



## AGENDA FOR COMMON COUNCIL

A Common Council meeting will be held on **Tuesday, June 17, 2025 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)

### **AGENDA:**

#### **Call to Order, Pledge of Allegiance, Roll Call**

#### **ANYONE DESIRING TO APPEAR TO COUNCIL**

*Members of the public desiring to address the City Council may do so under this agenda item. Members of the public must adhere to the City of Tomah Public Appearance Policy and Rules of Order. Each person desiring to speak will be allotted no more than three minutes.*

#### **Mayor**

#### **Employee of the Month**

1. Library - Dave Deprey

#### **Acceptance of Reports**

2. Senior Executive Team Monthly Report
3. Economic Development and Zoning Monthly Report
4. Library Monthly Report
5. Public Safety Monthly Report
6. Parks and Recreation Monthly Report
7. Senior & Disabled Services Monthly Report

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

8. Approval of Minutes from May 20, 2025
9. Approval of Minutes from May 29, 2025
10. Approval: Annual renewal of "Class A" Liquor, Class "A" Fermented Malt Beverage, "Class B" Liquor, Class "B" Fermented Malt Beverage, and "Class C" Wine Licenses.
11. Approval: Temporary Class "B" Fermented Malt Beverage and Temporary "Class B" Wine License Application by the Tomah Lions Club

## **Common Council – June 17, 2025**

- [12.](#) Approval of Resolution for Payment of Monthly Bills
- [13.](#) Approval: Special Event Outdoor Cabaret License for Scott Wilcox at Gillett Park in downtown Tomah for Music in the Park throughout June, July, and August of 2025
- [14.](#) Employee Handbook Revisions (General Provisions)
- [15.](#) Approval: Ambulance Service Rate Increase

### **Public Works and Utilities Commission**

- [16.](#) Approval of Compliance Maintenance Report
- [17.](#) Approval: Ordinance Authorizing Sidewalk Cafes in Downtown
  - First Reading*
  - Second Reading*
  - Adoption*

### **APPOINTMENTS:**

- [18.](#) Approval: Ethics Board Appointment
- [19.](#) Approval: Library Board Appointment
- [20.](#) Approval: Historic Preservation Commission Appointment
- [21.](#) Approval: Tomah Public Housing Authority Commission Appointments

### **GENERAL:**

- [22.](#) Approval: Final Reimbursement of Facade Improvement Grant Program Application 1-2024 (Jac's Steakhouse)
- [23.](#) Approval: Facade Improvement Grant Program Application 2-2025 (The Bank Bar)
- [24.](#) Approval: Facade Improvement Grant Program Application 4-2025 (Tomah Cash Mercantile)
- [25.](#) Approval: Amendment to Job Description for City Clerk
- [26.](#) Approval: Amendment to Job Description of City Treasurer
- [27.](#) Approval: Amendment to Job Description of Director of Public Works and Utilities
- [28.](#) Approval: Budget Amendment to Transfer \$500 From Elections Operation to Administrator Operation For 3 July Employee BBQ

### **ADJOURN**

- 29. Adjourn to Closed Session Pursuant to Wis Stat 19.85(1):
  - Considering employment, promotion, compensation, or performance evaluation data of any public employee to discuss staffing and compensation for:
    - Approval: Contract for City Administrator.
    - Approval: Internal promotion to Interim Director of Public Works and Utilities.
  - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for:
    - Approval: Negotiating terms for purchase of land.
    - Approval: Amendment to rental contract.



## **Common Council – June 17, 2025**

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for:

-Approval: Council Directive regarding possible litigation.

**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.

### Dave Deprey (Childrens' and Young Adults Librarian)

- Started @ the Library in January of 2014
- Got his Master's in Library Science from UW Milwaukee
- Favorite part of being a librarian: seeing the smiling kids

Dave is dependable, even tempered, and kind to everybody. He is always happy to help patrons, whether it is finding books or welcoming new families to the Library. Dave is a credit to our Community, we are very fortunate to have him.



# Employee of the Month

THIS CERTIFICATE IS AWARDED TO

# David Deprey

AS AN OUTSTANDING EMPLOYEE WITH EXCEPTIONAL  
DEDICATION THAT IS ABOVE REPROACH FOR  
MAY 2025

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PAUL DWYER, MAYOR

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NICHOLAS MORALES, SET CHAIR



# Senior Executive Team

Item 2.

## City Budget and Finances:

- 2026 Budget Planning Plan-To-Plan
  - ~~Disseminate Financial Stability Guidebook~~ 31 Jan
  - ~~SET Review of FSG~~ 11 Feb
  - ~~Dept Head Training~~ 25 Feb
  - External Audit Mar-Aug
  - ~~Dept Head Training~~ 8 Apr
  - ~~Dept Admin Assistant Training~~ 28 May
  - Implementation of AP process 30 Jun
- Develop strategic plan for future of TID 8/historic district
- GHD contract for Super Fund site and EPA/DNR reporting
- Comprehensive Contract Review
- TID 8, 9, 10, 11 Analysis
- Wage Scale Review
- Budget Planning Schedule Development

## City Administration:

- Employee Discipline Policy
  - **Employee Recognition and Awards Program**
    - **Dave Deprey**
- Social Media Policy
- 3 x Employee Grievances
- Develop Annual Training Plan (elected officials, dept heads, all employees)
- Refine Official Travel Approval Process
- Vehicle Lease Meeting with Enterprise
- 3 Open Positions
- Job Description Review and Amendments
- Organizational Chart Review
- Employee Morale Events Planning

## City Operations (Past 30 Days):

- 21 May Tomah Chamber Board Meeting
- 22 May Interdepartmental Cooperation Meeting
- 23 May Enterprise Fleet Program Update
- 27 May Human Resources Meeting
- 29 May Being A Bad Board Member Law Firm Training
- 29 May Promissory Note Meeting
- 30 May Tomah Health Expansion Groundbreaking Ceremony
- 2 Jun SET Weekly Meeting
- 2 Jun Human Resources Meeting
- 3 Jun Department of Public Safety Budget Discussion
- 3 Jun Human Resources Meeting
- 4 Jun Public Works Division Invoice Review and Approval
- 4 Jun Channel 13 News Interview WRT Water Advisory
- 4 Jun Channel 8 News Interview WRT Water Advisory
- 9 Jun Department Head Bi-Monthly Meeting
- 9 Jun DNR Water Source Protection Plan Meeting
- 11 Jun 3RT Information Technology Meeting

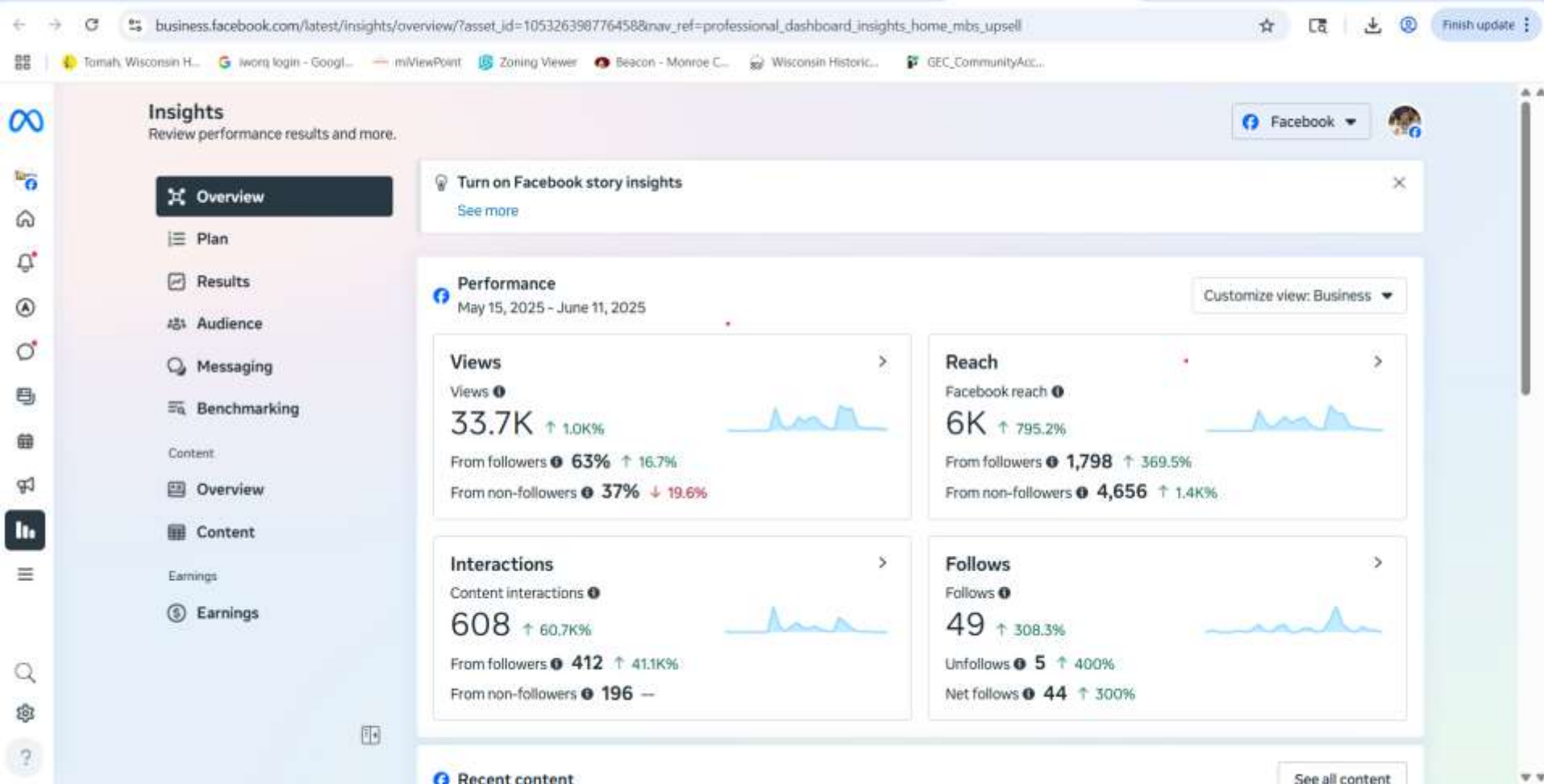
## City Operations (Past 30 Days):

- 12 Jun Public Works Division Budget Discussion
- 12 Jun Library Foundation Repair and Drainage Improvement Meeting
- 16 Jun SET Weekly Meeting
- 16 Jun Enterprise Fleet Management 10-Year Proposal Meeting
- 16 Jun Moody's Rating Meeting
- 17 Jun Due Diligence Call with Bonding Counsel



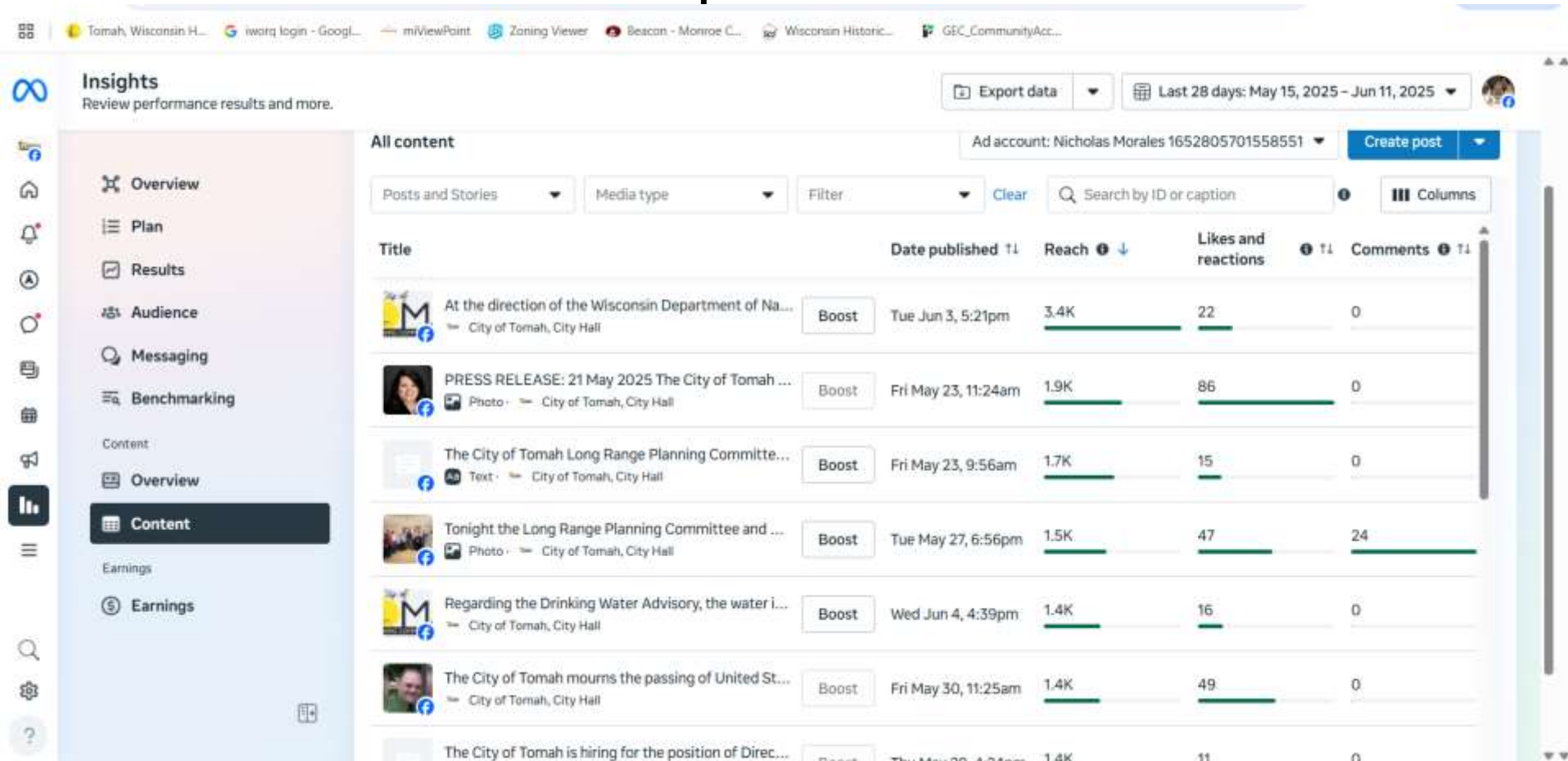
# Social Media Report: Monthly Stats

Item 2.



# Social Media Report: Top Posts

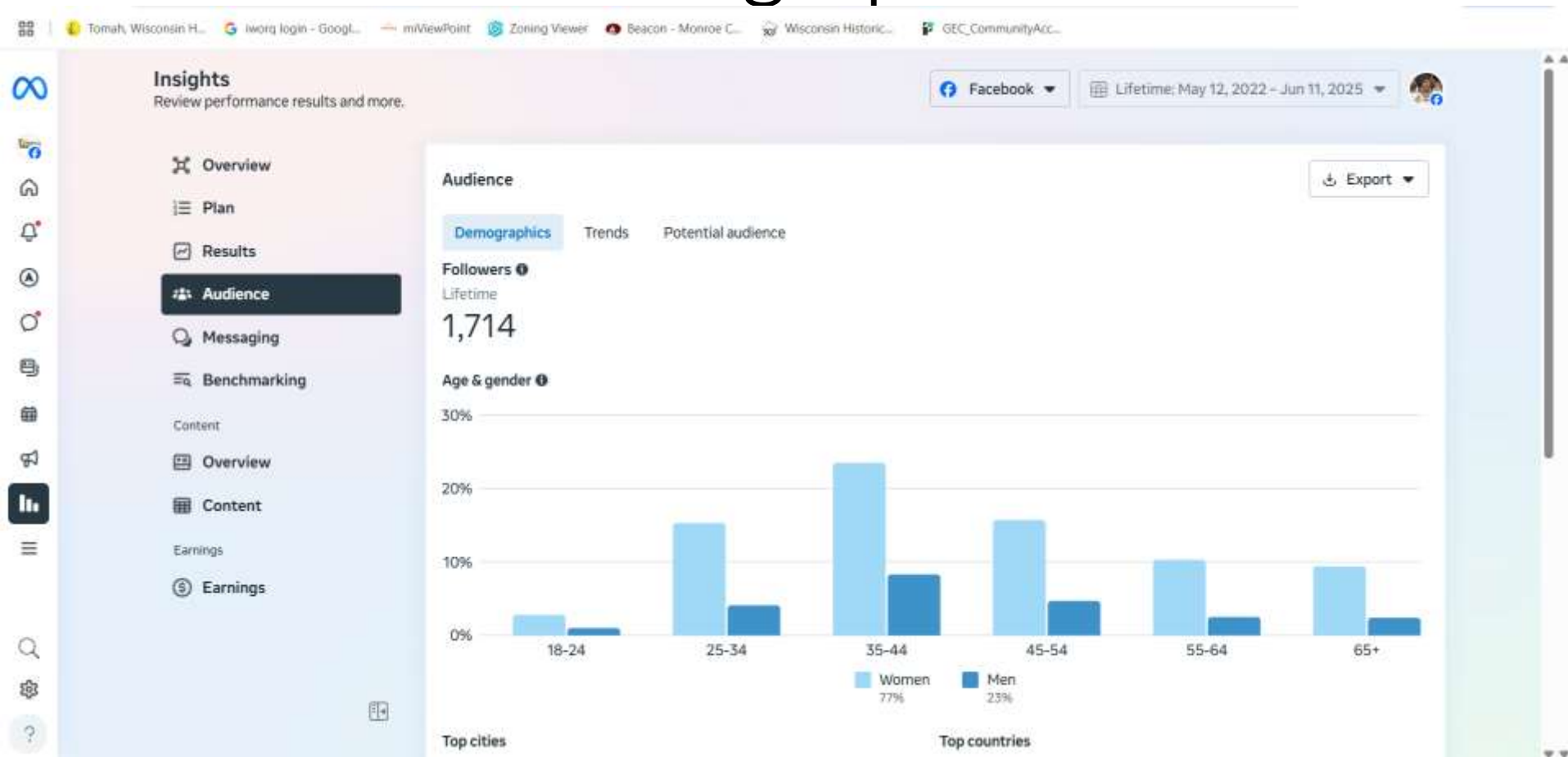
Item 2.





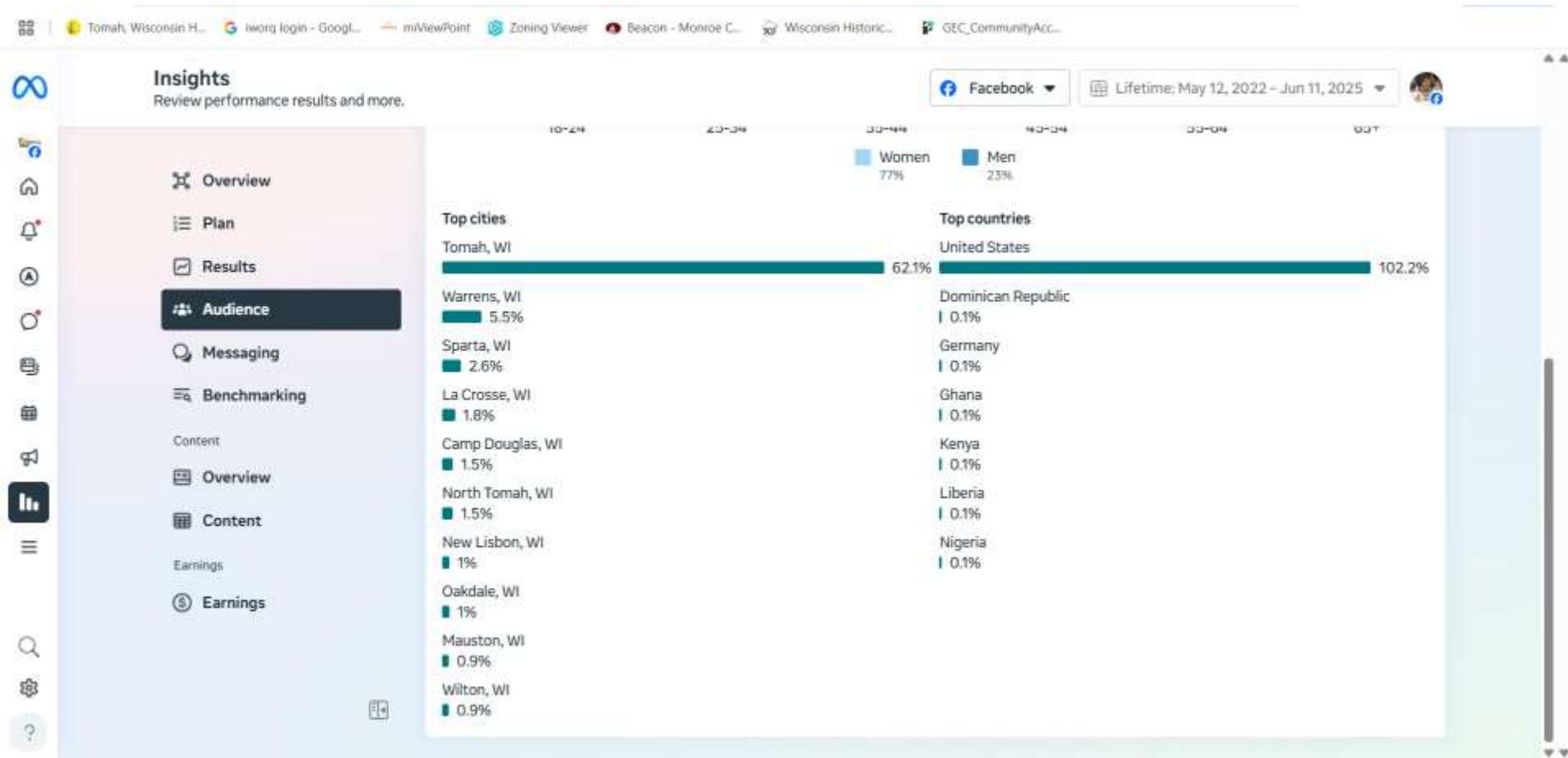
# Social Media Report: Demographics

Item 2.



# Social Media Report: Demographics

Item 2.



# Social Media Report: Trends

Item 2.



# Economic Development and Zoning (EDZ)

Item 3.

