avenue in the City of Tomah. Tomah Investigators obtained a search warrant for this address. The Monroe County Combined Tactical Unit served the search warrant at this address. This is an ongoing investigation that may result in additional arrests.

**PERSONNEL COMPLAINTS**

November Complaints = 0    Year-To-Date Personnel Complaints = 2

**EMPLOYEE LISTING BY DATE OF HIRE**

**November 30, 2024**

Admin. Asst. Rhonda Culpitt	12/12/1994
Chief Scott Holum	05/02/1999
Officer Melanie Marshall	05/28/2000
Lieutenant Paul Sloan	05/13/2001
Investigator Brittney Westpfahl	01/16/2005
Assistant Chief Eric Pedersen	07/09/2005
Officer Steven Keller	08/14/2005
Lieutenant Jarrod Furlano	01/13/2008
Sergeant Adam Perkins	09/04/2011
Sergeant Brandon Kuhn	10/12/2015
Sergeant Wilbert Steinborn	08/19/2018
Sergeant Cody Paulson	09/24/2018
Police Clerk Ashley Bankhead	03/11/2019
Police Clerk DeAnn Batten	06/17/2019
Officer Alexander Brueggeman	12/08/2019
Investigator Lindsey Stoughtenger	01/24/2021
Officer Jayden Olson	07/11/2021
Evidence Tech Mark Nicholson	08/08/2021
Officer Justice Blackhawk	10/10/2021
Officer Audra Gomez	06/01/2022
Officer John Reigel	06/12/2022
Officer Ethan Pedersen	01/01/2023
Officer Brandon Bellacero	01/01/2024
Officer Bradley Hoffman	06/03/2024

2024 OPERATING WHILE INTOXICATED STATISTICS

CASE #	AGE	SEX	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	BAC	RSC	REFUSAL	ACCIDENT	REST SUBSTANCE TYPE
#24-0001	27	M	X										0.124				
#24-0002	36	F	X										0.160				
#24-0029	26	M	X										0.295				
#24-0120	40	M			X								0.133		X		
#24-0165	26	M	X										0.184				
#24-0166	21	M	X										0.116				
#24-0176	38	M	X										0.021				
#24-0196	30	F	X										0.152				
#24-0255	43	F			X								0.344		X		THC, methamphetamine
#24-0290	69	M	X										0.344		X		
#24-0326	40	M			X								0.078				
#24-0338	33	M			X								0.203				
#24-0370	33	F		X									0.243				
#24-0386	26	M	X										0.112				
#24-0398	31	F		X									0.188				
#24-0417	23	M	X			X							0.000		X		Passenger Under 16, Pending
#24-0481	37	M			X								0.238		X		
#24-0593	45	M				X							0.262		X		
#24-0627	40	F		X									0.210				
#24-0629	41	M					X						0.295		X		
#24-0794	42	M	X										0.295		X		
#24-0800	17	M	X										0.181		X		
#24-0821	36	F		X									0.176				
#24-0860	49	M	X		X								0.176				
#24-0893	37	F	X										0.000				Pending
#24-0915	23	M	X										0.114				
#24-0957	56	F	X										0.287			X	
#24-0990	36	M	X										0.110		X		
#24-0991	27	M	X										0.184				
#24-1005	44	M	X										0.235		X		
#24-1018	37	M	X			X							0.148			X	
#24-1035	42	M	X										0.113				
#24-1036	26	M	X										0.157				
#24-1042	39	M	X										0.157		X		
#24-1054	55	M											0.188		X		
#24-1091	48	F		X									0.188		X		