## Priorities for February:

1. Operation Welcome Home (Housing)
2. Operation Phoenix (Downtown Revitalization)
3. Operation Clean Tomah (Code Enforcement)

## Administration

- Permanent Personnel: 2
- Contracted Personnel: 3 (V&A x 1, GEC x 2)
- Total: 5

## Logistics

- Vehicles: 1
- Resource Shortfalls: None

## Training:

- Collective Bargaining Agreements
- Municipal Code Chapter 52
- Code Enforcement Procedures

## Recently Completed Operations (Past 30 Days)

- 19 May New Employee First Day
- 19 May – 6 June New Employee Training
- 20 May Developer Recruitment
- 21 May CVB Meeting
- 23 May Enterprise Fleet Management
- 27 May Downtown Business and Property Owner Forum
- 29 May Mr. Thorson Meeting
- 30 May Tomah Health Groundbreaking Ceremony
- 2 Jun Building Inspector Meeting, Georgette Martin Meeting
- 3 Jun Strategic Zoning Rewrites Meeting, Tomah Health Site Plan Review
- 4 Jun CME Development
- 5 Jun Code Enforcement Training, Monroe County Grant Discussion
- 9 Jun Walmart Supercenter Project Meeting
- 12 Jun Jac's Steakhouse Façade Grant Inspection, 209 W Benton St Meeting
- 16 Jun Operation Phoenix KSU Study Meeting
- 17 Jun Monroe County Transitional/Supportive Housing Meeting

## Current Operations (Next 30 Days)

- 18 Jun Monroe County Single Family Housing Meeting
- 19 Jun DNR Ag Wetland Mitigation Meeting
- 24 Jun Eminent Development Meeting
- 25 Jun Monroe County Short Term Vacation Rental Meeting

## Future Operations (Next 30 Days – 1 Year)

- TBD Annual Planning (Capital Improvement Plan)
- TBD Update Downtown Master Plan (2017)

## Future Plans (1 Year – 5 Years Out)

- 2026 Update Parks and Open Space Plan (2021, must be updated every 5 years)
- 2030 Unified Economic Development Plan Due
- 2030 400-700 Housing Unit Target from 2022 Housing Study





## Permit Report

05/01/2025 - 05/31/2025

Permit #	Permit Date	Permit Type	Main Status	Applicant	Parcel Address	Project Description	Construction Value	Total Fees
6987	5/28/2025	Fence	Pending more information from applicant	Heidi Hays	320 ARTHUR STREET			\$20.00
6986	5/27/2025	Fence	Withdrawn	Maren Francis		Replacement of current Fence	9,000.00	
6985	5/17/2025	Fence	Pending more information from applicant	Barbara Gomez Lopez		Wambam Fence no maintenance, on the property line to the right of the house and back to protect from dogs coming in the back yard, if the neighbors have any.		\$20.00
6984	5/14/2025	Fence	Pending more information from applicant	Alex Kivimaki		Backyard fence	0.00	\$20.00
6983	5/12/2025	Accessory building >150 sq. ft.	Pending more information from applicant	Kevin and Charlene Rabe		PreBuilt, move-in 16x50 portable shed and concrete slab underneath	35,000.00	
6982	5/9/2025	Sign Permit	Approved	La Crosse Sign Group	750 VANDERVORT STREET	Replacing pylon cabinet	0.00	\$40.00
6981	5/8/2025	Fence	Pending more information	Karla Richie	1720 BOW STREET	Fence around property	0.00	\$20.00

			from applicant					
								\$120.00

Total Records: 7

6/12/2025





## Case Report

01/01/2022 - 05/31/2025

Case #	Case Date	Complaint Type	Address of Violation	Owner Name	Status
2025008	2/28/2025	Zoning Violations	102 E Veterans and 906 Superior Ave	Koel Properties LLC	Issued Order to Correct
2025007	2/28/2025	Zoning Violations	230 Arthur St	DONALD M ROSCOVIUS	Issued Order to Correct
2025006	2/19/2025	Public Health Nuisance	1115 N Superior Ave	SUPERIOR RENTAL LLC	Issued Order to Correct
2025005	2/18/2025	Minimum Housing Standards	1019 East Ave	MS PIERCE PROPERTIES LLC	Suspended
2025004	2/13/2025	Zoning Violations	231 NICHOLAS ST	NATANAEL MARIA-ROMAN	Issued Order to Correct
2025003	2/12/2025	Snow and Ice Removal	323 W Juneau St	ARTURO ANAYA CORREA	Issued Order to Correct
2025002	2/6/2025	Building Regulations	935 N Superior Ave D5	Crestone Properties	Issued Order to Correct
2025001	1/8/2025	Nuisance - Junk Accumulation	212 W Milwaukee	MARK TRALMER	Issued Order to Correct
2024080	11/21/2024	Multiple Violations	309 Green Acres	STEFANIE KLEISER	Issued Order to Correct
2024079	11/21/2024	Nuisance - Junk Accumulation	427 GREEN ACRES AVE	Dan Beach	Completed
2024078	11/21/2024	Nuisance - Junk Accumulation	111 E Elizabeth	JOSHUA ROTH	Issued Order to Correct
2024077	10/21/2024	Dog and Cat Restrictions	113 W Monroe St	David Knight	Issued Order to Correct
2024076	10/14/2024	Zoning Violations	1509 Bow St	ANDRES VALENCIA	TOT Cit Attorney

2024075	9/30/2024	Construction without permit	135 Waterman St Tomah WI	EDGEWOOD TERRACE EAST LLC	Citation Issued
2024074	9/23/2024	Zoning Violations	520 Cady Ave	THOMAS MANGENE	Issued Order to Correct
2024073	9/3/2024	Multiple Violations	614 W Veterans St	JUSTIN BIRDD	Open
2024072	8/9/2024	Grass/Weeds	206 W Clifton	JUDITH A DAGENAIS	Issued Order to Correct
2024071	7/16/2024	Grass/Weeds	1000 Glendale	CARLA HEDEEN	Issued Order to Correct
2024070	7/16/2024	Grass/Weeds	210 W Brownell	STEVEN L FARRAND	Issued Order to Correct
2024069	7/23/2024	Grass/Weeds	305 W Nott	MICHAEL R LAMB	Issued Order to Correct
2024068	7/23/2024	Grass/Weeds	618 N Glendale Dr	HENRIETTA HEDRICH	Issued Order to Correct
2024067	7/24/2024	Grass/Weeds	1724 Grumann Dr	Jessica McGinnis	Issued Order to Correct
2024066	7/30/2024	Grass/Weeds	110 Lakeview Ct	RICHARD L ALDEN	Issued Order to Correct
2024065	8/6/2024	Grass/Weeds	431 Nicholas St		Issued Order to Correct
2024064	8/6/2024	Zoning Violations			Suspended
2024063	7/9/2024	Zoning Violations	904 Superior Ave	KOEL INVESTMENTS LLC	Warned and Advsieed
2024062	7/31/2024	General Nuisance	113 W Holton	DAVID JENKINS JR	Issued Order to Correct
2024061	7/25/2024	Minimum Housing Standards	901 McLean Ave	TOMAH PUBLIC HOUSING AUTHORITY	Issued Order to Correct
2024060	7/25/2024	Nuisance - Junk Vehicle	710 Landmann St	DYLAN & REBECCA KOEL	Issued Order to Correct
2024059	7/8/2024	Minimum Housing Standards	616 W veterans St	BIRDD PROPERTIES INC	Completed
2024058	6/6/2024	Grass/Weeds	1504 Kilbourn	WILLIAM PEMBERTON	Issued Order to Correct
2024057	6/6/2024	Grass/Weeds	522 Packard	LARRY BARIBEAU FAMILY TRUST	Issued Order to Correct

2024056	6/6/2024	Grass/Weeds	522 Williams	BLACKSTAR STABILITY DISTRESSED DEBT FUND LLC	Issued Order to Correct
2024055	6/6/2024	Grass/Weeds	803 Packard	BECKY WILLAAMS	Issued Order to Correct
2024054	6/6/2024	Grass/Weeds	205 Clark St	JASON BROWN	Issued Order to Correct
2024053	6/6/2024	Grass/Weeds	617 Pearl St	BETTY BERK	Issued Order to Correct
2024052	6/3/2024	Grass/Weeds	315 W HOLTON ST	PETER E YEDINAK	Issued Order to Correct
2024051	6/3/2024	Grass/Weeds	1124 HOLLISTER AVE	NATHAN S GRAEWIN	Issued Order to Correct
2024050	5/30/2024	Grass/Weeds	418 E LaCrosse	MWRC INC	Issued Order to Correct
2024049	5/30/2024	Grass/Weeds	1503 Superior Ave	DAVID RITTER	Issued Order to Correct
2024048	5/20/2024	Grass/Weeds	1813 Goodland Ave	MONROE COUNTY	TOT Snow & Weed Contractor
2024047	5/16/2024	Grass/Weeds	1321 Lakeview Dr	JAVA TOMAH LLC	Issued Order to Correct
2024046	5/14/2024	Nuisance - Junk Accumulation	919 KING ST	RELIABLE RENTALS LLC	Issued Order to Correct
2024045	5/14/2024	Grass/Weeds	530 NORTH ST	KAYLEE SNYDER & KYLE KENSKI	Issued Order to Correct
2024044	5/14/2024	Grass/Weeds	519 Clark	JAMES SMITH III	Issued Order to Correct
2024043	5/14/2024	Grass/Weeds	507 Mclean	DANIEL G O'CONNOR	Issued Order to Correct
2024042	5/14/2024	Grass/Weeds	210 W Brownell	STEVEN L FARRAND	TOT Snow & Weed Contractor
2024041	5/14/2024	Grass/Weeds	120 W SARATOGA	MARK A. SMITH	Issued Order to Correct
2024040	5/14/2024	Grass/Weeds	112 W Jackson	CHRISTA RUSSEL	Issued Order to Correct
2024039	5/13/2024	Public Health Nuisance	429 Franklin St	K & D RENTALS LLC	Issued Order to Correct
2024038	5/10/2024	Solid Waste	818 Dogwood Ln	OAKWOOD VILLAGE MHP	Issued Order to Correct

2024037	5/10/2024	Solid Waste	523 Glendale Ave	ALBERT J AND ROSELLA A. ERICKSON REVOCABLE TRUST	Issued Order to Correct
2024036	5/10/2024	Solid Waste	1722 Hollister Ave	KYLE & KAITLYN LEIS	Issued Order to Correct
2024034	5/10/2024	Nuisance - Junk Accumulation	526 Franklin St	DENISE K WHITNEY	Issued Order to Correct
2024033	5/10/2024	Nuisance - Junk Accumulation	521 Lori Ave	EDGEWOOD TERRACE LLC	Issued Order to Correct
2024032	5/10/2024	Nuisance - Junk Accumulation	522 W Foster St	JAMIE LYONS	Issued Order to Correct
2024031	5/10/2024	Nuisance - Junk Accumulation	524 McCaul St	MICHAEL R LAMB	Completed
2024030	5/9/2024	Nuisance - Junk Vehicle	959 Grandview Ave	BIRDD PROPERTIES INC	Suspended
2024029	5/8/2024	Obstructions and Encroachments	1308 Kilbourn Ave	WILLY SHEGONEE JR	Issued Order to Correct
2024028	5/8/2024	Grass/Weeds	203 W LaCrosse St	WILLIAM BURY	TOT Snow & Weed Contractor
2024027	5/1/2024	Construction without permit	813 Maple Grove	COLIN & LAURIE SMITH	Issued Order to Correct
2024026	4/24/2024	Nuisance - Junk Accumulation	1205 Hollister Ave	KOBO STAYS LLC	Issued Order to Correct
2024025	4/24/2024	Nuisance - Junk Accumulation	815 Hollister Ave	JANEL L FINNIGAN	Issued Order to Correct
2024024	4/24/2024	Nuisance - Junk Accumulation	111 W Foster	DAVID J RITTER	Issued Order to Correct
2024023	4/24/2024	Nuisance - Junk Accumulation	607 Superior Ave	CATHARINE E ELDRIDGE	Issued Order to Correct
2024022	4/24/2024	Nuisance - Junk Vehicle	318 W Nott	CINDY GNEWIKOW	Issued Order to Correct
2024021	4/19/2024	Nuisance - Junk Vehicle	1308 Kilbourn Ave	WILLY SHEGONEE JR	Issued Order to Correct

2024020	3/29/2024	Nuisance - Junk Accumulation	1414 Butts	FREDERICK W PLEVELL	Issued Order to Correct
2024019	3/29/2024	Nuisance - Junk Accumulation	1321 Butts Ave	SELF DIRECTED IRA SERVICES INC CUSTODIAN FBO J F MENN	Issued Order to Correct
2024018	3/29/2024	Nuisance - Junk Accumulation	1201 Butts Ave	VETERANS ASSISTANCE FOUNDATION INC	Issued Order to Correct
2024017	3/28/2024	Public Nuisance Junk and Junk Vehicles	706 Lake St	Jill & Justin Falk	Suspended
2024016	3/26/2024	Nuisance - Junk Accumulation	137 Carol Kay	WI LIMITED LIABILITY CO VALLEY VIEW FOUR LLC	Issued Order to Correct
2024015	3/15/2024	Zoning Violations	415 W Monowau St	DONALD BARNES & PAMELA GOWIN	No Violation
2024014	3/13/2024	Multiple Violations	1320 Glendale Ave	1010 HOLDINGS LLC	Issued Order to Correct
2024013	3/11/2024	Nuisance - Junk Accumulation	830 White Pine Pass	WOODRIDGE LMT PRTNERSHIP	Completed
2024012	2/20/2024	General Nuisance	Municipal Lot off of McLean	CITY OF TOMAH	Completed
2024011	2/14/2024	General Nuisance	Municipal Lot off of Mclean and W Monowau	CITY OF TOMAH	Completed
2024010	2/14/2024	Nuisance - Junk Vehicle	Municipal Parking lot off of McLean and W Monomau	CITY OF TOMAH	Issued Order to Correct
2024009	2/13/2024	Nuisance - Junk Accumulation	429 Franklin St	K & D RENTALS LLC	Completed
2024008	1/25/2024	Snow and Ice Removal	214 Butts Ave	TWO OAKS LLC	Completed
2024007	1/23/2024	Snow and Ice Removal	901 Charles Dr	Tomah Lumber	Issued Order to Correct

2024006	1/19/2024	Snow and Ice Removal	103 Clark St	BRIAN BARCELLA & CORRINE KRHOUNEK	TOT Snow & Weed Contractor
2024005	1/19/2024	Snow and Ice Removal	221 Sumner St	AARTI PATEL	TOT Snow & Weed Contractor
2024004	1/19/2024	Snow and Ice Removal	203 W Lacrosse	WILLIAM BURY	TOT Snow & Weed Contractor
2024003	1/22/2024	Zoning Violations	802 W Veterans St.	Paul Dwyer	Issued Order to Correct
2024002	1/19/2024	Dog and Cat Restrictions	809 McLean Ave	MARK & KERRY ROSE	Suspended
2024001	1/19/2024	Streets and Sidewalks	313 W Monowau	JASON DELAP	Issued Order to Correct
2023096	11/30/2023	Solid Waste	323 W Juneau St	ARTURO ANAYA CORREA	Issued Order to Correct
2023095	11/8/2023	Multiple Violations	308 E Brownell	DAVID RITTER	Issued Order to Correct
2023094	11/7/2023	Zoning Violations	818 King Ave	SARA J WALTEMATH-LEIN	Issued Order to Correct
2023093	11/7/2023	Nuisance - Junk Accumulation	1321 N Superior Ave	DONALD W & KIM M MILLER	Completed
2023092	10/9/2023	Nuisance - Junk Accumulation	1103 Oak St	MJSL PROPERTIES LLC	Completed
2023091	10/4/2023	Nuisance - Junk Vehicle	304 E Veterans	BOBBI LYNN SCHOOLMAN	Issued Order to Correct
2023090	10/3/2023	Multiple Violations	908 Maple Grove	T and C RENTAL MANAGEMENT LLC	Issued Order to Correct
2023089	9/19/2023	Nuisance - Junk Accumulation	202 E Washington	Tomah Storage LLC	Completed
2023088	9/18/2023	Nuisance - Junk Accumulation	321 W Milwaukee	KEITH L AND BRIANNA S PETERSON	Issued Order to Correct
2023087	8/31/2023	Nuisance - Junk Accumulation	1124 Hollister	NATHAN S GRAEWIN	Issued Order to Correct
2023086	8/31/2023	Nuisance - Junk Accumulation	223 Glendale Ave	DAVID RITTER	Completed

2023085	8/31/2023	Nuisance - Junk Accumulation	1316 Kilbourn Ave	C L FRANTZ LLC	Issued Order to Correct
2023084	8/31/2023	Nuisance - Junk Accumulation	916 Kristi Ln	LINDA M HANSON	Issued Order to Correct
2023083	8/24/2023	Nuisance - Junk Accumulation	606 WILLIAMS ST	EMILY PALOMAKI	Issued Order to Correct
2023082	8/24/2023	General Nuisance	W JUNEAU ST	MARK A TRALMER	Issued Order to Correct
2023081	8/24/2023	General Nuisance	303 E NOTT ST	SHIRLEY NAUMAN	Issued Order to Correct
2023079	8/22/2023	Nuisance - Junk Accumulation	528 Williams St	MC PROPERTIES LLC	Issued Order to Correct
2023078	8/18/2023	Grass/Weeds	322 GLENDALE AVE	JOHN L CLARK IV	Issued Order to Correct
2023077	8/18/2023	Grass/Weeds	1000 GLENDALE AVE	CARLA HEDEEN	TOT Snow & Weed Contractor
2023076	8/16/2023	Multiple Violations	207 W Council	T&C RENTAL MANAGEMENT LLC	Completed
2023075	8/15/2023	Nuisance - Junk Vehicle	City property between E Nott and E Foster	CITY OF TOMAH	Abatement
2023074	8/9/2023	Minimum Housing Standards	607 Superior Ave. unit #2	CATHARINE E ELDRIDGE	Issued Order to Correct
2023073	8/8/2023	Nuisance - Junk Accumulation	818 Cedar Ln	Oakwood Village MHP Tomah WI LLC	TOT Public Works & Utility
2023072	8/8/2023	Nuisance - Junk Accumulation	813 Cedar Ln	Oakwood Village MHP Tomah WI LLC	TOT Public Works & Utility
2023071	8/1/2023	Minimum Housing Standards	201 Clark St.	Jared Korn	Issued Order to Correct
2023070	7/12/2023	Nuisance - Junk Accumulation	506 Elm St	MISTY M WILSON	Completed
2023069	7/25/2023	Grass/Weeds	110 Lakeview Ct	RICHARD L ALDEN	Completed



2023068	7/11/2023	Nuisance - Junk Accumulation	821 Lemonweir Pkwy	LINDA L GOTTBEHEUT TRUST	Issued Order to Correct
2023067	6/23/2023	Grass/Weeds	710 Pearl St	DEAN COHAN	Completed
2023066	6/23/2023	Grass/Weeds	605 Fair St	Michael Clark	Completed
2023065	6/23/2023	Public Health Nuisance	542 Williams St	CHAD HARTLEY	Issued Order to Correct
2023064	6/23/2023	Public Health Nuisance	606 Williams	EMILY PALOMAKI	TOT Public Works & Utility
2023063	6/12/2023	Substitute Building Prohibited	1704 N Superior Ave.	FREDRICK A WEGNER	Completed
2023062	6/1/2023	Grass/Weeds	1000 Glendale	CARLA HEDEEN	TOT Snow & Weed Contractor
2023061	6/1/2023	Grass/Weeds	603 Superior	WISCO PROPERTY GROUP LLC	Completed
2023060	5/31/2023	Multiple Violations	803 Packard St	BECKY WILLAIMS	Issued Order to Correct
2023059	5/31/2023	Grass/Weeds	427 Nicholas	J&J BUILDING LLC	Issued Order to Correct
2023058	5/31/2023	Grass/Weeds	210 W Brownell	STEVEN L FARRAND	Issued Order to Correct
2023057	5/31/2023	Grass/Weeds	1410 Butts	RICHARD A YARRINGTON	Issued Order to Correct
2023056	5/31/2023	Grass/Weeds	103 Clark	BRIAN BARCELLA & CORRINE KRHOUNEK	Issued Order to Correct
2023055	5/23/2023	Solid Waste	122 W BENTON	VICKI L ALLEN-WEDL	Issued Order to Correct
2023054	5/23/2023	Solid Waste	209 Mclean	WESLEY DAWLEY	Issued Order to Correct
2023053	5/23/2023	Solid Waste	303 PARK	KATHLEEN MELLIN KLEPPE	Issued Order to Correct
2023052	5/23/2023	Solid Waste	1105 PARKVIEW	ROY JOHNSON	Issued Order to Correct
2023051	5/23/2023	Solid Waste	1835 Grumann	NAYDA SOTO	Issued Order to Correct
2023050	5/23/2023	Solid Waste	580 Alyssa	ANITA BOYKO	Issued Order to Correct
2023049	5/23/2023	Solid Waste	574 Alyssa	RUSSELL & LINSEY ABEL	Issued Order to Correct

2023048	5/23/2023	Solid Waste	111 Alyssa	SARAH L NANCE	Issued Order to Correct
2023047	5/23/2023	Solid Waste	110 ALYSSA	RENEE STROH	Issued Order to Correct
2023046	5/23/2023	Solid Waste	219 NICHOLAS	TONI L THOMAS	Issued Order to Correct
2023045	5/23/2023	Solid Waste	210 NICHOLAS	GUILLERMO ORTIZ	Issued Order to Correct
2023044	5/23/2023	Solid Waste	600 Glendale	RICHARD A. & JUDITH A. GNEWIKOW	Issued Order to Correct
2023043	5/23/2023	Solid Waste	502 Glendale	MELBY RENTALS LLC	Issued Order to Correct
2023042	5/23/2023	Grass/Weeds	310 E MONOWAU	ISAAC & MELISSA PARDON-VARDE	Issued Order to Correct
2023041	5/23/2023	Grass/Weeds	909 Lemonweir	BRIAN GILLINGHAM	Completed
2023040	5/30/2023	Grass/Weeds	717 King	DANIEL ANDRADE	Issued Order to Correct
2023039	5/23/2023	Solid Waste	536 Curry	RONALD L NICKS	Issued Order to Correct
2023038	5/23/2023	Solid Waste	325 N Glendale	CHARLES SHELL	Issued Order to Correct
2023037	5/23/2023	Solid Waste	524 Williams	JOHN KNOBLOCH	Issued Order to Correct
2023036	5/23/2023	Solid Waste	909 King	ALLEN AUSTIN	Issued Order to Correct
2023035	5/23/2023	Solid Waste	818 King	SARA J WALTEMATH-LEIN	Completed
2023034	5/2/2023	General Nuisance	416 Gannon	Mark & Laurie Nelson	Completed
2023033	5/2/2023	Multiple Violations	813 McLean	Dustin Gratz	Completed
2023032	4/14/2023	Nuisance - Junk Accumulation	521 BENTON	PATRICK D JUDKINS	Issued Order to Correct
2023031	4/14/2023	Nuisance - Junk Accumulation	201 Hollister	COLLIN SMITH	Issued Order to Correct
2023030	4/14/2023	Nuisance - Junk Accumulation	315 Green Acres	KRISTIE A ZELINA	Issued Order to Correct

2023029	4/14/2023	Nuisance - Junk Accumulation	620 Glendale	DAVID L SUGG	Issued Order to Correct
2023028	4/14/2023	Nuisance - Junk Accumulation	1323 Mc Lean	ORRIE ERWIN	Completed
2023027	4/27/2023	Nuisance - Junk Accumulation	209 Mclean	WESLEY DAWLEY	Issued Order to Correct
2023026	3/30/2023	Minimum Housing Standards	603 1/2 Superior Ave.	WISCO PROPERTY GROUP LLC	Issued Order to Correct
2023025	4/17/2023	Nuisance - Junk Accumulation	516 W FOSTER	JORDAN HUMBLE	Issued Order to Correct
2023024	4/17/2023	Nuisance - Junk Accumulation	700 LAKE ST	KEVIN TURNER	Issued Order to Correct
2023023	4/6/2023	Nuisance - Junk Accumulation	809 MCLEAN AVE	MARK & KERRY ROSE	Completed
2023022	4/4/2023	Nuisance - Junk Accumulation	1206 HOLLISTER AVE	ANDREW BERNDT	Completed
2023021	4/3/2023	Solid Waste	1805 Superior Ave	SHAWN STRUDWICH	Completed
2023020	4/3/2023	Nuisance - Junk Accumulation	1124 HOLLISTER AVE	NATHAN S GRAEWIN	Completed
2023019	4/3/2023	Nuisance - Junk Accumulation	413 E JUNEAU	KEITH K JORGENSEN	Issued Order to Correct
2023018	3/29/2023	Nuisance - Junk Accumulation	813 MCLEAN	Dustin Gratz	Issued Order to Correct
2023017	3/29/2023	Nuisance - Junk Accumulation	427 MCCAUL ST	MICHAEL A PIERCE	Issued Order to Correct
2023016	2/27/2023	Snow and Ice Removal	919 Butts	Jessica Herdrich	Issued Order to Correct
2023015	2/27/2023	Snow and Ice Removal	103 Clark	BRIAN BARCELLA & CORRINE KRHOUNEK	TOT Snow & Weed Contractor
2023014	2/27/2023	Snow and Ice Removal	1000 Glendale	CARLA HEDEEN	TOT Snow & Weed Contractor

2023013	2/10/2023	Substitute Building Prohibited	428 N Kilbourn Ave.	ROBERT K ANDERSON	Issued Order to Correct
2023012	1/23/2023	Snow and Ice Removal	717 King	DANIEL ANDRADE	TOT Snow & Weed Contractor
2023011	1/23/2023	Snow and Ice Removal	501 Elm	LINDA K WARNER	TOT Snow & Weed Contractor
2023010	1/23/2023	Snow and Ice Removal	322 MCLEAN	NADIA NEILSEN	TOT Snow & Weed Contractor
2023009	1/23/2023	Snow and Ice Removal	121 Hollister	GERALDINE ZITZMAN	TOT Snow & Weed Contractor
2023008	2/1/2023	Snow and Ice Removal	813 Mclean	Dustin Gratz	Issued Order to Correct
2023007	2/1/2023	Snow and Ice Removal	1210 Superior	DWAYNE E EPPERS	Completed
2023006	1/24/2023	Nuisance - Junk Vehicle	309 E Milwaukee	LAURIE A HETRICK	Issued Order to Correct
2023005	1/20/2023	Snow and Ice Removal	208 W Monroe	BABB REAL ESTATE LLC	Completed
2023004	1/18/2023	Solid Waste	417 W BENTON	SANDRA BEUTIN	Issued Order to Correct
2023003	1/18/2023	Solid Waste	715 W BENTON	LUANNE EIRSCHLE	Issued Order to Correct
2023002	1/11/2023	Solid Waste	519 HOLLISTER	CALLIE NANCE	Issued Order to Correct
2023001	1/9/2023	Snow and Ice Removal	1110 & 1112 Superior Ave	BAD Property Group Inc.	Completed
2022173	12/30/2022	Snow and Ice Removal	1000 GLENDALE	CARLA HEDEEN	TOT Snow & Weed Contractor
2022172	12/29/2022	Nuisance - Junk Accumulation	200 JEFFERSON	JON & KATIE BENNETT	Completed
2022171	12/28/2022	Snow and Ice Removal	324 N WOODARD AVE	DONALD WHITE	TOT Snow & Weed Contractor
2022170	12/27/2022	Solid Waste	1320 Glendale	1010 HOLDINGS LLC	Issued Order to Correct
2022169	12/19/2022	Snow and Ice Removal	1403 GRANT ST	Josephine Johnson	Issued Order to Correct
2022168	12/16/2022	General Nuisance	1323 MCLEAN	ORRIE ERWIN	Completed

2022167	12/14/2022	Nuisance - Junk Accumulation	1015 Grassman	HO-CHUNK HOUSING	TOT Public Works & Utility
2022166	12/7/2022	Zoning Violations	802 W Veterans St.	Paul Dwyer	Issued Order to Correct
2022165	10/31/2022	Nuisance - Junk Accumulation	321 Mclean	PATH PROPERTIES	Completed
2022164	10/31/2022	Nuisance - Junk Accumulation	813 mclean	Dustin Gratz	Completed
2022163	10/31/2022	Nuisance - Junk Accumulation	1419 Mclean	MELBY RENTALS LLC	Issued Order to Correct
2022162	10/31/2022	Nuisance - Junk Accumulation	1323 Mclean	ORRIE ERWIN	Issued Order to Correct
2022161	10/25/2022	Nuisance - Junk Accumulation	727 HOLLISTER	KENNETH L BROWN	Issued Order to Correct
2022160	10/25/2022	Nuisance - Junk Accumulation	1205 HOLLISTER	KOBO STAYS LLC	Issued Order to Correct
2022159	10/25/2022	Nuisance - Junk Accumulation	113 W MONROE	David Knight	Issued Order to Correct
2022158	10/24/2022	Nuisance - Junk Accumulation	1902 SUPERIOR	MELBY RENTALS LLC	Completed
2022157	10/14/2022	Nuisance - Junk Accumulation	439 GREEN ACRES	JEFF SOMMER	Issued Order to Correct
2022156	10/14/2022	Public Nuisance Junk and Junk Vehicles	325 N GLENDALE	CHARLES SHELL	Issued Order to Correct
2022155	10/14/2022	Public Nuisance Junk and Junk Vehicles	141 N Glendale	RICHARD YARRINGTON	Completed
2022154	10/14/2022	Public Nuisance Junk and Junk Vehicles	711 Jefferson	BRUCE G PUTTKAMMER	Issued Order to Correct
2022153	10/14/2022	Public Nuisance Junk and Junk Vehicles	314 W FOSTER	EMILY KACVINSKY	Issued Order to Correct

2022152	10/14/2022	Public Nuisance Junk and Junk Vehicles	1102 Hansen	STACY GARCIA	Issued Order to Correct
2022149	9/30/2022	Grass/Weeds	1514 Mclean	KEITH BROCK JR	Completed
2022148	9/26/2022	Grass/Weeds	1000 Glendale	CARLA HEDEEN	Completed
2022145	9/22/2022	Farm and Exotic Animals	402 E Washington	CENTRAL PEAKS INVESTMENT LLC	Open
2022144	9/14/2022	Nuisance - Junk Vehicle	1207 Lakeview	BARB WESTRATE	Issued Order to Correct
2022143	9/13/2022	Nuisance - Junk Accumulation	1215 Alden	JOSEPH HARTLEBEN	Issued Order to Correct
2022142	9/8/2022	Grass/Weeds	210 W Brownell	STEVEN L FARRAND	TOT Snow & Weed Contractor
2022141	8/30/2022	Nuisance - Junk Accumulation	515 N KILBOURN	HOUSING AUTHORITY OF THE COUNTY OF MONROE	Issued Order to Correct
2022140	8/30/2022	Nuisance - Junk Accumulation	437 N Glendale	CARMEN BRAVO	Issued Order to Correct
2022139	8/30/2022	Nuisance - Junk Accumulation	413 N Glendale	BRITTANY A GERKE	Issued Order to Correct
2022138	8/30/2022	Nuisance - Junk Accumulation	401 N GLENDALE	WHISPERING PINES APTS LLC	Issued Order to Correct
2022137	8/25/2022	Substitute Building Prohibited	24433 Flint Ave.	Fredrick Wegner	Issued Order to Correct
2022136	8/23/2022	Grass/Weeds	522 Williams	RVFM 13 SERIES LLC	TOT Snow & Weed Contractor
2022135	8/23/2022	Grass/Weeds	717 Pearl	KELLY SULLIVAN	Issued Order to Correct
2022134	8/23/2022	Grass/Weeds	221 Sumner	AARTI PATEL	Issued Order to Correct
2022133	8/24/2022	Nuisance - Junk Accumulation	330 W La Crosse	MELBY RENTALS LLC	Issued Order to Correct

2022132	8/23/2022	Nuisance - Junk Accumulation	617 Hollister	VINCENT J BLASCHKE JR	Issued Order to Correct
2022131	8/23/2022	Nuisance - Junk Accumulation	313 Mclean	MELISSA A SHARP	Issued Order to Correct
2022130	8/23/2022	Nuisance - Junk Accumulation	528 Williams	MC PROPERTIES LLC	Issued Order to Correct
2022129	8/23/2022	Nuisance - Junk Accumulation	519 Hollister	CALLIE NANCE	Issued Order to Correct
2022128	8/23/2022	Nuisance - Junk Accumulation	1500 Lincoln	COURTYARD AT WILLOW WOODS LIMITED PARTNERSHIP	Issued Order to Correct
2022127	8/23/2022	Nuisance - Junk Accumulation	1313 Lincoln	RONALD A. & KAROL A. ANDRUS	Issued Order to Correct
2022126	8/23/2022	Nuisance - Junk Accumulation	1310 Sheri	LUETHE PROPERTIES LLC	Issued Order to Correct
2022125	8/23/2022	Nuisance - Junk Accumulation	924 Kristi	KEVIN A AND KATHY M OLIVER	Issued Order to Correct
2022124	8/24/2022	Nuisance - Junk Accumulation	909 Hollister	KIMBERLY D LENZ	Issued Order to Correct
2022123	8/23/2022	Nuisance - Junk Accumulation	333 Cady	Stephanie Davey	Issued Order to Correct
2022122	8/23/2022	Nuisance - Junk Accumulation	606 Pearl	CRYSTAL FISCHER	Issued Order to Correct
2022121	8/23/2022	Nuisance - Junk Accumulation	301 Hollister	ANTONIO COTTO	Issued Order to Correct
2022120	8/23/2022	Nuisance - Junk Accumulation	622 W Jackson	JAMES C HAYS	Issued Order to Correct
2022119	8/23/2022	Nuisance - Junk Accumulation	909 Hollister	KIMBERLY D LENZ	Issued Order to Correct
2022118	8/23/2022	Nuisance - Junk Accumulation	1112 Hollister	DENNIS WAGNER FAMILY TRUST	Issued Order to Correct



2022117	8/23/2022	Nuisance - Junk Accumulation	423 N Glendale	ASHLEY MARTIN	Issued Order to Correct
2022116	8/22/2022	General Nuisance	113 W Monroe	David Knight	Warned and Advised
2022115	8/18/2022	Nuisance - Junk Accumulation	212 W Milwaukee	MARK TRALMER	Issued Order to Correct
2022114	8/18/2022	Nuisance - Junk Accumulation	727 Hollister	KENNETH L BROWN	Issued Order to Correct
2022113	8/18/2022	Nuisance - Junk Accumulation	905 Oak	JAY LARSEN	Issued Order to Correct
2022112	8/18/2022	Nuisance - Junk Accumulation	914 Kristi	LINDA M HANSON	Issued Order to Correct
2022111	8/18/2022	Nuisance - Junk Accumulation	418 Elm	THOMAS J BASHAW	Issued Order to Correct
2022110	8/5/2022	Nuisance - Junk Accumulation	1013 Hollister	TIMOTHY A BROHAUGH AND MAXIMILIAN M. BROHAUGH	Issued Order to Correct
2022109	8/4/2022	Nuisance - Junk Accumulation	607 W BENTON	RICHARD J HEFFEL	Completed
2022108	8/10/2022	Nuisance - Junk Accumulation	527 Benton	GDP LLC	Completed
2022107	8/9/2022	Nuisance - Junk Accumulation	423 Mclean	KYLE TRAUTSCH	TOT Public Works & Utility
2022105	8/5/2022	Nuisance - Junk Accumulation	323 N Superior	FRANCES J ERICKSON	Completed
2022104	7/6/2022	Nuisance - Junk Accumulation	222 W Council	MICHAEL ANDERSON	Completed
2022103	7/1/2022	Nuisance - Junk Accumulation	1218 Hansen	HAROLD BINNING	Completed
2022102	7/1/2022	Nuisance - Junk Accumulation	1107 Hansen	4U PROPERTIES LLC	Completed

2022101	7/1/2022	Nuisance - Junk Accumulation	605 Schneider	Michael Geier	Completed
2022100	7/1/2022	Nuisance - Junk Accumulation	215 Cleveland	KHK PROPERTIES LLC	Completed
2022099	7/1/2022	Nuisance - Junk Accumulation	327 N Superior	K & D RENTALS LLC	Completed
2022098	8/4/2022	Nuisance - Junk Vehicle	322 Superior Ave	MWRC INC	Issued Order to Correct
2022097	7/29/2022	Obstructions and Encroachments	405 E Foster	Joshua & Kendra Nichols	Issued Order to Correct
2022096	7/22/2022	Multiple Violations	310 Glendale	MATTHEW J PURTEE	Open
2022095	7/22/2022	Nuisance - Junk Accumulation	1201 Butts	VETERANS ASSISTANCE FOUNDATION INC	TOT Public Works & Utility
2022094	7/19/2022	Nuisance - Junk Accumulation	223 Glendale	DAVID RITTER	TOT Public Works & Utility
2022093	7/13/2022	Nuisance - Junk Accumulation	813 Mclean	Dustin Gratz	Open
2022092	7/13/2022	Grass/Weeds	1813 Goodland	MICHAEL J TORREY	TOT Snow & Weed Contractor
2022091	7/13/2022	Public Health Nuisance	1410 Butts	RICHARD A YARRINGTON	Open
2022090	7/12/2022	Public Health Nuisance	803 Packard	BECKY WILLAIMS	Open
2022089	6/29/2022	Nuisance - Junk Accumulation	209 N Glendale	Donald Perrigo	Completed
2022088	6/29/2022	Nuisance - Junk Accumulation	421 N Glendale	PAVONI LLC	Completed
2022087	6/29/2022	Nuisance - Junk Accumulation	507 Mclean	DANIEL G O'CONNOR	Completed
2022086	6/29/2022	Nuisance - Junk Accumulation	120 W Nott	LAKOTA WHITEEAGLE	Completed
2022085	6/29/2022	Nuisance - Junk Accumulation	315 W Jackson	WISCO PROPERTY GROUP LLC	Completed

2022084	6/29/2022	Solid Waste	203 Sumner	MARK ADLER	Completed
2022083	6/29/2022	Nuisance - Junk Accumulation	606 Williams	EMILY PALOMAKI	TOT Public Works & Utility
2022082	6/29/2022	Nuisance - Junk Accumulation	310 Woodard	SHEILA M CLARK	Completed
2022081	6/29/2022	Nuisance - Junk Accumulation	214 Glendale	JEROME L PIASECKI	Completed
2022080	6/29/2022	Solid Waste	911 Butts	DIANA ROBINSON	TOT Public Works & Utility
2022079	6/29/2022	Nuisance - Junk Accumulation	1415 Lincoln	DARREN C. & MYRA J. PRICE	Completed
2022078	6/29/2022	Nuisance - Junk Accumulation	1507 Lincoln	REBECCA M GIROUX	Completed
2022077	6/29/2022	Nuisance - Junk Accumulation	1500 Lincoln	COURTYARD AT WILLOW WOODS LIMITED PARTNERSHIP	Completed
2022076	6/29/2022	Nuisance - Junk Accumulation	1114 Oak	SUNFISH PROPERTIES LLC	Completed
2022075	6/29/2022	Nuisance - Junk Accumulation	1103 Oak	MJSL PROPERTIES LLC	Issued Order to Correct
2022074	6/29/2022	Nuisance - Junk Accumulation	325 W Monowau	WILLIAM G OWENS	Completed
2022073	6/29/2022	Nuisance - Junk Accumulation	430 W Monowau	DIANE M MILLER	Completed
2022072	6/29/2022	Nuisance - Junk Accumulation	614 W JUNEAU	MITCHELL HALFMANN	Completed
2022071	6/29/2022	Nuisance - Junk Accumulation	711 Lake	JOSHUA STEPHENS	Completed
2022070	6/29/2022	Nuisance - Junk Accumulation	222 W Council	GLADYS C EBATA	Completed
2022069	6/29/2022	Nuisance - Junk Accumulation	1023 Mclean	DAVID L. & KIMBERLY J.	Completed

				BERG & GERKE	
2022068	6/29/2022	Nuisance - Junk Accumulation	1316 Mclean	ROGER A JONES	Completed
2022067	6/22/2022	Nuisance - Junk Accumulation	310 Glendale	MATTHEW J PURTEE	Open
2022066	6/22/2022	Nuisance - Junk Vehicle	307 E Brownell	MURPHYZ ENTERPRISES LLC	Completed
2022065	6/10/2022	Grass/Weeds	210 W Brownell	STEVEN L FARRAND	Completed
2022064	6/10/2022	Grass/Weeds	221 Sumner	AARTI PATEL	TOT Snow & Weed Contractor
2022063	6/10/2022	Grass/Weeds	1020 Hollister	CHRISTIAN DAWLEY	Completed
2022062	6/10/2022	Grass/Weeds	905 Grassman	DAVID A. & BARBARA E. BINTER	Completed
2022061	6/10/2022	Grass/Weeds	401 Glendale	KENYON PROPERTIES LLC	Completed
2022060	6/10/2022	Grass/Weeds	116 W Brownell	STANLEY A MACFARLANE	Completed
2022059	6/10/2022	Grass/Weeds	105 Dawnee	MERANDA LEISGANG	Completed
2022058	6/10/2022	Public Nuisance Junk and Junk Vehicles	221 Sumner	AARTI PATEL	Completed
2022057	6/10/2022	Nuisance - Junk Accumulation	1010 Jodi Circle	Franklin Metcalfe	Completed
2022056	6/10/2022	Nuisance - Junk Accumulation	217 N Glendale	Chad Uksas	Completed
2022055	6/6/2022	Nuisance - Junk Accumulation	1004 Glendale	SHANE M. AMACHER & HEATHER J. AMACHER	Abatement
2022052	5/31/2022	Nuisance - Junk Accumulation	1322 Glendale	CODY KARPER	Suspended
2022051	5/31/2022	Nuisance - Junk Accumulation	1320 Glendale	1010 HOLDINGS LLC	Completed

2022050	5/31/2022	Nuisance - Junk Accumulation	315 E Council	DERRICK LARSON	Completed
2022049	5/31/2022	Nuisance - Junk Accumulation	214 GLENDALE	JEROME L PIASECKI	Abatement
2022048	5/31/2022	Nuisance - Junk Accumulation	1000 Kilbourn	JACQUES J JOSEPH II	Completed
2022047	5/23/2022	Nuisance - Junk Accumulation	516 N Kilbourn Ave	NICOLETTE RAPP	Open
2022046	5/25/2022	Multiple Violations	616 Lake St	JOANN KOKOROS	Completed
2022045	5/5/2022	Nuisance - Junk Accumulation	1020 Kristi Ln	PHILLIP G. & TAMARA L. HARTMAN	Completed
2022044	5/5/2022	Nuisance - Junk Accumulation	203 Sumner	MARK ADLER	Completed
2022043	5/5/2022	Nuisance - Junk Accumulation	611 Lake St	TROY C BENGEL	Completed
2022042	5/5/2022	Multiple Violations	727 Hollister ave	KENNETH L BROWN	Completed
2022041	5/4/2022	Nuisance - Junk Accumulation	223 Glendale	DAVID RITTER	Completed
2022039	5/4/2022	Multiple Violations	308 E Brownell	David Ritter	Completed
2022038	4/26/2022	General Nuisance	515 N Kilbourn	HOUSING AUTHORITY OF THE COUNTY OF MONROE	Completed
2022037	6/1/2022	Nuisance - Junk Accumulation	522 Williams	RVFM 13 SERIES LLC	Completed
2022036	4/29/2022	Nuisance - Junk Accumulation	1500 Lincoln Ave	COURTYARD AT WILLOW WOODS LIMITED PARTNERSHIP	Completed
2022035	4/22/2022	Nuisance - Junk Accumulation	208 Green Acres	ELIZABETH J SHAW	Completed

2022034	4/22/2022	Nuisance - Junk Accumulation	339 Green Acres	CORY L. & CHRISTI J. BURKHALTER	Completed
2022033	4/22/2022	Nuisance - Junk Accumulation	511 N Glendale	JEREMIAH D GODFREY	Completed
2022032	4/22/2022	Nuisance - Junk Accumulation	523 N Glendale	DGTK INVESTMENTS LLC	Completed
2022031	4/22/2022	Nuisance - Junk Accumulation	515 N Glendale	ROBIN L JOHNSON & LEANN J SAUTER- JOHNSON	Completed
2022030	4/21/2022	Solid Waste	125 E Veterans	VP LLC	Completed
2022029	4/14/2022	Nuisance - Junk Accumulation	203 w lacrosse	CASEY B PURDY	Completed
2022028	4/14/2022	Nuisance - Junk Accumulation	428 arthur	JILL HANSON	Completed
2022027	4/14/2022	Nuisance - Junk Accumulation	217 n glendale	Chad Uksas	Completed
2022026	4/20/2022	Nuisance - Junk Accumulation	702 w jackson	CHERYL A ROSCOVIOUS	Completed
2022025	4/20/2022	Nuisance - Junk Accumulation	1102 hansen	STACY GARCIA	Abatement
2022024	4/14/2022	Nuisance - Junk Accumulation	813 Mclean	Dustin Gratz	Completed
2022023	4/12/2022	General Nuisance	221 Sumner	Pavoni LLC	Completed
2022019	3/22/2022	Nuisance - Junk Accumulation	407 W Jackson	STEPHEN P MIKKELSON	Completed
2022018	3/17/2022	Nuisance - Junk Accumulation	323 kilbourn	MARCUS HAUSER SR	Completed
2022017	3/14/2022	Nuisance - Junk Accumulation	1001 Grassman	Baraboo Valley Properties LLC	Abatement
2022016	3/14/2022	Nuisance - Junk Accumulation	800 Sime	Oakwood Village MHP	Completed

				Tomah WI LLC	
2022015	3/10/2022	Nuisance - Junk Accumulation	312 W Monowau	SARAH J PIERCE	Issued Order to Correct
2022014	2/14/2022	Nuisance - Junk Accumulation	1124 Hollister	NATHAN S GRAEWIN	Completed
2022013	2/4/2022	Public Health Nuisance	1812 Superior Ave	Felicia Bedessem	Open
2022012	2/4/2022	Snow and Ice Removal	519 Glendale	RON G REINART	Completed
2022011	2/1/2022	Snow and Ice Removal	1503 Stoughton	ASHLIN VANDERVORT	TOT Snow & Weed Contractor
2022010	2/1/2022	Snow and Ice Removal	1000 S Glendale	CARLA HEDEEN	Completed
2022009	2/1/2022	Snow and Ice Removal	103 Clark	CORRINE KRHOUNEK	TOT Snow & Weed Contractor
2022008	2/1/2022	Snow and Ice Removal	1317 Stoughton	STEVEN R & KRISTINE I NICHOLS	Completed
2022007	2/1/2022	Nuisance - Junk Accumulation	611 East Ave	David Anderson	Completed
2022006	1/17/2022	Nuisance - Junk Accumulation	327 N Glendale	K & D RENTALS LLC	Completed
2022005	1/11/2022	Snow and Ice Removal	1117 Superior	JONSON & FAULKNER LLC	Completed
2022004	1/14/2022	Nuisance - Junk Accumulation	1124 Hollister	Nathan Graewin	Completed
2022003	1/7/2022	Snow and Ice Removal	919 Butts	Jessica Herdrich	TOT Snow & Weed Contractor
2022002	1/7/2022	Snow and Ice Removal	312 May St	Scott Heller	Completed
2022001	1/3/2022	Nuisance - Junk Accumulation	209 N Glendale	Donald Perrigo	Open

Total Records: 344

6/12/2025

## Tomah Public Library Department Operations

May 2025 checkouts : Physical checkouts: 4638: E-books: 2338 **TOTAL= 6976**

### Adult Department Events

June 2 through August 30: Summer Reading Challenge (reading logs can be found on our website, Tomahpubliclibrary.org).