TOPD Monthly Report

Printed on December 1, 2024

**: Total: 4**

**911 : 911 CHECK Total: 8**

**911HANG : 911 ABANDONED Total: 21**

**911OPEN : 911 OPEN LINE Total: 18**

**ACC PD : ACCIDENT WITH PROPERTY DAMAGE Total: 28**

**ACC PI : ACCIDENT WITH INJURIES Total: 5**

**ALARM : ALARM - HOLDUP OR BURGLARY Total: 29**

**AMBULANCE : AMBULANCE CALL Total: 43**

**ANIMAL : ANIMAL COMPLAINT/NOT A BITE Total: 18**

**ASSIST : ASSIST OTHER AGENCY Total: 6**

**ATL : ATTEMPT TO LOCATE Total: 14**

**BATTERY : BATTERY/ASSAULT Total: 1**

**BIKE : ABANDONED/FOUND BICYCLE Total: 1**

**BITE : ANIMAL BITE Total: 4**

**BUILD CHK : BUILDING CHECK Total: 5**

**CHILD : CHILD ABUSE/NEGLECT Total: 3**

**CIT ASST : CITIZEN ASSIST Total: 56**

**COMMITMENT : INVOLUNTARY COMMITMENT/CHAPTER Total: 3**

**COMMUNITY RELATIONS : COMMUNITY RELATIONS Total: 6**

**COURT ORDER : VIOLATION OF COURT ORDER Total: 9**

**CROSS GUARD : CROSSING GUARD DUTY BY OFFICER Total: 15**

**CUSTODY : CHILD CUSTODY ISSUE Total: 3**

**DAMAGE : DAMAGE TO PROPERTY Total: 6**

**DISTURB : DISTURBANCE Total: 9**

**DOMESTIC : DOMESTIC DISTURBANCE Total: 2**

**DRUG : DRUG INFO/COMPLAINTS Total: 9**  
**ENTRY : ENTRY TO VEH OR DWELLING Total: 3**  
**EXTRA : EXTRA PATROL Total: 29**  
**FIRE ALARM : FIRE ALARM Total: 7**  
**FIRE : FIRE Total: 1**  
**FIREWORKS : UNLAWFUL USE OR POSSESSION OF FIREWORKS Total: 1**  
**FOLLOWUP : FOLLOWUP/INTERVIEW TO PREVIOUSLY INCIDENT Total: 66**  
**FRAUD : FRAUD Total: 10**  
**HARASS : HARASSMENT Total: 7**  
**INFO : GENERAL INFORMATION CALL Total: 8**  
**MISSING : MISSING PERSON Total: 3**  
**MOTOR ASSIST : MOTORIST ASSIST Total: 18**  
**NOISE : NOISE OR LOUD PARTY COMPLAINT Total: 3**  
**ODOR : NATURAL GAS OR OTHER ODOR Total: 1**  
**OPEN : OPEN DOOR OR WINDOW Total: 1**  
**OWP : OUT WITH PARTY Total: 57**  
**PAPER : PAPER SERVICE Total: 4**  
**PARKING : PARKING COMPLAINT Total: 20**  
**PHONE CALL : MAKE/RECEIVE PHONE CALL Total: 49**  
**PROPERTY : FOUND/LOST/RECOVERED PROPERTY Total: 27**  
**PUBWKS : DPW/STREETS/SEWER/UTILITIES CALLS Total: 1**  
**PURSUIT : VEHICLE OR FOOT PURSUIT Total: 3**  
**RUNAWAY : JUVENILE RUNAWAY Total: 2**  
**SEARCH : SEARCH WARRANT Total: 2**  
**SEX OFFENSE : SEX OFFENSE Total: 5**  
**SIGN/SIGNAL : ROAD SIGN/SIGNAL DOWN OR NEEDS REPAIR Total: 1**  
**SUSPICIOUS : SUSPICIOUS ACTIVITY Total: 46**  
**THEFT : THEFT Total: 20**  
**THREATS : THREATS COMPLAINT Total: 5**

**TRAFFIC COMP : TRAFFIC/DRIVING COMPLAINT Total: 22**  
**TRAFFIC HZRD : TRAFFIC HAZARD Total: 7**  
**TRAFFIC STOP : TRAFFIC STOP Total: 145**  
**TRESPASS : TRESPASSING Total: 2**  
**TRUANCY : TRUANCY COMPLAINT Total: 18**  
**TWJ : TROUBLE WITH JUVENILE Total: 20**  
**TWP : TROUBLE WITH PARTY Total: 26**  
**UNDERAGE : UNDERAGE PARTY/DRINK/TOBACCO Total: 4**  
**WARRANT : WARRANT Total: 1**  
**WEAPON : WEAPONS VIOLATION Total: 1**  
**WELFARE : WELFARE CHECK Total: 46**  
**Total Records: 1018**

# 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
<b>TYPE:</b> <input type="checkbox"/> Pawnbroker	<input checked="" type="checkbox"/> Secondhand Jewelry Dealer
<input checked="" type="checkbox"/> Secondhand Article 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:  
 Attach additional sheets if necessary.