June 12 6:00 pm: Webinar with Melinda Myers “Attracting Hummingbirds”

June 22 3:00 pm: Movie for grownups

### Children’s Department Events

June 5, 8:15 am – 8:45 am: “Words and Wiggles” with Mr. Dave

June 7, 10 am – 4 pm “Make it at the Library” (book journals).

June 19, 5 pm -7 pm Dungeons and Dragons

June 25, 3:30 pm: Magic Treehouse Book Adventures

June 26, 6:00 pm: Movie night for all ages

Wednesdays in June 5 pm - 7 pm: Pokemon Club

Tuesdays in June, 12 pm: Lunch Bunch storytime (begins June 17)

Tuesdays (ongoing) Legos at the Library 5 pm - 7 pm

Storytimes: Mondays @ 6:30 pm: Tuesdays @ 10 am or 11:15 am: Wednesdays (Babytime) @ 10am

### Director’s notes:

-Summer Reading programs/ challenges for adults and children have begun.

-The Tomah Library Board voted unanimously to join the Winding Rivers Library System.

-Library water drainage project: On 06.02.25 I met with Nick Morales and Joe Kube to discuss the next steps for the drainage project. Mr. Kube stressed that the foundation issue needs to be addressed first. Town and Country Engineering will be at the Library on June 17<sup>th</sup> to check the foundation.

Respectfully submitted,

Irma Keller, Director Tomah Public Library



# CITY OF TOMAH PUBLIC SAFETY

MONTHLY REPORT May 2025



**Public Safety Director / Fire Chief Tim Adler**

# TOMAH FIRE DEPARTMENT MONTHLY STATISTICS

MONTH/ YEAR May 2025

## FIRE CALLS:

1. **STRUCTURE:** 1 (260 Murdock St.) Exterior Fire
2. **VEHICLE FIRES:** 0
3. **GRASS:** 0
4. **FALSE ALARMS:** 3
5. **INJURIES:** 0
6. **GOOD INTENT CALLS:** 0
7. **HAZMAT:** 3
8. **OTHER:** 6
9. **MOTOR VEHICLE CRASH/RESCUE:** 15
10. **CALLS FOR SERVICE:** 2

**FIRE INSPECTION HOURS:** 78

**FIRE SAFETY EDUCATION HOURS:** 8 Fire Extinguisher Training at Slide into Safety 560 Students, General Sheet Stamping 54 Employees.



## City of Tomah Council Meeting – June 17<sup>th</sup> , 2025

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

### 1. **STAFFING**

#### Full-Time

- Fire Chief
- Deputy Fire Chief

#### POC (paid on call)

- Assistant Chiefs x 2
- Captains x 2
- Fire Fighters x 33

2. **VEHICLES:** All apparatus are in service and are functioning in good working order.
3. **GENERAL:** The department responded to 30 calls in May. The fire inspectors have been busy working on the first round of inspections which are required by the Department of Safety and Professional Services and are nearing completion which is required by June 30<sup>th</sup>. During the month of May our annual hose testing was completed, we lost only 1-50' length of 2.5-inch hose and 1-50' 1.75-inch hose. We also had our annual ladder testing completed, all ground ladders and the ariel passed the required certifications.
4. **OTHER:** We have been busy applying for grants to help offset the cost of upcoming projects. I have been communicating with Chief Wesle of the Beaver Dam Fire Department. Things as on track to receive the 100' Pierce Platform in Mid-August.

Yours in Safety  
Public Safety Director / Fire Chief  
Tim Adler



**Tomah Fire Department Staff**



**Fire Chief**

\*Tim Adler (36 Years)

**Deputy Chief**

\*Jeremy Likely (19 Years)

**Assistant Fire Chiefs**

\*Joe Kube (31 Years)  
Joe Amberg (34 Years)

**Safety Officer**

Dave Baggot (26 Years)

**Captains**

\*Rob Larkin (27 Years)  
Charles Muller (23 Years)

**Lieutenants**

**Rescue Technicians**

Kerwin Greeno (28 Years)

\*=Rescue Techs

**Fire Fighters**

Tim Larkin (50 Years)  
Jody Pierce (31 Years)  
\*Bob Walker (24 Years)  
\*Brad Retzlaff (23 Years)  
\*Steve Walheim (23 Years)  
\*Cory Lenz (21 Years)  
Ron Schneider (19 Years)  
Tim Cram (19 Years)  
\*Chris Semann (14 Years)  
\*Chad Gunder (10 Years)  
\*Steve Miller (7 Years)  
Megan Mickelson (7 Years)  
\*Phil Gigous (7 Years)  
Joe Lenz (7 Years)  
Chris Neal (4 Years)  
Mitchell Larkin (4 Years)  
Brandon Sibert (4 Year)  
\*Justin Dettinger (2 Year)  
Michael Linehan (2 Year)  
\*Chris Johnson (1 Year)  
\*Jeff Vierck (1 Year)  
\*Jared Vanderloop (1 Year)  
\*Ryan Fisk (1 Year)  
\*Daniel Amberg (1 Year)  
Michael Forlines (1 Year)  
\*Nick Amberg (1 Year)  
Andy Wallace (New)  
Diana Johnson (New)  
Morgan Scharlau (New)  
Steven Beining (New)  
Tyler Stertman (New)



## **Tomah Area Ambulance Service Number of Calls by Municipality Monthly Report**

### **May 2025**

**City of Tomah Total: 262**

**Town of Adrian Total: 1**

**Town of Byron Total: 3**

**Town of Grant Total: 7**

**Town of Greenfield Total: 2**

**Town of La Grange Total: 10**

**Town of Lincoln Total: 7**

**Town of Oakdale Total: 7**

**Town of Tomah Total: 9**

**Village of Kendall Total: 1**

**Village of Oakdale Total: 3**

**Village of Warrens Total: 7**

**Village of Wyeville Total: 2**

**Total: 6**

**Total Records: 327**



## **City of Tomah Council Meeting – June 17<sup>th</sup> , 2025**

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

### **1. STAFFING:**

#### Admin

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

#### Full-Time

- Critical Care Paramedics - 9
- Paramedics – 6
- AEMTs – 2

#### Part-Time

- Critical Care Paramedics – 0
- Paramedics – 6
- AEMTs – 1
- EMT-Basic – 8

- 2. VEHICLES:** All apparatuses are in service and are functioning in good working order. Unit 267 was taken to Everest Emergency Vehicles on February 20<sup>th</sup> to start the remount process. We were notified of some delays due to staffing changes; currently we are looking at a July completion date.

- 3. GENERAL:** The department responded to 327 calls for service in May.

- 4. OTHER:** Deputy Chief Robarge and Administrative Assistant Anderson have been working on a voluntary, supplemental Medicaid reimbursement cost report for publicly owned EMS providers. Our services can apply for reimbursement funding back from years 2023 and 2024 along with years moving forward. We will have more information on the totals soon.

Yours in Safety

Public Safety Director / Fire Chief

Tim Adler

# Transfer Statistics break down

## May 2025 Statistics

**Year to Date Calls for Service – 1,538**

- **Calls with multiple ambulances – 33**

**Year to Date Reports Written – 1,532**

**Calls for Service in May – 327**

- **Calls with multiple ambulances – 9**

**Reports Written in May – 329**

**Salaried Employee Stipends in May – 0**

**Year to Date Salaried Employee Stipends – 0**

**Year to Date – All Transfers – 526 Requested. Accepted 427, Declined 99 – 81.18%**

- **Tomah Health ER– Requested 418, Accepted 346. 82.78% Accepted.**
  - **Reasons for Turn Down**
    - On Transfer/911 Calls / Would Not Wait – 38
    - Medical Necessity – 11
    - Multiple Transfers at the Same Time – 9
    - Staffing – 5
    - Crew Safety - 5
    - Weather – 2
    - No Call/Not Logged – 2
- **Tomah Health OB & Acute Care – Requested 39, Accepted 34. 87.18% Accepted.**
  - **Reasons for Turn Down**
    - On Transfer/911 Calls / Would Not Wait – 3
    - Medical Necessity – 1
    - Weather – 1
- **Tomah VA – Requested 38, Accepted 32. 84.21% Accepted.**
  - **Reasons for Turn Down**
    - On Transfer/911 Calls / Would Not Wait – 2
    - Staffing – 1 (Round Trip)
- **Critical Care Transfers – Requested 21, Accepted 18. 85.71% Accepted.**
  - January – Tomah Health – La Crosse – On 911 Call, Would Not Wait
  - March – Tomah Health – La Crosse – On Transfer, Would Not Wait
  - March – Tomah Health – La Crosse – On 911 Call, Would Not Wait

**May Transfers – 113 Requested. Accepted 95, Declined 18**

- **Critical Care Transfers – 3**
  - Accepted – 3
- **Reasons for Turn Down in May**
  - On Transfers or 911s/Would Not Wait – 4 (Tomah Health-2, Acute-1, Out-1)

- Medical Necessity – 4 (Tomah Health-4)
- Multiple Transfers at the Same Time – 4 (Tomah Health-3, TVA-1)
- Staffing – 4 (Tomah Health-1, Outlying-3)
- Crew Safety – 1 (Tomah Health-1)
- No Call/Not Logged – 1 (Tomah Health-1)

### **Multiple Transfer Requests at the Same Time (Accepted transfers unless noted)**

- 05/16/2025 – 8 Transfer Requests in 5 hours with 3 Ambulances Staffed
  - 1452 – Tomah to Gundersen La Crosse – Accepted
  - 1506 – Gundersen Tomah to Gundersen La Crosse – Accepted
  - 1515 – Tomah Health to La Crosse – On Two Transfers – Unable to Accept
  - 1544 – Tomah Health to Rochester – Accepted
  - 1546 – Tomah VA to La Crosse – On Two Transfers, One Pending – Unable
  - 1640 – Tomah Health to La Crosse – Did Not Call
  - 1747 – Tomah Health to La Crosse – Accepted
  - 1939 – Tomah Health to La Crosse – On Two Transfers – Unable to Accept

### **Mutual Aid**

- Assisted – 1
  - Wilton Ambulance – 1
    - Intercept – Chest Pain – Canceled
- Requested – 7
  - Fort McCoy – 7
    - Mutual Aid – Leg Pain / Injury – Transported to Tomah Health – Three Ambulances on duty, two on transfers, one on a 911 call.
    - Change of Quarters – Three Ambulances on duty, all three on 911 calls.
    - Change of Quarters – Two Ambulances on duty, one on a transfer, one on a 911 call.
    - Change of Quarters – Three Ambulances on duty, one on a transfer, two on 911 calls.
    - Change of Quarters – Four Ambulances on duty, three on transfers, one on a 911 call.
    - Change of Quarters – Three Ambulances on duty, one on a transfer, two on 911 calls.
    - Change of Quarters – Three Ambulances on duty, one on a transfer, two on 911 calls.

### **Legal Blood Draws**

- May – 2 (Year to Date – 10)



# TAAS Monthly Statistical Report May 2025

<b>Calls For Service</b> 329 1 Year Ago: 291	<b>Cancelled/No Transport</b> 74 1 Year Ago: 66	<b>Facility Transfers</b> 99 1 Year Ago: 80	<b>Denied Transfers</b> 18 1 Year Ago: 14	<b>Salary Stipend</b> \$0.00 Yr to Date:
<b>Total Miles Driven</b> 4945.3 1 Year Ago: 5228.4	<b>Mutual Aid Requests</b> Draw 1 Year Ago: 9	<b>Incoming Payments</b> \$222,074.53 Yr to Date: \$1464,831	<b>Billed To Patients</b> \$471,160.80 Yr to Date: \$2,524,822	<b>Total Bad Debt Collected In 2024</b> \$78,710.49
<b>Billed Medicare</b> \$149,894.50 Yr to Date: \$678,703	<b>Collected Medicare</b> \$51,746.05 Yr to Date: \$255,073.97	<b>Uncollectable-Medicare (30% Retrivable)</b> \$116928.65/JUST NGS Yr to Date: \$492,261.95		
<b>Billed Medicaid</b> 91,286.10 Yr to Date: \$430,412.40	<b>Collected Medicaid</b> \$10389.11/JUST EDS Yr to Date: \$75,567	<b>Medicaid Write-Off</b> \$43,917.00 Yr to Date: \$246,807		
<b>Billed Insurance</b> \$97866.00/also other ngs&eds Yr to Date: \$479,235	<b>Collected Insurance</b> \$35,029.89 Yr to Date: \$189,804.5	<b>Write-Off Per Insurance</b> \$14,138.71 Yr to Date: \$107,358.89	<b>Collections</b> \$34,224.20 Yr to Date: \$188,765.9	<b>Collected Patient</b> \$21,755.77 Yr to Date: \$463,947
<b>Billed V.A.</b> \$132,114.20 Yr to Date: \$541,909	<b>Collected V.A.</b> \$103,153.71 Yr to Date: \$480,437.43	<b>Outstanding V.A.</b> 2025 As of 6/04/25 \$107,443.00 2024 As of 6/04/25 \$6,097.00		

## NOTES:

## CURRENT ROSTER EMPLOYEE ROSTER

Number / Job Status	Licensure	Name	Status		Number/ Job Status	Licensure	Name	Status
Full-Time Staff					Part-Time Staff			
1	FT Director	Chief Tim Adler			23	PT Paramedic/CC		
2	FT Admin. Asst.	Christi Anderson			24	PT Paramedic/CC		
3	FT Bookkeeping	Candi Maas			25	PT Paramedic	Laura Scharlau	
4	FT Paramedic/CC	Dep Chief Adam Robarge			26	PT Paramedic	Allen Sheston	
5	FT Paramedic/CC	C.L. Brandon Sibert	A-Shift		27	PT Paramedic	Josh Wilcox	
6	FT Paramedic/CC	C.L. Chris Brigson	B-Shift		28	PT Paramedic	Tyler Hoerres	
7	FT Paramedic/CC	C.L. Jeremy Becker	C-Shift		29	PT Paramedic	Jon Ghinazzi	
8	FT Paramedic/CC	Mitch Larkin	C-Shift		30	PT Paramedic	Emily Bertram	
9	FT Paramedic/CC	Michael Forlines	A-Shift		31	PT Paramedic		
10	FT Paramedic/cc	Morgan Scharlau	B-Shift		32	PT AEMT	Chris Prindiville	
11	FT AEMT	Stacy Larkin	C-Shift		33	PT AEMT		
12	FT AEMT	Stacey Zellmer	A-Shift		34	PT AEMT		
13	FT Paramedic	Dawson Dean	B-Shift		35	PT EMT	Rostislav Yerokhin	
14	FT Paramedic/CC	Lisa Hart	A-Shift		36	PT EMT	Ben Ramos Mendoza	
15	FT Paramedic	Jenna Quackenbush	C-Shift		37	PT EMT	Kerry Ely	
16	FT Paramedic	Brandon Maurico	C-Shift		38	PT EMT	Shana Adams	
17	FT Paramedic	David Smith	B-Shift		39	PT EMT	Genevieve Janczak	
18	FT Paramedic	Katie Karper	B-Shift		40	PT EMT	Hannah Benson	
19	FT Paramedic	Mara Goede	A-Shift		41	PT EMT	Kahla Jorgensen	
20	FT Paramedic/CC	James Barloon	C-Shift		42	PT EMT	Lydea Cook	
21	FT Paramedic/CC	Jeffrey Cain	A-Shift		43	PT EMT		
22	FT		B-Shift		44	PT EMT		

## Monthly Invoices May 2025

ACCT #	DATE	DESCRIPTION & INVOICE #	CREDIT CARD YES	AMOUNT
2900	5/1/2025	DAS Health Inv. 106030 (ACH payment)		\$426.30
2230	5/1/2025	Lynxx Networks		\$691.65
3400	4/30/2025	Mississippi Welders Inv. 1898104		\$12.60
3401	5/5/2025	Kwik Trip		\$4,037.54
2210	5/2/2025	Alliant Energy		\$1,514.36
3400	5/2/2025	Amazon Order No. 114-1059700-0004221	X	\$56.00
3500	5/1/2025	Ace Hardware Inv. 630781		\$17.33
3402	5/2/2025	Hamilton Medical Inv. 23411527		\$1,013.07
2900	5/5/2025	Nsure Inv. 08811 (ACH payment)		\$760.56
3500	4/1/2025	Larkin's Inv. 89473		\$642.52
3402	4/30/2025	Bound Tree Inv. 85754222		\$403.91
3500	4/9/2025	Everest Emergency Vehicles Inv. P07831		\$315.14
2230	4/23/2025	First Net Inv. 287303615675X05012025		\$382.49
3100	5/8/2025	USPS Priority Mail (Bound Tree)	X	\$10.10
3400	5/6/2025	The Trophy Place Inv. 1775		\$22.16
3500	5/5/2025	Auto Glass of Sparta Inv. I0007136		\$50.00
3100	5/9/2025	Safe Ship Sisters 2 (shipped ventilator)	X	\$208.25
3400	5/12/2025	Amazon Order No. 114-2572713-5866648	X	\$89.96
3350	5/7/2025	Western Technical College Inv. 000087036		\$12.00
3400	4/30/2025	Quill Inv. 43939463		\$119.98
3100	4/29/2025	Quill Inv. 43919649		\$156.99
2220	5/5/2025	City W&S		\$253.67
2100	5/7/2025	Cram's Computer Center Inv. 6416		\$257.30
3402	5/14/2025	Medline Inv. 2370607503		\$703.86
3400	5/13/2025	The Trophy Place Inv. 1793		\$87.57
3400	5/7/2025	Mississippi Welders Inv. 523715		\$121.83
3400	5/15/2025	Culver's Gift Cards	X	\$20.00
3400	5/17/2025	Virgil Schmitz (EMS banquet food)		\$518.00
3350	5/5/2025	Western Technical College Inv. 0000000429		\$80.64
3100	5/8/2025	Quill Inv. 44060843		\$53.09
3402	5/13/2025	Bound Tree Inv. 85769989		\$66.99
3402	4/29/2025	Bound Tree Inv. 85752383		\$220.26
3402	5/14/2025	Bound Tree Inv. 85771687		\$4,574.79
3402	5/14/2025	Bound Tree Inv. 85771686		\$545.98
3402	5/15/2025	Bound Tree Inv. 85773231		\$330.96
3402	5/13/2025	Zoll Medical Inv. 20250509		\$3,010.52
3350	5/15/2025	Western Technical College Inv. 0000000434		\$79.86

2900	5/21/2025	Canon Financial Services Inv. 40966580	\$89.27
3500	5/14/2025	Everest Emergency Vehicles Inv. P07901	\$154.78
3402	5/16/2025	Bound Tree Inv. 85774536	\$227.47
2900	5/14/2025	Tri-State Business Machines Inv. 628158	\$117.31
3400	5/21/2025	Mississippi Welders Inv. 523773	\$97.76
3402	5/22/2025	Bound Tree Inv. 85781264	\$98.50
3402	5/22/2025	Bound Tree Inv. 85781265	\$83.16
3402	5/20/2025	Bound Tree Inv. 85777918	\$1,080.93
2200	5/6/2025	WE Energies	\$608.10
			\$24,425.51

**Other Parks**

- Assisted with Spring Planting Day and Brat sale with Our Town Tomah Beautification Group set for Wednesday May 21<sup>st</sup>
- Assisted with Kindness Community Classic on Saturday June 14<sup>th</sup>.
- Firemen's Park Playground to be completed on June 13<sup>th</sup>
- Flare Ave turf replacement scheduled to begin installation on June 19<sup>th</sup>.
- Mowing and park clean up
- Shelter cleaning during busy rental season.
- Squirrel Fest at Winnebago Park set for July 12<sup>th</sup>

**RECREATION PROGRAMS**

- Recreation Station Pre-School Open gym and Create N' play continues at Recreation Station.
- Current Enrollment T-ball 107. Tennis 68, June Art Camp 15, June STEM Camp 13, Tot Yoga 10.
- Recreation Station had 9 weekend rentals for May. Currently 5 weekend rentals for June.

**AQUATIC CENTER**

- LGT Course was held June 9 and 10<sup>th</sup>. Low staffing for Lifeguards
- Tentative Opening June 18<sup>th</sup>-August 16<sup>th</sup>.
- Hopeful to offer swim lesson in late July and early August pending staffing
- During start up pool heater went down, looking to have it fixed by June 19<sup>th</sup>.

**RECREATION PARK**

- May 3 Wedding at Recreation Building. May 16-18 Regional High School Rodeo,
- June 6-8 CMA Motorcycle Rally, June 14-15 Cat Show, June 14 Tomah Youth Hockey Fundraiser, June 15<sup>th</sup> Cat Show, June 15 Sheep Show, June 26-28 Tractor Pull,
- July 5 Quinceanera, July 8-13 Warrior and Warlords, July 19 Wedding, July 23-July 27 Fair.
- General upkeep and maintenance on buildings
- Working with Monroe County Ag. Society for set up for 50<sup>th</sup> Anniversary Truck and Tractor Pull.