### (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 Mulboney 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

CITY OF TOMAH  
STAFF COMMITTEE PREPARATION REPORT  
**December 5, 2024**

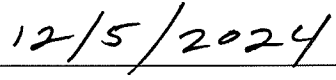
**Agenda Item:** City of Tomah Permit Fee Schedule

**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.

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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.

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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

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Employee Signature

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Date

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Employer Signature

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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.

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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)  
**PAGE:** 2 of 3

**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. 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.

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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

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Employee Signature

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Date

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

\_\_\_\_\_  
Date

## Tomah Fire Department SOGs

<b>POSITION:</b>	Training Officer	<b>DEPARTMENT:</b>	Fire Department
<b>SUPERVISOR:</b>	Fire Chief/Deputy Chief	<b>CLASSIFICATION:</b>	Hourly/Non-Union Non-Represented
<b>PAGE:</b> 1 OF 2			<b>GRADE:</b> N/A
<b>Revised:</b> December 2024			
<b>Council Approved:</b> 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.

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Employee Signature

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Date

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Employer Signature

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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.

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Employer Signature

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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.

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Employee Signature

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Date

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Employer Signature

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Date

## Tomah Fire Department SOGs

**POSITION:** Rescue Team Technician  
**SUPERVISOR:** Fire Chief/Deputy Chief  
**PAGE:** 1 OF 3  
**Revised:** December 2024  
**Council Approved:** October 15<sup>th</sup>, 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.

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Employee Signature

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Date

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Employer Signature

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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.

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Employee Signature

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Employer Signature

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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.

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Employee Signature

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Date

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Employer Signature

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Date

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
<b>145978</b>										
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
<b>145979</b>										
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
<b>145980</b>										
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
<b>145981</b>										
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
<b>145982</b>										
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

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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	11/14/2024	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
<b>145983</b>										
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
<b>145984</b>										
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
<b>145985</b>										
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
<b>145986</b>										
11/24	11/14/2024	145986	2365	Brightspeed	301313478 1	1	01-55402-2230	.00	147.08	147.08
Total 145986:								.00		147.08
<b>145987</b>										
11/24	11/14/2024	145987	2302	CINTAS CORPORATION	5239129504	1	01-55200-3400	.00	102.34	102.34
Total 145987:								.00		102.34
<b>145988</b>										
11/24	11/14/2024	145988	436	CONSOLIDATED ENERGY COM	119 11.24	1	01-55200-3400	.00	167.40	167.40

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 145988:								.00		167.40
<b>145989</b>										
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
<b>145990</b>										
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
<b>145991</b>										
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
<b>145992</b>										
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
<b>145993</b>										
11/24	11/14/2024	145993	2538	HEATHER MINOR	034864	1	10-55110-2900	.00	752.00	752.00
Total 145993:								.00		752.00
<b>145994</b>										
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
<b>145995</b>										
11/24	11/14/2024	145995	2705	KATIE ANDERSON	110124	1	03-52300-3350	.00	445.00	445.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 145995:								.00		445.00
<b>145996</b>										
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
<b>145997</b>										
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
<b>145998</b>										
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
<b>145999</b>										
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
<b>146000</b>										
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

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>146001</b>										
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
<b>146002</b>										
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
<b>146003</b>										
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
<b>146004</b>										
11/24	11/14/2024	146004	538	QUILL CORPORATION	41239476	1	03-52300-3100	.00	30.18	30.18
Total 146004:								.00		30.18
<b>146005</b>										
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
<b>146006</b>										
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
<b>146007</b>										
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

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>146008</b>										
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
<b>146009</b>										
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
<b>146010</b>										
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
<b>146011</b>										
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
<b>146023</b>										
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
<b>146024</b>										
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

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Total 146024:								.00		120.77
<b>146025</b>										
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
<b>146026</b>										
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
<b>146027</b>										
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
<b>146028</b>										
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
<b>146029</b>										
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
<b>146030</b>										
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
<b>146031</b>										
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

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 146031:								.00		1,528.70
<b>146032</b>										
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
<b>146033</b>										
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
<b>146034</b>										
11/24	11/21/2024	146034	2302	CINTAS CORPORATION	5239129507	1	01-53311-2900	.00	122.48	122.48
Total 146034:								.00		122.48
<b>146035</b>										
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
<b>146036</b>										
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
<b>146037</b>										
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
<b>146038</b>										
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