*Joe Protz*

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



## SENIOR & DISABLED SERVICES DEPT.

608-374-7476

Fax: 608-374-7462

[pbuchda@tomahwi.gov](mailto:pbuchda@tomahwi.gov)

Like us on Facebook – Tomah Senior Center

### MISSION STATEMENT

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

### Tomah Timberwolves



### Credo

*by Del Goetz*

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



### WELCOME TO THE KUPPER-RATSCH SENIOR CENTER

Are you looking for a place to meet people and/or for you and/or your friends/family to get together to play cards and/or other games?

#### Come in and join us!

I encourage people to stop down and visit with us, check us out and take a tour of the senior center.

We have a nice place with friendly people, and it is warm in the winter cold and cool in the summer heat.

## Kupper-Ratsch Senior Center



Front entry on Superior Avenue



Back entry across alley from WWTC parking lot.

### A Community Gathering Place

1002 Superior Ave. Tomah, WI. 54660

**"Come on down and join us!"**

Pam Buchda, City of Tomah's Senior & Disabled Services Director





## SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



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

<p><b><u>LIFE INSTRUCTION</u></b></p> <p>“Do all the good you can, By all the means you can, In all the ways you can, In all the places you can, At all the times you can, To all the people you can, As long as you ever can. ~John Wesley</p>	<p><b>JUNE 2025</b></p>	<p></p> <p>“Hello” from Pam</p>	<p>“Do battle against prejudice and discrimination whenever you find it.” ~Author Unknown</p>	<p><b><u>THE FOUR-WAY TEST</u></b></p> <p><b>Of all the things we think, say, or do...</b></p> <p>1.Is it the <b>TRUTH</b>? 2.Is it <b>FAIR</b> to all concerned? 3.Will it build <b>GOOD WILL</b> and <b>BETTER FRIENDSHIPS</b>? 4.Will it be <b>BENEFICIAL</b> to all concerned? ~Rotary International</p>
<p>“The <b>purpose of activities</b> is not to kill time, but to make time live. Not to keep a person occupied, but to keep him/her refreshed. Not to offer an escape from life, but to provide a discovery for life”. ~Author Unknown</p>	<p><b>“Here at the Senior Center, we are all about making friends, being friends, keeping friends, and spending time with friends.” ~Pam Buchda</b></p>		<p>“Happiness is not a destination. It is a method of life.” ~Burton Hills “Laugh Often~ Live Well~ Love Much” ~Author Unknown <b>Everyday...</b> What are 3 things you are grateful for?</p>	

Hello Everyone, **REMEMBER & HONOR the Flag and what it stands for on FLAG DAY!**

**HAPPY FATHERS DAY! COMMENGERATE JUNETEENTH!**

**CELEBRATE SUMMER SOLISTICE - LONGEST DAY OF YEAR - SUMMER BEGINS**

The **articles I selected to share with you** for this month in the newsletter are... *DMV Scam Texts; Yes, Allergies Are Getting Worse; June Dairy Month; Garfield the Cat; World Rainforest Day; Father's Day; A Father's Image; Juneteenth; Pentecost; Trinity Sunday; Shavuot;*

I am **also sharing information** as newsletter inserts... *Photo Album Pages; ADRC of Monroe County Senior Dining Sites Menu & Nutrition Handout;*


For me, June (mid-year) is traditionally a month of major reflection of my life. I feel so blessed to have the senior center and all the people that come here in my life. Thank You!!!

This is such a wonderful place to have in our community. It continues to grow and evolve as the needs and wants of the people in our community grow and evolve.

What a friendly place to hang out – "To make friends, be friends, keep friends, and spend time with friends."

### TIP NIGHT AT CULVERS

#### Fundraiser for the Kupper-Ratsch Senior Center

	<b>DAYS:</b> Tuesday, June 10, 2025 <b>TIME:</b> 5:00pm - 8:00pm. 4:00pm - 7:00pm <b>COST:</b> Of whatever you order to eat. <b>PLACE:</b> Culvers 147 Wittig Road, Tomah	<b>Support the senior center.</b> Come down to Culvers and enjoy good food. 5% of sales go to the senior center.
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### ACTIVITY HIGHLIGHTS

-**NUTRITION HEALTH SUPPORT GROUP** at 10:05am on Mondays. Come and join us to support each other in trying to eat healthily and achieve our individual goals. It is a fun, supportive group.

-**FARMERS MARKET COUPONS** with Alice Ackerman, Elder Benefit Specialist of ADRC of Monroe County. She will be on **Thursday, June 5<sup>th</sup> from 10:30am to 12:30pm.**

-**SUNDAY-FUNDAY Event** this month will be on **June 22nd from 1pm to 3pm at the Butts Lake Park**, please **RSVP to Pam by Thursday, June 19<sup>th</sup>.**

-**L.I.F.E. in the Summer** plans to start on June 24<sup>th</sup> and end on July 31.

-We have **free latch hook supplies** that were donated. Please see staff if interested.



### LOOKING AHEAD...

**INDEPENDENCE Day's Holiday is Friday, July 4<sup>th</sup>, 2025.**  
**The SENIOR CENTER will be closed July 4<sup>th</sup>**

**The MEAL SITE will be closed July 4<sup>th</sup>**



## DEPARTMENT OPERATIONS



# KUPPER-RATSCH SENIOR CENTER ATTENDANCE

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

Month	#Usage	Vol.s	Days/Evenings Open	Month	#Usage	Vol.s	Days/Evenings Open
<b>January</b>				<b>July</b>			
<b>2025</b>	1,795+	202+	24-01 Sun.,14 Eve.& 01 Sat.	<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.
<b>2024</b>	1,487+	206+	25-01 Sun.,04 Eve.& 01 Sat.	<b>2024</b>	1,620+	175+	20-01 Sun.,08 Eve.& 01 Sat.
<b>2023</b>	1,387+	187+	23-01 Sun.,04 Eve.& 01 Sat.	<b>2023</b>	1,741+	203+	24-03 Sun.,01 Eve.& 01 Sat.
<b>2022</b>	856+	93+	24-01 Sun.,01 Eve.& 02 Sat.	<b>2022</b>	1,215+	161+	21-01 Sun.,05 Eve.& 00 Sat.
<b>2021</b>	407	21+	20-00 Sun.,02 Eve.& 01 Sat.	<b>2021</b>	1,078+	71+	21-01 Sun.,05 Eve.& 01 Sat.
			Masks Required	<b>07-26-21</b>	MealSite	Reopen	Masks Optional
<b>2020</b>	---	---	25-01 Sun.,02 Eve.& 01 Sat.	<b>2020</b>	586+	69+	24-01 Sun.,02 Eve.& 01 Sat.
	Did not	take	attendance before COVID				Open with Precautions
<b>February</b>				<b>August</b>			
<b>2025</b>	1,688+	214+	24-02 Sun.,14 Eve.& 02 Sat.	<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.
<b>2024</b>	1,847+	271+	27-04 Sun.,10 Eve.& 02 Sat.	<b>2024</b>	1,738+	190+	26-02 Sun.,09 Eve.& 02 Sat.
<b>2023</b>	1,626+	207+	21-01 Sun.,02 Eve.& 01 Sat.	<b>2023</b>	2,201+	239+	28-03 Sun.,02 Eve.& 02 Sat.
<b>2022</b>	1,039+	111+	19-00 Sun.,02 Eve.& 00 Sat.	<b>2022</b>	1,486+	202+	25-01 Sun.,04 Eve.& 01 Sat.
<b>2021</b>	383+	20+	20-00 Sun.,01 Eve.& 01 Sat.	<b>2021</b>	1,253+	139+	24-01 Sun.,04 Eve.& 01 Sat.
			Masks Required	<b>2020</b>	620+	74+	24-01 Sun.,02 Eve.& 02 Sat.
<b>2020</b>	---	---	22-01 Sun.,01 Eve.& 01 Sat.				Open with Precautions
	Did not	take	Attendance before COVID				
<b>March</b>				<b>September</b>			
<b>2025</b>	1,976+	208+	22-02 Sun.,11 Eve.& 01 Sat.	<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.
<b>2024</b>	1,902+	241+	25-02 Sun.,14 Eve.& 02 Sat.	<b>2024</b>	1,524+	166+	22-01 Sun.,05 Eve.& 01 Sat.
<b>2023</b>	2,349+	263+	26-01 Sun.,06 Eve.& 02 Sat.	<b>2023</b>	1,927+	208+	24-03 Sun.,06 Eve.& 01 Sat.
<b>2022</b>	1,390+	138+	24-01 Sun.,05 Eve.& 00 Sat.	<b>2022</b>	1,332+	170+	22-01 Sun.,06 Eve.& 01 Sat.
<b>2021</b>	617+	37+	23-00 Sun. 01 Eve.& 01 Sat.	<b>2021</b>	1,134+	112+	23-01 Sun.,08 Eve.& 01 Sat.
			Masks Required	<b>2020</b>	595+	59+	23-01 Sun.,03 Eve.& 01 Sat.
<b>2020</b>	---	---	16-00 Sun.,00 Eve.& 00 Sat.				Open with Precautions
			17 <sup>th</sup> Closed d/t COVID				
<b>April</b>				<b>October</b>			
<b>2025</b>	2,137+	231+	24-01 Sun.,14 Eve.& 01 Sat.	<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.
<b>2024</b>	1,872+	255+	26-03 Sun.,08 Eve.& 01 Sat.	<b>2024</b>	2,670+	270+	27-3 Sun.,12-23 Eve.& 1 Sat.
<b>2023</b>	1,870+	232+	26-01 Sun.,06 Eve.& 02 Sat.	includes	Hallowe	enParty	Start include LIFE in evening.
<b>2022</b>	1,340+	138+	21½-1 Sun.,09 Eve.& 00 Sat.	<b>2023</b>	2,370+	282+	26-03 Sun.,11 Eve.& 01 Sat.
<b>2021</b>	689+	43+	21-00 Sun.,01 Eve.& 01 Sat.	<b>2022</b>	1,736+	244+	21-1 Sun.,07 Eve.& 01 Sat.
			Masks Required	<b>2021</b>	1,410+	142+	24-2 Sun.,08 Eve.& 01 Sat.
<b>2020</b>	---	---	00-00 Sun., 00 Eve.& 00 Sat.	<b>2020</b>	602+	71+	25-1 Sun.,03 Eve.& 02 Sat.
			Closed d/t COVID				Open with Precautions
<b>May</b>				<b>November</b>			
<b>2025</b>	2,031+	225+	22-01 Sun.,07 Eve.& 01 Sat.	<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.
<b>2024</b>	1,758+	246+	24-01 Sun.,03 Eve.& 01 Sat.	<b>2024</b>	1,785+	226+	24-03 Sun.,13 Eve.& 02 Sat.
<b>2023</b>	1,898+	247+	24-01 Sun.,04 Eve.& 01 Sat.	<b>2023</b>	1,862+	236+	25-03 Sun.,07 Eve.& 02 Sat.
<b>2022</b>	1,426+	128+	22-01 Sun.,07 Eve.& 00 Sat.	<b>2022</b>	1,322+	228+	21-01 Sun.,05 Eve.& 01 Sat.
<b>2021</b>	657+	37+	20-00 Sun.,03 Eve.& 01 Sat.	<b>2021</b>	1,101+	122+	20-01 sun.,05 Eve.& 01 Sat.
			Masks Required	<b>2020</b>	510+	76+	20-00 Sun.,01 Eve.& 01 Sat.
<b>2020</b>	---	---	00-00 Sun.,00 Eve.& 00 Sat.				Open with Precautions
			Closed d/t COVID				
<b>June</b>				<b>December</b>			
<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.	<b>2025</b>	+	+	xx-xx Sun., xx Eve.& xx Sat.
<b>2024</b>	1,588+	212+	23-01 Sun.,04 Eve.& 02 Sat.	<b>2024</b>	1,574+	230+	21-00 Sun.,10 Eve.& 01 Sat.
<b>2023</b>	1,795+	224+	25-01 Sun.,01 Eve.& 02 Sat.	<b>2023</b>	1,644+	242+	21-01 Sun.,03 Eve.& 01 Sat.
<b>2022</b>	1,461+	162+	23-01 Sun.,06 Eve.& 00 Sat.	<b>2022</b>	1,230+	219+	21-00 Sun.,06 Eve.& 01 Sat.
<b>2021</b>	965+	44+	22-01 Sun.,06 Eve.& 01 Sat.	<b>2021</b>	1,006+	88+	22-01 Sun.,05 Eve.& 01 Sat.
			Masks Required	<b>2020</b>	452+	48+	22-00 Sun.,01 Eve.& 01 Sat.
<b>2020</b>	270+	26+	14-01 Sun.,02 Eve.& 00 Sat.				Open with Precautions
			15 <sup>th</sup> Reopen w/Precautions				
				<b>TOTAL</b>			
			Newsletter is done before end of month.	<b>2025</b>	+	+	
				<b>2024</b>	21,365+	2,688+	
				<b>2023</b>	22,670+	2,770+	
				<b>2022</b>	15,833+	1,994+	
				<b>2021</b>	10,700+	876+	
				<b>2020</b>	3,635+	423+	




**Jun15 thru December 31**

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




## DEPARTMENT OPERATIONS

<b>SENIOR &amp; DISABLED SERVICES DEPARTMENT MONTHLY REPORT</b>	 <b>READY, SET ... GOALS!</b>	<p><b>Listed are</b> the City of Tomah's Senior &amp; Disabled Services Department's <b>categories for goals and the main long-range goal(s) for each category</b>, as well as a monthly update in each category.</p> <p>Throughout the year, the Senior &amp; Disabled Services Director has "mini"/short-term goals for each of the categories to help reach the main goals. As short-term goals are met and as new opportunities and information arise throughout the year, new "mini" goals are developed.</p>
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<b>01</b>	<b>RECREATION &amp; LEISURE ACTIVITIES/GATHERING PLACE</b> <b>GOAL(S):</b> To maintain & grow programs, services, & community events for the senior center.
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<b>ACTIVITIES/ EVENTS</b>	<p>-Activities &amp; events are listed in our monthly newsletter, on the big "daily" board in senior center, and on the 'Tomah Senior Center' Facebook page.</p> <p>-If you have suggestions or a particular interest you would like to see happen, please share it with Pam at the senior center or at <a href="mailto:pbuchda@tomahwi.gov">pbuchda@tomahwi.gov</a> or 608-374-7476.</p>
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## COFFEE TIME &amp; VISITING


	<b>DATE:</b> Mondays thru Fridays <b>TIME:</b> 9:00am (coffee on pretty much all day) <b>COST:</b> Free (coffee & coffee cart donations accepted)	Come and join us for coffee and visiting. Good People–Good Place
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## PUZZLE TABLE

 We accept donations of puzzles	We have a table with a community jigsaw puzzle being put together. Everyone is welcome to work on it. We have puzzles that can be borrowed and returned.	 We frame some of the puzzles and use them as a fundraiser.
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	<b>OUTDOOR 'GAZEBO' AREA</b> In the spring, summer & autumn, we have a green picnic table outside by the back door with a shade umbrella with it. People are welcome to sit outside & visit or play games.	 Thank you Frank G. Andres Charitable Trust for the grant.
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## READING TABLE


	We have a "reading table" with articles, newspapers, and magazines. Newspapers stay here to read, and magazines may be taken home.	Please feel free to use the magnifier machine for reading that is on the reading table.
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*"A book is a Dream that you hold in your hand." ~ Neil Gaiman*

## LIBRARY

	We have a nice, small library here. We loan books out free of charge. Just return the books when you are done, so someone else can read them. We accept donations of books.	"The more that you read, the more things you will know. The more you learn, the more places you'll go." ~Dr. Seuss
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## iPADS &amp; WiFi

We have iPads people can use here. 	We have <b>WiFi</b> here at the senior center. <b>DAYS:</b> When open. <b>TIME:</b> When open. <b>COST:</b> Free to use. <b>PLACE:</b> Kupper-Ratsch Senior Center	If you wish to learn how to use iPads, let Pam know and she will work on getting a volunteer lined up to help you learn.
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## DEPARTMENT OPERATIONS



# **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**



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

## **01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued**

## GAMES:

### BINGO



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

**VOLUNTEER CALLERS:**  
 June Abbott, Mary Boettcher,  
 Becky Fitzpatrick, Richard  
 Gegenfurtner, Marvin  
 Henricks, & Siegrun Horst.

### BINGO BASH



**DATE:** 2<sup>nd</sup> Monday  
**TIME:** 1:00pm (*set-up at 12:30*)  
**COST:** Free (play 1 card)  
**PLACE:** Kupper-Ratsch Senior Center

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

### BRIDGE



**DATE:** 2<sup>nd</sup> Tuesday  
**TIME:** 1:00pm  
**PLACE:** Kupper-Ratsch Senior Center

**COST:** FREE  
**VOLUNTEER(S):**  
 People from the group

### EUCHRE



**DATE:** Tuesdays  
**TIME:** 1:00pm (*set-up at 12:30*)  
**PLACE:** Kupper-Ratsch Senior Center  
**SPONSOR(S):** People who are playing.

**COST:** \$2 (10 cents a bump, & 25  
 cents bump if go alone & don't win)  
**VOLUNTEERS:**  
 People from the group

### GAMES OF CHOICE



**DATE:** Tuesdays  
**TIME:** 12:15pm  
**PLACE:** Kupper-Ratsch Senior Center  
**VOLUNTEERS:** People from the group

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

### PFEIFFER



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

**COST:** FREE  
**VOLUNTEERS:**  
 People from the group

### PINOCHLE



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

**COST:** Free  
**VOLUNTEERS:**  
 People from the group



## DEPARTMENT OPERATIONS



# **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**


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

## **01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued**

### **MEN'S SHED CLUB**

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


**DATE:** 4<sup>th</sup> Tuesday - June 24, 2025

**TIME:** 12:30-1:15 Free Lunch

1:30pm – 3:00pm Program

**TOPIC & SPEAKER(S):** **Protecting Yourself from Scams** by Detective Lieutenant Paul Sloan of Tomah Police Dept

**PLACE:** Kupper-Ratsch Senior Center

**RSVP** to reserve lunch by June 17<sup>th</sup>.

**REGISTER/RSVP:** ADRC-La Crosse County **608-785-5700**
**SPONSORS:**

 ADRC-Monroe County  
**608-269-8690**

 VA Caregiver Support/  
 Veteran Community  
 Partnerships

608-372-3971 x66279

**QUESTIONS?/NEED  
TRANSPORTATION?**

 Kristine at 608-386-0922 or  
 kmeyer@lacrossecounty.org

**CREATIVE GROUPS**

### **BASKET WEAVING CLASS**



gg82070917 GoGraph.com

**DATE:** 3<sup>rd</sup> Monday

**TIME:** 10:30am to 3:30pm

**COST:** \$ for supplies—ask Pam, Paulette or Rose

*Cost for supplies will vary from class to class  
depending on the basket style being done.*
**PLACE:** Kupper-Ratsch Senior Center

**VOLUNTEER INSTRUCTOR:** Rose Berry

Limit of 16 to a class.

**SIGN-UP:** with Pam or  
 Paulette at senior center,  
 608-374-7476, or  
 pbuchda@tomahwi.gov

### **QUILTING GROUP**


**People who sew & quilt  
are welcome.**
**DATE:** 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays

**TIME:** 10:30am to 3:30pm

*Bring your own lunch or sign up ahead of time for the  
county's nutrition site meal.*
**COST:** Free. Bring your sewing machine &  
 projects, enjoy fellowship and exchange of ideas.

**PLACE:** Kupper-Ratsch Senior Center

**VOLUNTEERS:** People from the group

**People who crochet.  
embroider & knit are  
also welcome.**

### **SEWING DIVAS QUILTING GROUP**


**People who sew & quilt  
are welcome.**
**DATE:** 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays *(starting Jan.2025)*
**TIME:** 10:30am to 3:30pm

*Bring your own lunch or sign up ahead of time for the  
county's nutrition site meal.*
**COST:** Free. Bring your sewing machine & projects,  
 enjoy fellowship and exchange of ideas.

**PLACE:** Kupper-Ratsch Senior Center

**VOLUNTEERS:** People from the group

**People who crochet.  
embroider, knit paint,  
etc., are also welcome.**



## DEPARTMENT OPERATIONS



# **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**


**READY,  
SET...  
GOALS!**
**01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued**

## MUSIC PROGRAMS:



Do you know of any **musicians**? Would you recommend them?  
If so, please share with me their names & contact information.  
I will investigate booking them here. Thanks, from Pam.

**LIVE MUSIC AT THE SENIOR CENTER**

**BLAINE HACKETT**
**DATE:** Friday, June 06, 2025

**TIME:** 10:15am to 11:15am

**PLACE:** Kupper-Ratsch Senior Center

**SPONSORS:** Volunteers his Time & Talents

**COST:** Free


*"Eclectic set list – Celtic,  
country, & music from  
Beatles to Ed Sheeran"*

**COST:** Free


*"Singer/Songwriter...  
Music from the 20's thru  
the 70's"*

**KEVIN MATTSON**
**DATE:** Friday, June 13, 2025

**TIME:** 10:15am to 11:15am

**PLACE:** Kupper-Ratsch Senior Center

**SPONSORS:** Andres Grant 2024

**COST:** Free


*"Folksinger/Storyteller/  
Songwriter"*


**SKIP JONES**
**DATE:** Friday, June 20, 2025

**TIME:** 10:15am to 11:15am

**PLACE:** Kupper-Ratsch Senior Center

**SPONSORS:** Andres Grant 2024

**COST:** Free

**To be announced**
**DATE:** Friday, June 28, 2025

**TIME:** 10:15am to 11:15am

**PLACE:** Kupper-Ratsch Senior Center

**SPONSORS:** Andres Grant 2024

**SENIOR CENTER CLOSED Friday, July 4<sup>th</sup> – Independence Day Holiday**

**Blaine Meyer & Gary Felber**
**DATE:** Friday, July 11, 2025

**TIME:** 10:15am to 11:15am

**PLACE:** Kupper-Ratsch Senior Center

**SPONSORS:** Andres Grant 2024

**COST:** Free


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

**COST:** Free


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

**SINGIN 'N' SWINGIN BAND**
**DATE:** Friday, July 18, 2025

**TIME:** 10:15am to 11:15am

**PLACE:** Kupper-Ratsch Senior Center

**SPONSORS:** Andres Grant 2024




	<b>DEPARTMENT OPERATIONS</b> <b>SENIOR &amp; DISABLED SERVICES DEPARTMENT</b> <b>MONTHLY REPORT</b>	 <b>READY, SET ... GOALS!</b>
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**01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued**
**GROUP MEETINGS:**
**TOMAH PUBLIC HOUSING AUTHORITY**

	<b>DATE:</b> 2 <sup>nd</sup> Wednesday <b>TIME:</b> 5:30pm <b>PLACE:</b> Kupper-Ratsch Senior Center <b>CONTACT:</b> Housing Director 608-374-7455	<b>Office:</b> 107 E. Milwaukee St. Tomah, WI. 54660
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**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**

	<b>DATE:</b> 4 <sup>th</sup> Tuesday, except Dec. & March Does not meet in June-July-August. <b>TIME:</b> 5:30pm to 8:00pm <b>PLACE:</b> Kupper-Ratsch Senior Center <b>CONTACT:</b> Pam Buchda, President	AAUWTomah@gmail.com  <b>VOLUNTEERS:</b> People from the group
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**AM VETS**

<b>Murphy Post 2180</b>  Tomah	<b>DATE:</b> 3 <sup>rd</sup> Saturday <b>TIME:</b> 4:30pm <b>PLACE:</b> Kupper-Ratsch Senior Center <b>VOLUNTEERS:</b> People from the group <b>CONTACT:</b> amvets2180@gmail.com	-Don Vander Molen, VAVS Representative: 262-391-9505 -Glenn Gallagher, Deputy Representative: 608-344-1679
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**TOMAH CONCERT ASSOCIATION**

	<b>DATE:</b> As scheduled <b>TIME:</b> As scheduled <b>PLACE:</b> Kupper-Ratsch Senior Center or Tomah High School Band room	<b>CONTACT:</b> Audrey 608-372-0859 Or Bonnie 608-823-7133
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**DEPARTMENT OPERATIONS**
**08 MEAL SITE**

**GOAL(S):** A. To continue to provide a meal program at the senior center.  
 B. To continue to partner with Monroe County ADRC to provide meals at the senior center.