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 146038:								.00		50.70
<b>146039</b>										
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
<b>146040</b>										
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
<b>146041</b>										
11/24	11/21/2024	146041	1280	DIRECTV	013901916X	1	01-55401-3400	.00	56.49	56.49
Total 146041:								.00		56.49
<b>146042</b>										
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
<b>146043</b>										
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
<b>146044</b>										
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
<b>146045</b>										
11/24	11/21/2024	146045	275	GHD SERVICES INC	340-0115772	1	01-53630-2100	.00	2,531.41	2,531.41

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 146045:								.00		2,531.41
<b>146046</b>										
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
<b>146047</b>										
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
<b>146048</b>										
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
<b>146049</b>										
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
<b>146050</b>										
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
<b>146051</b>										
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
<b>146052</b>										
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

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>146053</b>										
11/24	11/21/2024	146053	1391	LOFFLER COMPANIES	4860065	1	01-51420-2900	.00	35.15	35.15
Total 146053:								.00		35.15
<b>146054</b>										
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
<b>146055</b>										
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
<b>146056</b>										
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

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<b>146057</b>										
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
<b>146058</b>										
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
<b>146059</b>										
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
<b>146060</b>										
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
<b>146061</b>										
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
<b>146062</b>										
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
<b>146063</b>										
11/24	11/21/2024	146063	1610	OPTUM	1666732 165	1	01-51420-2900	.00	140.00	140.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 146063:								.00		140.00
<b>146064</b>										
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
<b>146065</b>										
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
<b>146066</b>										
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
<b>146067</b>										
11/24	11/21/2024	146067	577	SECURIAN FINANCIAL GROUP I	002832L 12.2	1	01-21530	.00	2,796.83	2,796.83

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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
<b>146068</b>										
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
<b>146069</b>										
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
<b>146070</b>										
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
<b>146071</b>										
11/24	11/21/2024	146071	603	STREICHERS INC	#11728021	1	01-52100-1390	.00	43.97	43.97
Total 146071:								.00		43.97
<b>146072</b>										
11/24	11/21/2024	146072	2706	THAD LUDEKING	REC BUILDI	1	01-46721	.00	250.00	250.00
Total 146072:								.00		250.00
<b>146073</b>										
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
<b>146074</b>										
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

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 146074:								.00		75.13
<b>146075</b>										
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
<b>146076</b>										
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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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
<b>146077</b>										
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
<b>146078</b>										
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
<b>146079</b>										
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
<b>146080</b>										
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
<b>146081</b>										
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
<b>146082</b>										
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

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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	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
<b>146083</b>										
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
<b>146084</b>										
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
<b>146085</b>										
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
<b>146086</b>										
11/24	11/27/2024	146086	2287	CANON FINANCIAL SERVICES I	36622330	1	03-52300-2900	.00	73.00	73.00

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Total 146086:								.00		73.00
<b>146087</b>										
11/24	11/27/2024	146087	2708	CAROL RAZAITIS	PHOTO FUN	1	01-46723	.00	50.00	50.00
Total 146087:								.00		50.00
<b>146088</b>										
11/24	11/27/2024	146088	2563	CHARTER COMMUNICATIONS	17153960111	1	12-55500-2240	.00	203.23	203.23
Total 146088:								.00		203.23
<b>146089</b>										
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
<b>146090</b>										
11/24	11/27/2024	146090	2437	DAWSON DEAN	111424	1	03-52300-3350	.00	150.00	150.00
Total 146090:								.00		150.00
<b>146091</b>										
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
<b>146092</b>										
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
<b>146093</b>										
11/24	11/27/2024	146093	2538	HEATHER MINOR	034808	1	10-55110-2900	.00	752.00	752.00
Total 146093:								.00		752.00

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<b>146094</b>										
11/24	11/27/2024	146094	317	HOLIDAY WHOLESale	1884716	1	01-51600-3400	.00	148.90	148.90
Total 146094:								.00		148.90
<b>146095</b>										
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
<b>146096</b>										
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
<b>146097</b>										
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
<b>146098</b>										
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
<b>146099</b>										
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
<b>146100</b>										
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