-Ongoing: Worked together in day-to-day operations/collaborations with Tomah's Meal Site Manager and other meal site employees.

**TOMAH MEAL SITE**

The City of Tomah (Senior & Disabled Services Department) has a contract with Aging & Disability Resource Center (ADRC) of Monroe County for the Tomah meal site to be at the Kupper-Ratsch Senior Center.

 <b>SENIORS</b> <b>GET-TOGETHER</b>	<b>DATE:</b> Monday through Fridays, except holidays <b>TIME:</b> Arrive 11:15 or earlier for Lunch at 11:30am <b>COST:</b> Meal donation to ADRC is \$4-\$7 for 60 & older, younger is \$14.07 <b>PLACE:</b> Kupper Ratsch Senior Center <b>SIGN-UP:</b> Per ADRC sign up by NOON two days before to reserve meal <b>CONTACT:</b> ADRC Tomah Meal Site Manager, Cathy Neumann at 608-372-7291 or come to Senior Center to see her; or the ADRC of Monroe County Office at 608-269-8690. Join us at the Kupper Ratsch Senior Center. <b>Good People-Good Place!</b>
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**NOTE:** Besides in-house meals, the Tomah meal site has some pick-up meals, and three delivery routes for home-bound people. For food safety, each route can serve about 20 places. There is usually a waiting list to get home delivery.



## DEPARTMENT OPERATIONS



# **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**



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

## **01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued**

### **DO YOU HAVE AN INTEREST & WOULD LIKE TO SEE A GROUP STARTED**

### **SENIOR & DISABLED SERVICES DEPT. POSSIBLE PROGRAMS**

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

### CANASTA



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

**COST:** Free  
**VOLUNTEERS:**  
People from the group

### CHESS



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

**COST:** FREE  
**VOLUNTEERS:**  
People from the group

### CRIBBAGE



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

**COST:** Free  
**VOLUNTEERS:**  
People from the group

### HAND & FOOT



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

**COST:** FREE  
**VOLUNTEERS:**  
People from the group

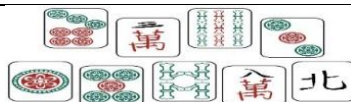
### KNITTING/CROCHETING



**DATE:** Wednesdays or Fridays  
**TIME:** 1:00pm or 1:45pm or ?  
**PLACE:** Kupper Ratsch Senior Center

**COST:** Free, however  
you provide your own  
supplies  
**VOLUNTEER  
INSTRUCTOR:** ?

### MAHJONG



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

**COST:** FREE  
**VOLUNTEERS:**  
People from the group

### TATTING GROUP



**DATE:** Wednesdays or Fridays  
**TIME:** 1:00pm or 1:45pm or ?  
**PLACE:** Kupper Ratsch Senior Center

**COST:** Free, however  
you provide your own  
supplies  
**VOLUNTEER  
INSTRUCTOR:** ?



## DEPARTMENT OPERATIONS

# **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**


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

## 02 EDUCATIONAL & HEALTH PROGRAMS

**GOAL(S):**

To maintain and grow programs/guest speakers at the Senior Center on educational, health, and assistance programs/services.

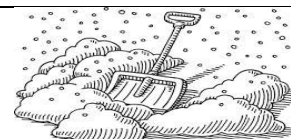
## COMMUNITY RESOURCE CONTACT INFORMATION BOOKLET



**COMMUNITY RESOURCE CONTACT INFORMATION BOOKLETS**  
See Pam for the booklet and/or information in booklet.

**Please share info you have with us...**

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


**EDUCATIONAL PROGRAMS:**

### AMERICAN SIGN LANGUAGE (ASL) STUDY GROUP



**DATE:** Thursdays  
**TIME:** 10:15am – 11:15am  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center  
**VOLUNTEER FACILITATOR:** John Berry

This is for beginners, as well as those who know ASL and want to keep up their skills.

### iPADS & WiFi

We have iPads people can use here.

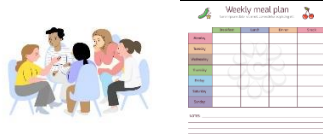


We have **WiFi** here at the senior center.  
**DAYS:** When open.  
**TIME:** When open.  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center

If you wish to learn how to use iPads, let Pam know and she will get a volunteer lined up to help you learn.

**SUPPORT PROGRAMS:**

### NUTRITION HEALTH SUPPORT GROUP



**DAYS:** Mondays  
**TIME:** 10:05am  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center

Often when we try to lose weight and/or to eat healthy, we need someone to be accountable to – that's what this group is to assist with.

### VETS CAREGIVER SUPPORT GROUP



U.S. Department of Veterans Affairs  
Veterans Health Administration

**DATE:** Second & Fourth Mondays  
**TIME:** 1:00pm – 2:30pm  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center  
**SPONSOR(S):** VA Medical Center

**CONTACT:**

Barbara Iwanowicz  
Barbara.Iwanowicz

@va.gov  
or 608-372-3971 x64441





## DEPARTMENT OPERATIONS



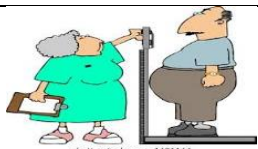
# **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**


**READY,  
SET  
GOALS!**

**'Every accomplishment starts with a decision to try.'** ~ Unknown

**02**
**EDUCATIONAL & HEALTH PROGRAMS, continued...**

## WEIGH-IN



**DAYS:** Mondays thru Fridays  
**TIME:** 8:30am to 4:30pm *(just come in, or call Pam & set up a day & time)*  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center

Often when we try to lose weight, we need someone to be accountable to.

Pam is willing to be your person to weigh you weekly at the senior center.

**EXERCISE / HEALTH PROGRAMS:**

## WELLNESS EXERCISE



**DATE:** Mondays, Wednesdays, & Fridays  
**TIME:** 9:00am to 10:00am  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center  
**FACILITATOR:** Sandi Bloom, People in group

We have cardio-drumming equipment, weights, balls, stretch bands, & steps to use.



## LINE DANCING



**DATE:** Tuesdays & Thursdays  
**TIME:** 9:00am to 10:00am  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center  
**VOLUNTEER:** Siegrun Horst

**BEGINNER LINE DANCE**

**DATE:** Mondays  
**TIME:** 9:00am-10:00am  
**COST:** Free  
**PLACE:** Senior Center

## CHAIR YOGA



**DATE:** Tuesdays & Thursdays  
**TIME:** 9:00am to 10:00am  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center  
**VOLUNTEERS:** Trudi B. & Enid M. & People in group



## FARMER MARKET COUPONS

MARK ON YOUR  
CALENDARS

**DATE:** **Wednesday, June 05, 2025**  
**TIME:** **10:30am to 12:30pm**  
**COST:** Free  
**PLACE:** Kupper-Ratsch Senior Center  
**CONTACT:** Alice Ackerman, ADRC of Monroe County Elder Benefit Specialist 608-269-8693





## DEPARTMENT OPERATIONS



# SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



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

## 02 EDUCATIONAL & HEALTH PROGRAMS, continued...

## VISITING OFFICE HOURS:

Please stop by & say hi when you see us at the senior center during our "office hours" there.

### COFFEE TIME &/or MEMORY SCREENING WITH ADRC DEMENTIA CARE SPECIALIST-TRAVELING OFFICE HOURS



**DATE:** 2<sup>nd</sup> Thursday  
**TIME:** 11:00am-1:00pm  
**COST:** FREE  
**PLACE:** Kupper-Ratsch Senior Center  
**CONTACT:** Emily Reitz 608-387-9250  
emily.reitz@co.monroe.wi.us



*My role is to provide education and information on what dementia is and what it looks like.*

### COFFEE TIME WITH ST. CROIX HOSPICE Care Transition Coordinator- TRAVELING OFFICE HOURS

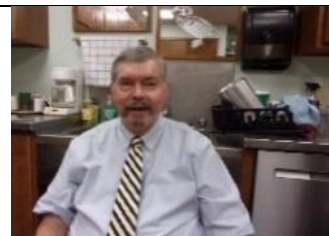


**DATE:** 4<sup>th</sup> Thursday  
**TIME:** 11:00am-1:00pm  
**COST:** FREE  
**PLACE:** Kupper-Ratsch Senior Center  
**CONTACT:** Janessa Peterson  
608-461-8093 jpeterson@stcroixhospice.com



*My role is to provide education and information on what hospice and palliative care is and what it looks like.*

### BETTER HEARING



**DATE:** 3<sup>rd</sup> WEDNESDAY  
**TIME:** 9am-1:30am & 2pm-3:30pm  
&/or make an appointment  
**COST:** Set by/with Better Hearing  
**PLACE:** Kupper-Ratsch Senior Center  
**CONTACT:** Tom Vierling at 608-781-6881 or  
1-800-526-3298







**DEPARTMENT OPERATIONS**  
**SENIOR & DISABLED**  
**SERVICES DEPARTMENT**  
**MONTHLY REPORT**



**READY,  
SET  
GOALS!**

**03**

**DISABLED/SPECIAL NEEDS SERVICES**

**GOAL(S):**

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

**LOAN CLOSET**

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

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

**XX Days of XX Open Days Loan Closet Used & ( ) Ins/Outs Per Month**

Jan.: 19 of 24 days (44)	Apr.: 20 of 24 days (56)	July: xx of xx days ( )	Oct.: xx of xx days ( )
Feb.: 19 of 24 days (44)	May: 20 of 22 days (68)	Aug.: xx of xx days ( )	Nov.: xx of xx days ( )
Mar.: 19 of 22 days (65)	Jun.: xx of xx days ( )	Sept.: xx of xx days ( )	Dec.: xx of xx days ( )

**GIVING CLOSET**

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

	<p>The senior center <i>(depending on donations of items)</i> has items we give away free of charge.</p> <p>Items may include incontinent products, miscellaneous personal care items <i>(diabetes care, gauze, etc.)</i> and some clothing.</p>	<p>We accept donations for the Giving Closet <i>(no needles or prescription items)</i>.</p>
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**LIONS CLUB EYEGLASS & HEARING AID PROGRAM**

	<p>The Lions Club of Tomah has a bucket, <i>by the front door under the newsletter magazine wall rack next to the Vet's photo board</i>, at the senior center for people to donate old eyeglasses and hearing aids.</p> <p>At the senior center, we have a basket with donated hearing aid batteries free to take.</p>	
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**READING MAGNIFIER FOR VISUALLY IMPAIRED**

<b>HELP WITH READING</b>	<p>The magnifier machine for reading is set up for use on the reading table</p>	<p>You are invited to come in and use it.</p>
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## DEPARTMENT OPERATIONS

# SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



## READY, SET... GOALS!

### 03 DISABLED/SPECIAL NEEDS SERVICES, continued...

#### SPECIAL NEEDS ADVISORY GROUP



Committee formed in last quarter of 2018.

Shall consist of people with a passion for serving our community's special needs population.

Terms shall be as long as able and willing to serve. *They Volunteer their time for us.***DATE: Meets 1<sup>st</sup> Tuesday every other month** (Jan.-Mar.-May-July-Sept.-Nov.)**TIME:** 5:30pm**PLACE:** Kupper-Ratsch Senior Center.

**MISSION STATEMENT:** *To provide an opportunity for the special needs community to have a fun time together/social opportunities, and their caregivers' opportunities for support, education, and networking.*

**ALWAYS LOOKING FOR PEOPLE INTERESTED IN OUR MISSION TO JOIN US.**

#### CURRENT ACTIVE MEMBERS

Patty Ambort, Parent/Caregiver

Ashley Gerke, Handishop Industries Program Manager, CHAIRPERSON.

Lauri Shumway, Parent/Caregiver, SECRETARY

Stephanie Squires, Handishop Industries Director of Programming. VICE-CHAIR.

Renee Stroh, Parent/Caregiver/Retired Educator.

#### SPECIAL NEEDS OPEN GYM

Limit of 12 people taking the class.

**DATE:** FRIDAYS**TIME:** 10:45am-11:45pm**PLACE:** Kupper Ratsch Senior Center**FACILITATOR:** Volunteers & Parents/Caregivers

**SIGN UP FOR EACH CLASS:** Contact Pam at 608-374-7475  
or pbuchda@tomahwi.gov or stop by the senior center.

**COST:** FREE  
Special needs exercise class.



#### PROM DRESSES FOR SPECIAL NEEDS PROM



Will take donations of prom dresses.  
The organization and care of dresses is ongoing.  
(Found a home at the senior center in 2021).

Will loan out prom dresses for  
regular prom also.

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

**School:** 3:30 on Mondays, Wednesdays. & Thursdays (Sept thru May) at the Kupper-Ratsch Senior Center.

**Summer:** 3:00 on Tuesdays, Wednesdays & Thursdays (June & July).



Started here 11-29-2021

**DATE: See above. TIME: See above****PLACE:** Kupper-Ratsch Senior Center**SPONSOR(S):** A partnership with Goodwill.

High school age students with special needs learn basic living skills such as interacting with others, community involvement, recreation, shopping, cooking, cleaning, volunteer, etc.



#### SUNDAY-FUNDAY

Meets 1x monthly for special needs people &amp; their parents/guardians.

**DATE:** Sunday, June 22, 2025**TIME:** 1:00 to 3:00pm**COST:** FREE**PLACE:** Butts Lake Park**PURPOSE:** *Special needs persons for socialization and fun...*

**ACTIVITY:** Enjoying time with others... Picnic & activities, games, bring fishing stuff, inclusive playground, possible n.a.s.a boat rides.  
and

**PURPOSE:** *Parents/Caregivers are invited to join us in visiting, support, networking, education, sharing ideas, experiences, and resources.*

**TOPICS:** Enjoying time with others...sharing experiences & resources.

**NOTE: MUST RSVP TO PAM** at Senior Center **by Thursday before event** - 608-374-7476 or pbuchda@tomahwi.gov

#### 2025 DATES:



January 19	July 20 1-4
February 16	Aug. 17 1-3
March 16	Sept.
April 13	Oct.
May 18 1-3	Nov.
June 22 1-3	Dec.---

September thru December dates to be determined after Packer schedule is out.

	<b>DEPARTMENT OPERATIONS</b> <b><u>SENIOR &amp; DISABLED</u></b> <b><u>SERVICES DEPARTMENT</u></b> <b><u>MONTHLY REPORT</u></b>	 <b>READY, SET ... GOALS!</b>
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04	<b>VOLUNTEER PROGRAM</b> <b>GOAL(S):</b> To maintain and build the volunteer program according to the needs of the department.
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*"One of the things I keep learning is that the secret to being happy is doing things for other people."*  
 ~Dick Gregory

	<b><u>VOLUNTEER OPPORTUNITIES</u></b> If interested in below opportunities, <b>CONTACT</b> Pam 608-374-7476 or pbuchda@tomahwi.gov <b>You are needed</b>	
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*"Kindness is the chain by which society is bound together."*

~ Johann Wolfgang Von Goethe, German author/scientist/philosopher


<b>BINGO VOLUNTEERS WANTED in Volunteer Caller Rotation</b>		
	<b>DATE:</b> Mondays, Thursdays and/or Fridays <b>TIME:</b> 12:30 set-up / 1:00 Bingo <b>PLACE:</b> Kupper-Ratsch Senior Center	<b>Bingo Callers will teach you how we do bingo at the senior center.</b>

<b><u>SPECIAL NEEDS OPEN GYM VOLUNTEERS WANTED</u></b>		
We are looking for volunteers to assist clients with special needs to participate in Fitness 4 All.		
	<b>DATE: FRIDAYS</b> <b>TIME:</b> 10:45am to 11:45am <b>PLACE:</b> Kupper-Ratsch Senior Center	

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

	<b><u>KNITTING &amp;/or CROCHET</u></b> <b><u>GROUP Volunteer Instructor</u></b> <b>DATE:</b> ? <b>TIME:</b> mornings or afternoons ? <b>PLACE:</b> Kupper Ratsch Senior Center	<b>COST:</b> Free, however you provide your own supplies <b>VOLUNTEER INSTRUCTOR:</b> ?
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	<b><u>TATTING GROUP</u></b> <b><u>Volunteer Instructor</u></b> <b>DATE:</b> ? <b>TIME:</b> mornings or afternoons ? <b>PLACE:</b> Kupper Ratsch Senior Center	<b>COST:</b> Free, however, you provide your own supplies <b>VOLUNTEER INSTRUCTOR:</b> ?
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	<b><u>"Good Neighbor" DRIVERS to Volunteer</u></b> If you are driving yourself to the senior center for a group & would like to help others... There are some people wanting to come to the same groups as you do here at the senior center, but they need rides. If you are so inclined to be a "good neighbor" volunteer driver, check with Pam and/or Paulette on who might need a ride.
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## DEPARTMENT OPERATIONS



	<b>SENIOR &amp; DISABLED SERVICES DEPARTMENT MONTHLY REPORT</b>	 <b>READY, SET... GOALS!</b>
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**04 VOLUNTEER PROGRAM, continued...**


	<b>VOLUNTEER OPPORTUNITIES</b> <b>You are needed</b>	
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**Volunteerism is one of the most selfless acts that we can become involved in!!!**

**Service Organizations and Nonprofits in the Tomah area (includes the senior center) and around the world need more volunteers to carry out their missions and make the biggest difference possible.**

	<b>GROUP TRIP COORDINATOR</b> Looking for a volunteer to be our <b>Group Trip Coordinator</b> . Please see Pam if you are interested.	
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	<b>MEDITATION and/or T-CHAI VOLUNTEER INSTRUCTORS</b> We are looking for volunteer instructor(s) for <b>Meditation</b> and/or <b>T-Chai</b> .	<b>CONTACT Pam</b> 608-374-7476 pbuchda @tomahwi.gov
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	<b>NEWSLETTER FOLDING VOLUNTEERS</b> <b>DATE:</b> Last Wednesday, Thursday &/or Friday of month. <b>TIME:</b> Open hours – 8:30am to 4:30pm	<b>CONTACT</b> Pam or Paulette at senior center
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**We are grateful to all our volunteers. Volunteers are very much needed and appreciated!**

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

**"Remember that the happiest people are not those getting more, but those giving more." ~H. Jackson Brown Jr**

	<b><u>VOLUNTEERS since the last newsletter (was put together):</u></b> June Abbott; John & Rose & Libby Berry; Karen Birkeness; Pat Block; Sandi Bloom; Mary Boettcher; Duane & Paulette Bolton; Trudi Brohmer; Liz Brown; Pam Buchda; John Dostal; Becky Sue Fitzpatrick; Richard Gegenfurtner; Kitty Gnewikow; Sue Gottbeheat; Alyson Hefner; Marvin Henricks; Siegrun Horst; Doris Kelley; Kathy Laddone; Enid Mistele; Gary Moe; Leta Nofsinger; Sue O'Neil; Marvin Parker; Al Pasch; Nancy Phillips; Anna Mae Rudolph; Cathy Scherreiks; Doug Semrau; Lauri Shumway; Renee Stroh. <b>MUSIC VOLUNTEERS:</b> Gary Felber; Blaine Hackett; Blaine Meyer; Michael Slater. <b>SUNDAY-FUNDAY VOLUNTEERS:</b> Patty Ambort; Rose Berry; Liz Brown; Lauri Shumway; Sherry Doyle. <b>SENIOR &amp; DISABLED BOARD:</b> Sandi Bloom; Sue Greeno; Jenna Moser; Evelyn Noyes; Lauri Shumway; Shawn Zabinski. <b>SPECIAL NEEDS ADVISORY GROUP:</b> Patty Ambort; Ashley Gerke; Lauri Shumway; Stephanie Squires; Renee Stroh. <b>L.I.F.E. STAFF/SENIOR CENTER VOLUNTEERS:</b> Karen Olson; Joey Davis; Peggy Meiners; Jill Montgomery; Pat Reis.
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**THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF YOU TIME & SERVICES.  
YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED!**

*NOTE: If I have misspelled anyone's name, or missed someone on the list, I am so sorry. Please let me know.*

*~ Pam Buchda, Senior & Disabled Services Director*

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#### DEPARTMENT OPERATIONS

	<b>SENIOR &amp; DISABLED SERVICES DEPARTMENT MONTHLY REPORT</b>	<b>READY, SET ... GOALS!</b>
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## 05 COMMUNITY INVOLVEMENT/PUBLIC RELATIONS

### GOAL(S):

- A. To continue to work on raising community awareness of the city's Senior & Disabled Services Department and the Kupper-Ratsch Senior Center.
- B. To continue to build/maintain community partnerships.

### PUBLIC RELATIONS

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

## NEWSLETTER SUBMISSION DEADLINE



If you have something you would like to put in the next newsletter, please submit, in writing or e-mail (pbuchda@tomahwi.gov), by the 15th of this month for next month's newsletter.

### NEW NEWSLETTERS AVAILABLE



The goal is to have the newsletter ready for pick-up by the last Thursday or Friday of the month for the next month.

NOTE: If you wish to have the newsletter/calendar emailed to you, please email Pam at pbuchda@tomahwi.gov (Photo pages may be too "large" for emails).

### COMMUNITY INVOLVEMENT

- Ongoing: Maintain existing and building new relationships, contacts, involvements and partnerships with community organizations and businesses.
- Yearly: Senior Center involvement in community events such as Freeze Fest.
- Yearly: We have a senior center booth at the Healthy Aging Expo in Tomah.
- Yearly: Organizing the free Tomah Area Annual Community Halloween Party (1990).
- Ongoing: Director is a member of Rotary Club of Tomah (1990).
- Ongoing: Director is serving on Tomah Health Hospice Touch & Palliative Care Advisory Board (2016or17)
- Ongoing: Director is a member of Lioness & then Lions Club of Tomah (2018).
- Ongoing: Director is an individual member of the Chamber of Commerce (2020).
- Ongoing: Director is a member of American Association of University Women [AAUW] (2021).  
Serving as 2024-2026 Tomah Branch President and served on 2025 AAUW State Convention Committee.
- Ongoing: Director is serving on Neighbor For Neighbor Food Pantry Board (March 2022).
- Ongoing: Director is serving on Noah's Ark Christian Learning Center Community Leadership Team (Aug.22)
- Ongoing: Director is serving on TAMS (Montessori School) Governance Board (May 2023).
- Ongoing: Director is serving on Tomah Concert Association Board (March 2024).

	<p align="center"><b>DEPARTMENT BUDGET &amp; FINANCES</b></p> <p align="center"><b>SENIOR &amp; DISABLED SERVICES DEPARTMENT</b></p> <p align="center"><b>MONTHLY REPORT</b></p>	<p><b>READY, SET GOALS!</b></p>
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**06****BUILDINGS/ MAINTENANCE****GOAL(S):**

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

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

- 107 E. Milwaukee Street – Tomah Housing Authority Office:** Rental continues to present.  
New furnace 2019.
- 109 E. Milwaukee Street - Apartment** above Housing office: Rental Nov. 4, 2021, to present.  
Deep clean & repainted- 2021.
- 1000 Superior Avenue - Jensen Tax & Accounting:** Rental June 15, 2023, to present.  
Added another exit light in back hall & removed wooden structure partially blocking back Door 2024. In process of replacing back door 2024-2025.
- 1002 Superior Avenue - Senior Center...** Automatic door mechanisms fixed on 03-20- 2024. Smoke/CO2 Detectors installed on all 3 floors in April 2024. 11-2024 Thermostat replaced in upstairs center heating zone, & Venter motor replaced in dance room heating zone. 12-2024 to 03-2025 Volunteers painted walls in main rooms on 2<sup>nd</sup> floor.
- Kitchen/Prep area – ADRC Meal Site:** Rental continues to present.
- 4 Offices on 2<sup>nd</sup> floor–VAMC AFGE Local 0007 Union:** Rented Oct.1, 2019 to present.  
Locks added to the 4 doors-2019.

**1<sup>st</sup> Floor:** -**Senior Center** changed locks front & back doors – 2018.

-**Main/Dining room** (in use most of the time) –  
Coat hooks added 2019; New chairs with 3-inch padding-2019.  
Added 8 bookshelves in 2023. WiFi Booster added 03-27-2024.

-**Activity room** (in use most of the time).  
Chair rack 2018.

-**Library/hall/food assembly area.**

-**Kitchenette** – renovation in 2020.

-**Loan Closet** room- renovation 2019.

-**Giving Closet** – started 2019.

-**Storage/Laundry** room–Renovation 2019 & 2020.

-**Workroom/storage/loan closet overflow**  
Loan Closet renovation opened blocked door-2019  
New locking screen door 02-2024.

-**2 Bathrooms** with toilets replaced in 2023.

**OUTSIDE in Back (‘Courtyard’/Sitting area):**

-New metal cigarette receptacle in back 2018.

-Garbage corral built 2019.

-1<sup>st</sup> Bench from Rotary moved from front to back when new one in Front-2020.

-Shed built 08-2020.

-Picnic Table with Umbrella. 2020.

-7 Raised Garden Beds 08-2024.

-**Basement** - Accessible by stairs.

-**2<sup>nd</sup> floor** - Accessible by stairs.

-**Conference room at top of stairs** -meetings are held in this room with tables & comfortable chairs.  
(could see for a future movie/TV room).

-**“Break-out” room** for smaller groups or games.

-**Big Front Room**-Line dancing upstairs since 04-2024

-**Storage closet** (for building supplies).

-**Storage room** (for our dept.) & access to roof.

-**Room for Family Promise** storage.

-**2 Special Needs Prom Dress** rooms.

-**Room for Loan Closet** storage.

-**Corner Big Front room**

Currently used as loan closet over-flow storage.  
(could see as a future game pool table & dart game).

-**2 Bathrooms** with toilets replaced in 2022.

**OUTSIDE in Front:**

-Added bench donated by Rotary Club of Tomah-2020.

-Added 2 flower planters both sides of front bench-2020.



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

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#### DEPARTMENT BUDGET & FINANCES

### **SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT**



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

## **06 BUILDINGS/MAINTENANCE, continued...**

### **HISTORY:**

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

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

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

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

### **UPSTAIRS MEETING ROOMS & SITTING ROOM at the senior center**



Meeting room at top of stairs



Break-out meeting room



Line dance room above the office

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

	<b>DEPARTMENT BUDGET &amp; FINANCES</b> <b><u>SENIOR &amp; DISABLED</u></b> <b><u>SERVICES DEPARTMENT</u></b> <b><u>MONTHLY REPORT</u></b>	 <b>READY, SET... GOALS!</b>
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## 07 INCOME/BUDGET/DONATIONS

### GOAL(S):

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

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

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



## **SENIOR CENTER** **FUNDRAISING**

### -Ongoing: **In-House Fundraiser Projects:**

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



### **SHOWCASE ITEMS** - Shop for yourself or for a gift.

We have items for purchase in the large showcase by the piano in our main room. IE: craft items, jewelry, glasses, etc.

***We accept donations of items for showcase.***



## **GREETING CARDS**

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



## **PUZZLES**

We have framed puzzles at the Senior Center. They may be purchased for the amount on each puzzle. It is a year-round fundraiser. They make nice gifts and/or decorations for your home or business. ***We accept donations of puzzles for people to put together here or at home.***




## **LIGHTBULBS**

We have packs of 4 LED (60 watt equivalent) Lightbulbs for sale for \$3. That's a good price.

## **TIP NIGHT AT CULVERS**


**Fundraiser for the Kupper-Ratsch Senior Center**



	<b>DAYS:</b> Tuesday, June 10, 2025 <b>TIME:</b> 4:00pm -7:00pm <b>COST:</b> Of whatever you order to eat. <b>PLACE:</b> Culvers 147 Wittig Road, Tomah	<b>Support the senior center. Come down to Culvers and enjoy good food.</b> 5% of sales go to the senior center.
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DEPARTMENT BUDGET & FINANCES

	<b>SENIOR &amp; DISABLED SERVICES DEPARTMENT</b> <b>MONTHLY REPORT</b>	 <b>READY, SET... GOALS!</b>
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*"An Act of kindness may take only a moment of our time, but when captured in the heart the memory lives forever." ~Molly Friedenfeld*

<b>07. INCOME/BUDGET/DONATIONS</b> , continued	<b>SENIOR CENTER FUNDRAISING</b>
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-Ongoing: **Fundraising for Specific Programs/Projects:** Work goes on throughout the year (I.E: Music Sponsorships, Halloween Party, etc.). *The Music Program and the Community Halloween Party are both funded by Sponsorships, Donations and, if fortunate, Grants.*

**2025 MUSIC SPONSORSHIPS**


<b>\$500 &amp; up</b> -Frank G. Andres Charitable Trust 2024 for 2025 Music	<b>\$250-\$499</b> -Pam Buchda	<b>\$100-\$249</b> -Kayla Seitz, Heart Line Counseling & Consulting	<b>Up to \$99</b> -Dan Burton
<b>MUSICIANS THAT SPONSOR THEMSELVES BY VOLUNTEERING are Gary Felber; Blaine Hackett; Shannon Hogie; Blaine Meyer; &amp; Michale Slater. THANK YOU!!!</b>			

**Tomah Area Community HALLOWEEN PARTY**  
**October 31**



<b>SUPERHERO: \$500 &amp; up</b> -City of Tomah (Rec. Park & staff hours)	<b>GENIE: \$250-\$499</b> -Pam Buchda	<b>MAGICIAN: \$100-\$249</b> -	<b>GREAT PUMPKIN: Up to \$99</b> -
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-Ongoing: **Fundraising Events:** Planning and coordinating that go on throughout the year (I.E: Art & Craft Fair, Etc.).

	<b>2025 ART &amp; CRAFT FAIR</b> <b>Fundraiser for Senior Center-Nov.</b>		
-Rhonda Abbott	-	-	-

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


**2025 GRANTS**

**Applied for...**



-Frank Andres Trust: \$1,266 for 4 Yoga ball racks. -Frank Andres Trust: \$1,691 for Popcorn cart. -Frank Andres Trust: \$2,500 for Special Needs Programs	-Thomas Earle Trust: \$1,000 for Halloween Party Project -Thomas Earle Trust: \$ 280 for Table Top Display Board -Thomas Earle Trust: \$2,500 for Music Program
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-Ongoing: **In Memory Donations,**

	<b>2025 MEMORIALS</b>		
<b>-IN MEMORY of Gerrie Gerke</b> by Pam Buchda <b>-IN MEMORY of Elda '2-D' Hubert</b> by Pam Buchda		<b>-IN MEMORY of Pat Koca</b> by Pam Buchda	

-Ongoing: **Other Donations/Sponsors.**

**2025 MONETARY GIFTS**



<b>2025 MONETARY GIFTS</b>					
<b>\$500 &amp; up</b> -	<b>\$250-\$499</b> -	<b>\$100-\$249</b> -Sandi Bloom -Joann Cram -Peter & Pat Infalt -Peggy Taylor	<b>\$50 to \$99</b> -Christie Broadhurst -Paul Fay -Ed & Kirstin Kelly	<b>\$Up to \$49</b> -Gene Baumgarten -Trudi Brohmer -Pam Buchda -Vicki Church	<b>\$Up to \$49</b> -Carol Myers -Gloria Niceswanger -Sue Noth

			-Sue O'Neil -Marilyn Peak -Betty Roscovius -Anne Wallus -Wal-Mart	-Mary Jo Handy -Candy Infalt -Eugene Jakobi -Lance & Barbara Jensen -Chad Kastenschmidt -Enid Mistele -Barb Mueller	-Pete Peterson -Nancy Phillips -Karla Quist -Dale & Judy Robert -Wanda Sheldon -Sue Sherman -Mary Siber -Cheryl Weber
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## DEPARTMENT BUDGET &amp; FINANCES

	<b>SENIOR &amp; DISABLED SERVICES DEPARTMENT MONTHLY REPORT</b>	<b>READY, SET GOALS!</b>
<b>07. INCOME/BUDGET/DONATIONS, continued</b>		<b>SENIOR CENTER FUNDRAISING</b>

**DONATIONS** since last newsletter:

	Anonymous; Rhonda Abbott; Gene Alderman; Sharon Anderson; Sandi Bloon; Duane & Paulette Bolton; Liz Brown; Pam Buchda; Dan Burton; Colleen Carl; Dorothy Coenen; Culvers; Ross Deming; Diana Dombrowski; John Dostal; Gale Ewing; Paul Fay; Clay Feil; Robert & Marge Fessender; Laura Flock; Sandy Frei; Virginia Frei; Mary Jo Handy; Ray Hays; Alyson Hefner; Derek & Kimmie Hilgendorf; Siegrun Horst; Candy Infalt; Peter & Pat Infalt; Pat Johnson; Tom Johnson; Terry Juracich; Britney Carrillo for Patrick Koranda; Liberty Village; Richard McNeal; Enid Mistele; Gary Moe; Monroe County Health Department; Diane Myers; Donna Myer; Mary Neve; Leta Nofsinger; Sharon Organ; Al Pasch; Marilyn Ratliff; Bob Richert; Dale & Judy Robert; Lorna Rosenow; Cathy Scherreicks; Kayla Seitz, Heart Line Counseling & Consulting; Audrey Stein; Peggy Taylor; Richard Yarrington; & Shawn Zabinski.
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**"For it is in giving that we receive."** ~ St. Frances of Assisi



	<b>DONATIONS RECEIVED Each MONTH ( )</b> <b>XX Days of XX Open Days Donations Given &amp; ( ) Donations Per Month</b>		
Jan.: 22 of 24 days (81)	Apr.: 20 of 24 days (86)	July: xx of xx days ( )	Oct.: xx of xx days ( )
Feb.: 16 of 24 days (43)	May: 20 of 22 days (69)	Aug.: xx of xx days ( )	Nov.: xx of xx days ( )
Mar.: 19 of 22 days (57)	Jun.: xx of xx days ( )	Sept.: xx of xx days ( )	Dec.: xx of xx days ( )

**DONATION WISH LISTS**

REGULAR ONGOING NEEDS	WISHING FOR	WISH UPON A DREAM
-Snacks (for 2pm daily snack time) -Coffee: regular & decaf -Creamers -Sugar & sugar sub packets -Hot chocolate packets -Bingo Bash items for prizes (Shelf food, treats, TP, paper towels, cleaners, personal items, knick-knacks, jewelry, gently used treasures, etc.)	-Halloween Decorations Project For Community Halloween Party (\$1000.) -Popcorn machine Stand (\$1,691 specific brand and measurements) -4 Racks on wheels for yoga balls (\$1,266-sized to specific place and ball sizes)	-Trishaw E-bike (We have a volunteer willing to start this community program & take people on rides – need the Trishaw e-bike & accessories \$17,000.) -Van (handicapped-like n.a.s.a. van). -Elevator.

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## DEPARTMENT BUDGET &amp; FINANCES

	<b>SENIOR &amp; DISABLED SERVICES DEPARTMENT MONTHLY REPORT</b>	 <b>READY, SET ... GOALS!</b>
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**07. INCOME/BUDGET/DONATIONS, continued****SENIOR CENTER FUNDRAISING****2025: BUSINESSES, ORGANIZATIONS & PEOPLE WHO DONATED-THANK YOU!**

<b>American Association of University Women (AAUW) of Tomah</b> June Abbott Patty Abbott Rhonda Abbott Sherry Achterkirch Barb Ackers Gene Alderman Terry Amundson Sharon Anderson Aidan Andres Anonymous Eric Austin David Batten Gene Baumgarten John & Rose Berry Donna Birnum; Sandi Bloom Jean Boak Mary Boettcher Duane & Paulette Bolton Marvin Braud Christie Broadhurst Trudi Brohmer Liz Brown Tara Brueggeman Pam Buchda Tim & Jeanie Buchda Dan Burton <b>Cares Just For You</b> Colleen Carl Pat Christensen	Vicki Church Mark Clapper Leon & Pauline Clark Dorothy Coenen Joann Cram <b>Culvers</b> Ross Deming Diana Dombrowski John Dostal Carol Drysch Betsy Edevold Casimir Eichenseer Gale Ewing Gale Feil Robert & Gail Fessender Tom Feldkamp Becky Sue Fitzpatrick Laura Flcok James Fountain Sandy Frei Virginia Frei Rebecca Frost Richard Gegenfurtner Gerri Gerke Susan Greeno Ray Hays Alyson Hefner Grace Heim Marvin Henricks Penelope Herr Siegrun Horst Family of 2-D Hubert Candy Infalt	<b>Ignite Dispensary &amp; Cigar</b> – Derek & Kimmie Hilgendorf Eugene Jakobi Lance & Barbara Jensen Gail Johnson Pat Johnson Tom Johnson Kevin & Barb Jones Terry Juracich Chad Kastenschmidt Doris Keister Ed & Kirstin Kelly Ann Kerr Chris King Ruth Klug Bette Knutson Karen & Terry Kopenhafer Jan Koranda Patrick Koranda Duane & Marilyn Kortbein Madonna Kuderer <b>LaGrange Tunnel-lites4-H</b> Tammy Leach Ruth Lehman <b>Liberty Village</b> Mary Lovold Lorraine Lowry Russel McKenna Richard McNeal Lynn Miller Enid Misteale Gary Moe	Rebecca Modlin Amy Modlom <b>Monroe County Health Department</b> Jill Montgomery Barbara Mueller Carol Myers Diane Myer Vern Naumann <b>Neighbor For Neighbor Food Pantry</b> Mary Neve Gloria Niceswanger Eara & Leta Nofsinger Sue Noth Kacy Nuehring Ken & Sue Olson Sue O'Neil Sharon Organ Bonnie Owen Katy Parker Marvin Parker Al Pasch Marilyn Peak Elva Pearson Pete Peterson Nancy Phillips June Potter Karla Quist Marilyn Ratliff Paul & Terri Rice Bob Rickert Betty Roscovius	Lorna Rosenow Vickie Ross Fred Savage <b>SAVVY Sisters</b> Cathy Scherreiks Lyle & Betsy Schindler Bob Schultz Bruce Senn Wanda Sheldon Sue Sherman Mary Siber Cassie Skogan Joyce Skogan Cheryl Stees Audrey Stein Al Stevens Kathleen Stouffer Mary Sullivan Peggy Taylor Marianne Waeger Dave Wagner Anne Wallus <b>Wal-Mart</b> Ron & Deb Watson Cheryl Weber William Westerman Adeline Woodard Richard Yarrington Shawn Zabinski
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**THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED!**

~Pam Buchda, Senior & Disabled Services Director



## DEPARTMENT BUDGET &amp; FINANCES

## City of Tomah's Dept. of SENIOR & DISABLED SERVICES

608-374-7476

Fax: 608-374-7462

pbuchda@tomahwi.gov

## Kupper-Ratsch Senior Center A Community Gathering Place

1002 Superior Ave. Tomah, WI. 54660

Facebook page – **Tomah Senior Center**

# POLICY – RENTAL USE OF SENIOR CENTER

**Are You having a family gathering? A class reunion?  
Need a place to meet? Check out the senior center.**

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

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

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



Main room



Activity room



Kitchenette



Area for food set up

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

### PRIVATE APPLICANT

Client, city resident \$80.

Client, non-resident \$96.

### PRIVATE APPLICANT

Non-Client, city resident \$110.

Non-Client, non-resident \$126.

### PUBLIC APPLICANT

Public applicant, city resident \$0.

Public applicant, Non-resident \$50

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

**CLIENT:** Regularly comes to the senior center.

**RESIDENT:** Lives in the City of Tomah

**PUBLIC:** Refers to clubs/service organizations that deal with service and civic involvement for the community, such as scholarships, good deed projects, etc.

**NON-CLIENT:** Does not regularly come to senior center.

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

**PRIVATE:** Refers to farm organizations, industry, private parties or any other gatherings with the objective to make money not used for civic improvement.

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	<b>DEPARTMENT ADMINISTRATION</b> <b>SENIOR &amp; DISABLED</b> <b>SERVICES DEPARTMENT</b> <b>MONTHLY REPORT</b>	 <b>READY, SET... GOALS!</b>
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**09**

## **SENIOR & DISABLED SERVICES DEPARTMENT STAFF**

**GOAL(S):** A. To maintain an effective, positive employee team for the city's Senior & Disabled Services Department.

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

### **PROFESSIONAL ORGANIZATION INVOLVEMENT:**

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

### **MEETINGS:**

- Ongoing: Special Needs Committee meetings:  
1<sup>st</sup> Tuesday at 5:30pm every other month (starting in January) at the senior center.
- Ongoing: Senior & Disabled Services Board meetings:  
1<sup>st</sup> Tuesday at 6:30pm every other month (starting in January) at the senior center.
- Ongoing: Tomah's Great Holiday Shopping Hunt (TGHSH) meetings:  
2<sup>nd</sup> Monday at 4:30pm every other month (Feb.-April-June-August-October & if needed, Nov) at senior center.
- Ongoing: Staff Meetings for City Department Heads:  
2<sup>nd</sup> & 4<sup>th</sup> Mondays at 1:00pm &/or as scheduled, usually at city hall.
- Ongoing: Committee of the Whole Meeting, depending on what is on the agenda.  
Monday before 3<sup>rd</sup> Tuesday at 6:30pm at city hall.
- Ongoing: City Council Meeting to give Monthly Department Report:  
3<sup>rd</sup> Tuesdays at 6:30pm at city hall. (Written report due in Municode agenda on 2<sup>nd</sup> Tuesday).
- As Needed: Other city meetings, depending on if the senior center has a subject on the agenda.  
(IE: Budget meetings; Long Range Planning Committee; Etc.) as scheduled.

### **EDUCATIONAL OPPORTUNITIES:**


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

- Excel and power point learning in Feb. & March (ongoing), taught by Nick Morales.
- State of Wi. State Aging Advisory Council Meeting of 04-10-2025:  
Program: Reframing Aging & Disability by Helen Sampson, Public Policy Strategist, Bureau of Aging and Disability Resources.
- City Training on city budget, and computer systems for the financial processes of the city in March, April & May. To be in place by June 30.
- AAUW State Conference 4-25 & 26-2025:  
AAUW National & State Public Policy; Position & District meetings; Uncovering the Lost Histories of Women by author Lynda Drews; Everybody's Got something..." by Matt Glowski (to better understand & learn to have empathy & better support someone with disabilities); "My Journey in Holocaust Education" by Darryle Clott; Welcome to the Struggle by Amanda Florence Garcia Goodenough on justice, equity, decolonization, & interconnectedness [JEDI], hate/bias prevention & response, systems-change work, bystander intervention, generative conflict, social identity development, power & positivity, leadership, & healing

centered engagement.