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<b>146101</b>										
11/24	11/27/2024	146101	2122	MORGAN SCHARLAU	111424	1	03-52300-3350	.00	150.00	150.00
Total 146101:								.00		150.00
<b>146102</b>										
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
<b>146103</b>										
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
<b>146104</b>										
11/24	11/27/2024	146104	2710	PATRICIA ZELLMER	OVERPAYM	1	03-13100	.00	150.02	150.02
Total 146104:								.00		150.02
<b>146105</b>										
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
<b>146106</b>										
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
<b>146107</b>										
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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<b>146108</b>										
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
<b>146109</b>										
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
<b>146110</b>										
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
<b>146111</b>										
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
<b>146112</b>										
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
<b>146113</b>										
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
<b>146114</b>										
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
<b>146115</b>										
11/24	11/27/2024	146115	728	WESTERN TECHNICAL COLLEG	000048790	1	03-52300-3350	.00	104.00	104.00

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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
<b>146116</b>										
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
<b>146117</b>										
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
<b>146118</b>										
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
<b>146119</b>										
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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<b>146120</b>										
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
<b>146121</b>										
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
<b>146122</b>										
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
<b>146123</b>										
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
<b>146124</b>										
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
<b>146125</b>										
12/24	12/05/2024	146125	218	BAUMGART, EMIL	DECEMBER	1	01-52400-2100	.00	500.00	500.00
Total 146125:								.00		500.00
<b>146126</b>										
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

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<b>146127</b>										
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
<b>146128</b>										
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
<b>146129</b>										
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
<b>146130</b>										
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
<b>146131</b>										
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
<b>146132</b>										
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
<b>146133</b>										
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
<b>146134</b>										
12/24	12/05/2024	146134	2713	KAMMY MILLER	1418	1	01-55300-3400	.00	658.00	658.00

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Total 146134:								.00		658.00
<b>146135</b>										
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
<b>146136</b>										
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
<b>146137</b>										
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
<b>146138</b>										
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
<b>146139</b>										
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
<b>146140</b>										
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
<b>146141</b>										
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
<b>146142</b>										
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
<b>146143</b>										
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
<b>146144</b>										
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
<b>146145</b>										
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
<b>146146</b>										
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
<b>146147</b>										
12/24	12/05/2024	146147	1732	TELEFLEX LLC	9509237782	1	03-52300-3402	.00	39.95	39.95
Total 146147:								.00		39.95
<b>146148</b>										
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
<b>146149</b>										
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
<b>146150</b>										
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
<b>146151</b>										
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
<b>146152</b>										
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
<b>146153</b>										
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
<b>ALL AMERICAN DO-IT CENTER</b>							
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	
<b>ALLIANT ENERGY/WPL</b>							
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	
<b>BAYCOM INC</b>							
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	
<b>GOODYEAR COMMERCIAL TIRE &amp; SERVICE CENTE</b>							
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	
<b>KWIK TRIP CREDIT DEPT</b>							
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	
<b>LARKIN'S GMC INC</b>							
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	
<b>MARTIN-MCALLISTER CONSULTING PSYC. INC</b>							
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	
<b>MAYO CLINIC</b>							
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	
<b>MISSISSIPPI WELDERS SUPPLY COMPANY INC</b>							
442	MISSISSIPPI WELDERS SUPPL	1836096	CYLINDERS	12/03/2024	03-52300-3400 AMBULANCE OPERATI	12.60	
Total MISSISSIPPI WELDERS SUPPLY COMPANY INC:						12.60	
<b>SUMMIT FIRE PROTECTION</b>							
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	
<b>TOMAH WATER &amp; SEWER UTILITY</b>							
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	
<b>TRI-STATE BUSINESS MACHINES INC</b>							
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
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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_ Dwyer, Paul

City Council: \_\_\_\_\_ Glynn, John

\_\_\_\_\_ Pater, Nellie

\_\_\_\_\_ Peterson, Dean

\_\_\_\_\_ Devine, Patrick

\_\_\_\_\_ Scholze, Travis

\_\_\_\_\_ Hart, Nicole

\_\_\_\_\_ Yarrington, Richard

\_\_\_\_\_ Zabinski, Shawn

## 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**

## 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 1<sup>st</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 **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 1<sup>st</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 **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 1<sup>st</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 **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 1<sup>st</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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)

## 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 1<sup>st</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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)  
\* \_\_\_\_\_