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	<b>DEPARTMENT ADMINISTRATION</b> <b>SENIOR &amp; DISABLED SERVICES</b> <b>DEPARTMENT</b> <b>MONTHLY REPORT</b>	 <b>READY, SET... GOALS!</b>
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**09 SENIOR & DISABLED SERVICES DEPARTMENT STAFF, continued...**
**City of Tomah's SENIOR & DISABLED SERVICES BOARD**
**MISSION STATEMENT:**

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



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

**DATE: Meets 1<sup>st</sup> Tuesday every other month** (Jan.-Mar.-May-July-Sept.-Nov.)

**TIME: 6:30pm PLACE: Kupper-Ratsch Senior Center. Open Meeting –Public Welcome.**

**2025-2027 TERM**

Sandi Bloom, Citizen  
Susan Greeno, Citizen, SECRETARY  
Mitch Koel, Alderperson District 5  
Evelyn Noyes, Citizen

**2024-2026 TERM**

Paul Dwyer, Mayor  
Jenna Moser, Citizen  
Lauri Shumway, Citizen, VICE-CHAIRPERSON  
Shawn Zabinski, Alderperson District 4, CHAIRPERSON

NAME	City of Tomah's SENIOR & DISABLED SERVICES EMPLOYEES		
Pam Buchda	Senior & Disabled Services Director (SDSD)	FT: Salary 40 hours week	07-02-2018
Paulette Bolton	Senior & Disabled Services Aide (SDSA)	PT: Budget 20 hours week	07-13-2021
John Berry	Senior & Disabled Services Aide (SDSA)	PT: Budget 10 hours week	01-13-2025
<b>STAFF HISTORY:</b>			
<b>Senior &amp; Disabled Services Directors:</b> Maretta Budde 1999-2000. Delia Duncan 5-01-2000 to 05-31-2018.			
<b>Senior &amp; Disabled Services Aides:</b> Junior Noyes 02-10-2009 to 05-31-2018. Diane Behrens 10-02-2018 to 03-05-2021.			
<b>INTERN HISTORY:</b>			
Sistina Barr 08-16-2023 to 11-06-2021 APTIV Program. Thomas Hollis 10-25-2022 to 01-05-2023 APTIV Program. Brittany Phillips 12-09-2024 to 03-09-2025 APTIV Program.			
<p style="text-align: center;">If you have any questions, please feel free to contact me.</p> <p style="text-align: center;">Sincerely, <i>Pam Buchda</i>, Tomah's Senior &amp; Disabled Services Director</p>			

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MINUTES FOR COMMON COUNCIL MAY 20, 2025

**Call to Order, Pledge of Allegiance, Roll Call and Quorum Check**

A regular meeting of the Common Council was held at 819 Superior Ave. in the City Council Chambers. The meeting was called to order by Mayor Paul Dwyer at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: P. Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn (via Zoom), Mitchell Koel, Patrick Devine, Nellie Pater, and Dean Peterson. Also present: Penny Precour, Nick Morales, Nicole Jacobs, Justin Derhammer, Eric Pedersen, Tim Adler, Pam Buchda, Irma Keller, Brian Berquist, and Nikolas Dorava. The meeting was available via Zoom and was recorded by Hagen Sports Network. All motions are unanimously approved unless otherwise noted.

**Anyone Desiring to Appear Before the Council**

No one desired to appear before the council.

**Mayor’s Report**

Mayor Dwyer had none.

**Employee of the Month**

N. Morales addressed the council, informing them that Police Chief Eric Pedersen nominated city employee, Scott Donovan from Public Works as May Employee of the Month. The nomination was unanimously approved by the department heads. Morales said Mr. Donovan is an invaluable member of the staff and is always willing to take on tasks and projects with such a great attitude. Morales thanked Mr. Donovan for everything he has done on behalf of the city.

**Acceptance of Reports: Senior Executive Team, Economic Development and Zoning, Public Safety, Senior & Disabled Services, Library**

Motion by S. Zabinski, second by N. Pater, to accept the following reports:

- 1. Senior Executive Team
- 2. Economic Development and Zoning
- 3. Public Safety
- 4. Senior & Disabled Services
- 5. Library

T. Scholze asked additional questions regarding which positions throughout the city were currently open, which N. Morales clarified were Director of Public Works and Utilities, Payroll Clerk, and PT Deputy Clerk position. T. Scholze also pointed out a typo on the submitted inspection report. Motion carried.

**Consent Agenda**

Motion by T. Scholze, second by M. Koel, to remove the item regarding the Special Event Outdoor Cabaret License for JAC’s Steakhouse from the consent agenda. Motion carried.

Motion by T. Scholze, second by S. Zabinski, to approve the following consent agenda as amended: Motion carried.

- A. Approval of Minutes from April 15, 2025
- B. A temporary amendment to The Bank Bar’s “Class B” Liquor and Class “B” Beer Licenses
- C. Special Beer and Wine License Application by Tomah Youth Hockey Club for Tomah Youth Hockey “Ice Maker” Concert Fundraiser on June 14, 2025
- D. Approval: Monthly Bills
- E. Approval of Reimbursement for Façade Improvement Grant Program 2-2024
- F. Approval: Employee Handbook Revisions

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

Motion by T. Scholze, second by S. Zabinski to approve the Special Event Outdoor Cabaret License for JAC’s Steakhouse at 309 Superior Avenue for its 13 summer music events throughout May, June, July, August, and September of 2025. The Committee of the Whole recommended the Common Council approve the cabaret licenses with an amended end time of 10 p.m. and an end time of 12 a.m. for the 2-year anniversary party. T. Scholze amended his motion to include the amended end times, second by R. Yarrington. Motion carried.

**General:**

**Acceptance of Final Voting Tally Spring Election 2025**

Motion by S. Zabinski, second by D. Peterson, to accept the final voting tally for the 2025 Spring Election. Motion carried.

**Approval: Tomah Area School District Petition For Annexation**

Motion by S. Zabinski, second by N. Pater, to deny approval of the Tomah Area School District’s Petition for annexation. R. Yarrington mentioned that the school district had asked the council to table the decision regarding the annexation until the June council meeting. N. Pater mentioned that the school board had voted to rescind its offer to purchase the property it had originally been seeking annexation from the city for. N. Morales had not received notice from the school district to rescind its request for annexation. Motion failed with only two positive votes (Pater, Zabinski.)



Common Council – May 20, 2025

Motion by T. Scholze, second by M. Koel to table approval of the Tomah Area School District’s Petition for annexation until the June 2025 council meeting. Motion carried.

**Discussion: Gerke Excavating Right of First Refusal Proposal**

Motion by M. Koel, second by N. Pater to table discussion of Gerke Excavating Right of First Refusal Proposal for closed session later in the meeting. Motion carried.

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

Motion by Scholze, second by Yarrington, to adjourn to closed session under Wis Stat § 19.85(1) as listed on the agenda. Motion carried. Meeting adjourned to closed session at 6:47 p.m.

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

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

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

**Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**

Motion by J. Glynn, second by N. Pater, to reconvene to Open Session at 9:43 p.m. Motion carried

**Approval: Reinstatement of City Administrator Position Adjourn Meeting**

Motion by D. Peterson, second by N. Pater, to approve reinstatement of City Administrator Position. T. Scholze addressed the council members expressing his concern regarding whether or not the Ad Hoc Committee had done its due diligence in making a recommendation to council regarding the reinstatement of the city administrator position. T. Scholze was of the opinion that the Ad Hoc Committee was biased in its decision not to consider a city manager instead. Motion carried with one negative vote (Scholze.)

**Adjourn Meeting**

Motion by D. Peterson, second by N. Pater, to adjourn the meeting at 9:59 p.m. Motion carried.

\_\_\_\_\_  
Mayor Paul Dwyer

\_\_\_\_\_  
Attest: Nicole Jacobs, City Clerk



MINUTES FOR COMMON COUNCIL SPECIAL MEETING MAY 29, 2025

**Call to Order, Pledge of Allegiance, Roll Call**

A special meeting of the Common Council was held at 819 Superior Ave. in the City Council Chambers. The meeting was called to order by Mayor Paul Dwyer at 5:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: Paul Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn (via Zoom, left meeting at 6:43 p.m.), Mitchell Koel (via Zoom), Patrick Devine, Nellie Pater, and Dean Peterson. Also present: Penny Precour (via Zoom), Nick Morales, Brian Berquist (via Zoom), Nicole Jacobs, and Justin Derhammer. The meeting was available via Zoom. All motions are unanimously approved unless otherwise noted.

**Approval: Proposed Issuance of \$2,535,000 City of Tomah (the “City”) General Obligation Promissory Notes, Series 2025A (the “Securities”)**

Kayla Thorpe with Ehlers Public Finance Advisors presented a proposed issuance of \$2,535,000 general obligation promissory notes to fund 2025 Capital Projects and Purchases, which were approved by council in November 2024. Those projects and purchases include city hall IT equipment, fire equipment, police squads, parks upgrades, and street equipment. The debt service will be paid from ad valorem property taxes. The notes count against the city’s general obligation debt capacity limit of 5 percent of total city equalized valuation. Following the issuance, the city’s total general obligation debt principal outstanding will be approximately \$30,600,000, which is 56 percent of its limit. The remaining general obligation borrowing capacity will be approximately \$24,356,536. The notes are being issued for a term of 20 years. R. Yarrington asked questions regarding a 20-year term versus a 10-year term to save on interest. Ms. Thorpe explained to the council that a 10-year term would result in a significant tax increase when the goal would be to minimize tax increases to manage peaks and valleys in residents’ tax bills. Motion by J. Glynn, second by T. Scholze, to approve the proposed issuance of \$2,535,000 City of Tomah General Obligation Promissory Notes. Motion carried.

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

Motion by D. Peterson, second by R. Yarrington to waive the first verbatim reading of the ordinance amending various Sections of Chapter 2, Chapter 10, and Chapter 42 of the City of Tomah Code of Ordinances Effectuating Reinstatement of the City Administrator in lieu of Senior Executive Team. P. Precour explained to the council that the proposed amendments to the ordinance were changes that were made when the council voted to establish the Senior Executive Team. T. Scholze felt that the change should be read into the record for public transparency and that given the public’s interest in this particular change, he did not feel this was an appropriate time to waive first or second readings. Motion carried with one negative vote (Scholze.)

Motion by D. Peterson, second by N. Pater, to waive the second verbatim reading of the ordinance amending various Sections of Chapter 2, Chapter 10, and Chapter 42 of the City of Tomah Code of Ordinances Effectuating Reinstatement of the City Administrator in lieu of Senior Executive Team. Motion carried.

Motion by D. Peterson, second by N. Pater, to adopt the ordinance amending various Sections of Chapter 2, Chapter 10, and Chapter 42 of the City of Tomah Code of Ordinances Effectuating Reinstatement of the City Administrator in lieu of Senior Executive Team. Motion carried.

**Approval: City Administrator Job Description**

P. Precour explained to the council that the job description for the city administrator was modified to coincide with the changes made to the ordinance. Motion by D. Peterson second by N. Pater, to approve the city administrator job description with the revision of the revised and council approved dates. Motion carried.

**Adjourn to Closed session**

Motion by D. Peterson, second by N. Pater, to adjourn to closed session pursuant to Wis Stat § 19.85(1) as listed on the agenda. Motion carried. Meeting adjourned to closed session at 6:29 p.m.

**Considering employment, promotion, compensation or performance evaluation data of any public employee to discuss staffing and compensation for: Approval of contract terms for City Administrator.**

**Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for: Approval of negotiating terms for purchase of land.**

Respectfully submitted,

\_\_\_\_\_  
Nicole Jacobs, City Clerk

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Annual renewal of “Class A” Liquor, Class “A” Fermented Malt Beverage, “Class B” Liquor, Class “B” Fermented Malt Beverage, and “Class C” Wine Licenses.

**Summary and Background Information:**

(Appropriate Documentation Attached)

All liquor licenses in the City of Tomah will expire on June 30, 2025. The application packets for annual liquor license renewals were sent to current license holders in April 2025. The background checks for all license renewal applications that have been returned to the city clerk’s office (see attached list) have been reviewed and completed by the Tomah Police Department. All of the renewals will be for the license period July 1, 2025 to June 30, 2026.

**Fiscal Note:**

To date, the total revenue generated to the City of Tomah by the issuance of these licenses, which includes alcohol licenses, cabaret licenses, cigarette/tobacco licenses, amusement operated devices, and publication fees, is approximately \$22,477.

**Recommendation From:**

City Clerk

**Recommendation:**

It is requested that the Committee of the Whole recommend the Common Council approve the issuance of the alcohol license renewals for the license period of July 1, 2025 through June 30, 2026.

Respectfully submitted by:

Nicole Jacobs

Meeting Date: June 16 & 17, 2025

**CITY OF TOMAH**  
**APPLICATION FOR RENEWAL BEER AND/OR LIQUOR LICENSES**  
**FOR THE LICENSE PERIOD OF: 7/1/2025 – 6/30/2026**

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

1. Aldi Inc. Wisconsin DBA Aldi #52 at 1844 N. Superior Ave
2. Casey's Marketing Company DBA Casey's General Store #1933 at 313 N Superior Ave
3. Simran Corporation DBA Hwy 12 & 16 Citgo at 1030 E Clifton St
4. Wittig Travel Center Inc. DBA BP Tomah North at 311 Wittig Rd
5. Tomah Travel Center Inc. DBA Tomah Travel Center at 907 E McCoy Blvd
6. Kwik Trip, Inc. DBA Kwik Trip #484 at 124 W McCoy Blvd
7. Kwik Trip, Inc. DBA Kwik Trip #718 at 1504 Superior Avenue
8. Kwik Trip, Inc. DBA Kwik Trip #796 at 310 E McCoy Blvd
9. Tomah Food Mart, LLC DBA Tomah Mini Mart at 215 W. Clifton St.
10. Molter Family Markets LLC DBA Molter's Fresh Market at 701 E. Clifton St
11. Tomah Quick Stop & Spirit Shop LLC DBA Casey's Spirit Shop at 201 W. Veterans St.
12. Wal-Mart Stores East, LP DBA Walmart #965 at 222 W McCoy Blvd

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

1. Cancun Bay LTD DBA Cancun Bay Mexican Restaurant at 1422 Superior Ave
2. Tomchadah Inc. DBA The Break Room Sports. Bar & Grill at 1123 Superior Ave
3. Cantina 5 Sports Bar INC DBA Cantina 5 Sports Bar at 1119 Superior Ave
4. CJ Hospitality LLC DBA Red Roof Inn at 2005 N Superior Ave
5. James Frandsen DBA Franny's at 1115 Superior Ave
6. JAC'S DBA JAC's Steakhouse at 309 Superior Ave
7. Kelsey's LLC at 201 Superior Ave
8. JVM Investments LLC DBA Murray's on Main at 810 Superior Ave
9. C & H Foodservice Inc. DBA Perkins Family Restaurant / Mr. P's at 1015 E McCoy Blvd
10. Il Zones, LLC DBA Strike Zone & Pizones 208 & 210 Superior Ave
11. Henry Pierce, LLC DBA The Elbow Room Bar at 114 W Benton St
12. Brick Sip Haus, LLC DBA Brick Sip Haus at 800 Superior Ave
13. M&M Vending Amusements, LLC DBA The Bank Bar at 1015 Superior Ave
14. The Crow Bar, LLC. The Crow Bar at 1206 Superior Ave
15. T & J Hospitality LLC DBA Cran-Bear Pub at 319 Wittig Rd
16. T & J Hospitality LLC DBA Taphouse Twenty 201 Helen Walton Dr., Ste. 1

**The following have applied for a Class "B" Fermented Malt Beverage License in the City of Tomah:**

1. Stump Hospitality LLC DBA Hampton Inn at 219 Buan St
2. Hat Trick Hospitality LLC DBA Holiday Inn Express & Suites at 215 Buan St
3. Mandy's Café & Deli, LLC DBA Mandy's Café & Deli 201 Helen Walton Dr. Suite 5
4. Northfield Restaurant Corporation DBA Pizza Hut at 1821 N Superior Ave
5. Tomah Knights of Columbus Corporation at 202 E Juneau St
6. Area Community Theatre Inc. at 907 Kilbourn Ave
7. Lena's Cuisine DBA China Buffet at 115 W McCoy Blvd
8. Paula Caucutt DBA Natural Connection at 1012 Superior Ave

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

1. Area Community Theatre Inc. at 907 Kilbourn Ave
2. Paula Caucutt DBA Natural Connection at 1012 Superior Ave

Nicole Jacobs, City Clerk, Tomah, WI

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Temporary Class “B” Fermented Malt Beverage and Temporary “Class B” Wine License Application by the Tomah Lions Club

**Summary and Background Information:**

(Appropriate Documentation Attached)

Tomah Lions Club has applied for a Temporary Class “B” Fermented Malt Beverage and Temporary “Class B” Wine License to sell beverages during Squirreelfest being held in Winnebago Park, located at 1020 Brandon Street in Tomah on July 12, 2025.

**Fiscal Note:**

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

**Recommendation From:**

City Clerk

**Recommendation:**

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Temporary Class “B” and Temporary “Class B” Wine License to the Tomah Lions Club for Squirreelfest held on July 12, 2025 in Winnebago Park.

Respectfully submitted by:

Nicole Jacobs

Meeting Date: June 16 &17, 2025

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

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

FEE \$ 10.00 Application Date: 05/23/2025  
☐ Town ☐ Village ☒ City of Tomah County of Monroe

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

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

at the premises described below during a special event beginning 07/12/2025 and ending 07/12/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. Organization** (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Tomah Lion's Club

(b) Address P. O. Box 363, Tomah, WI 54660  
 (Street)

☐ Town ☐ Village ☒ City

(c) Date organized 05/21/1986

(d) If corporation, give date of incorporation \_\_\_\_\_

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

(f) Names and addresses of all officers:

President Adam Gigous, [REDACTED]

Vice President Tina Thompson, [REDACTED]

Secretary Julie Westpfahl, [REDACTED]

Treasurer Jeffery Cram, [REDACTED]

(g) Name and address of manager or person in charge of affair: David Stutzman, [REDACTED]

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

(a) Street number Winnebago Park, 1020 Brandon Street, Tomah

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

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

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

**3. Name of Event**

(a) List name of the event Squirreelfest

(b) Dates of event 07/12/2025

### DECLARATION

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

Officer

[Signature]  
 (Signature / Date)

Tomah Lions Club  
 (Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

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

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

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:	2025	\$494,731.74	Check #'s:	147010	147243
2. Payroll:		\$484,441.07	Dir Dep #'s:	9305975	9306327
3. Wire/ACH Transfers:		\$469,715.39			
4. Invoices:		\$23,390.86			
Total:		<u>\$1,472,279.06</u>			

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

June 16, 2025

CITY OF TOMAH

Check Register - Print Check Register - For Council Approval

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Check Issue Dates: 12/4/2020 - 6/10/2025

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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>147010</b>										
05/25	05/06/2025	147010	2410	ACE HARDWARE (AMBULANCE	630479	1	03-52300-3400	.00	17.99	17.99
Total 147010:								.00		17.99
<b>147011</b>										
05/25	05/06/2025	147011	2340	ACE HARDWARE (PARKS)	630362	1	01-55200-3500	.00	129.28	129.28
05/25	05/06/2025	147011	2340	ACE HARDWARE (PARKS)	630475	1	01-55200-3500	.00	19.99	19.99
05/25	05/06/2025	147011	2340	ACE HARDWARE (PARKS)	630711	1	01-55200-3400	.00	57.98	57.98
Total 147011:								.00		207.25
<b>147012</b>										
05/25	05/06/2025	147012	2352	ACE HARDWARE (POLICE)	#630501	1	01-52100-3550	.00	124.92	124.92
05/25	05/06/2025	147012	2352	ACE HARDWARE (POLICE)	#630544	1	01-52100-3550	.00	39.99	39.99
05/25	05/06/2025	147012	2352	ACE HARDWARE (POLICE)	#630597	1	01-52100-3550	.00	22.76	22.76
05/25	05/06/2025	147012	2352	ACE HARDWARE (POLICE)	#630685	1	01-52100-3550	.00	9.59	9.59
Total 147012:								.00		197.26
<b>147013</b>										
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	1	01-53311-3508	.00	49.58	49.58
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	2	01-51600-3500	.00	42.98	42.98
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	3	01-53311-3508	.00	167.94	167.94
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	4	01-51600-3500	.00	399.00	399.00
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	5	01-53311-3408	.00	40.98	40.98
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	6	01-53311-3508	.00	11.99	11.99
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	7	01-53311-3508	.00	13.98	13.98
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	8	01-53311-3508	.00	57.96	57.96
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	9	01-53311-3508	.00	4.00	4.00
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	10	01-51600-3500	.00	4.59	4.59
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	11	01-51600-3400	.00	29.58	29.58
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	12	01-53311-3508	.00	5.18	5.18
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	13	01-53311-3508	.00	4.59	4.59
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	14	01-53311-3408	.00	1.64	1.64
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	15	01-53311-3408	.00	12.17	12.17
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	16	01-53311-3508	.00	36.94	36.94
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	17	01-53311-3508	.00	28.76	28.76
05/25	05/06/2025	147013	11	ACE HARDWARE (PUBLIC WOR	630082	18	01-53311-3508	.00	12.99	12.99

M = Manual Check, V = Void Check



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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 147013:								.00		924.85
<b>147014</b>										
05/25	05/06/2025	147014	27	ALL AMERICAN DO-IT CENTER	74259/3	1	01-53311-3508	.00	90.97	90.97
Total 147014:								.00		90.97
<b>147015</b>										
05/25	05/06/2025	147015	2621	ALLIED COOPERATIVE	3214037	1	01-55401-3400	.00	193.00	193.00
Total 147015:								.00		193.00
<b>147016</b>										
05/25	05/06/2025	147016	34	ALLSTATE PETERBILT OF TOM	5203124512	1	01-53311-3512	.00	1,880.73	1,880.73
05/25	05/06/2025	147016	34	ALLSTATE PETERBILT OF TOM	5204237565	1	01-53311-3512	.00	189.72	189.72
Total 147016:								.00		2,070.45
<b>147017</b>										
05/25	05/06/2025	147017	2403	ASSOCIATED APPRAISAL CON	180198	1	01-51530-2100	.00	3,918.69	3,918.69
Total 147017:								.00		3,918.69
<b>147018</b>										
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	1	01-51600-2230	.00	36.52	36.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	2	01-53311-2230	.00	36.52	36.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	3	01-53311-2230	.00	32.52	32.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	5	01-52200-2230	.00	32.52	32.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	6	01-52200-2230	.00	8.02	8.02
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	7	01-53100-2230	.00	12.14	12.14
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	8	01-51415-2230	.00	36.52	36.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	9	01-51415-2230	.00	36.52	36.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	10	01-52400-2230	.00	41.52	41.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	11	01-52400-2230	.00	32.52	32.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	12	01-52400-2230	.00	36.52	36.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	14	01-55200-2230	.00	32.52	32.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	15	01-55200-2230	.00	32.52	32.52
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	16	01-15610	.00	497.52	497.52

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	17	01-15620	.00	146.27	146.27
05/25	05/06/2025	147018	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	18	01-53100-2230	.00	24.82	24.82
Total 147018:								.00		1,075.49
<b>147019</b>										
05/25	05/06/2025	147019	2343	AUTO VALUE TOMAH (PARKS)	522294403	1	01-55200-3500	.00	42.12	42.12
05/25	05/06/2025	147019	2343	AUTO VALUE TOMAH (PARKS)	522294458	1	01-55200-3500	.00	29.88	29.88
05/25	05/06/2025	147019	2343	AUTO VALUE TOMAH (PARKS)	522295334	1	01-55200-3400	.00	57.66	57.66
05/25	05/06/2025	147019	2343	AUTO VALUE TOMAH (PARKS)	522296037	1	01-55200-3400	.00	18.99	18.99
Total 147019:								.00		148.65
<b>147020</b>										
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	1	01-53311-3512	.00	4.85	4.85
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	2	01-53311-3512	.00	25.98	25.98
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	3	01-53311-3408	.00	17.34	17.34
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	4	01-53311-3512	.00	8.49	8.49
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	5	01-53311-3512	.00	21.54	21.54
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	6	01-53311-3512	.00	4.85	4.85
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	7	01-53311-3512	.00	28.54	28.54
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	8	01-53311-3408	.00	195.98	195.98
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	9	01-53311-3512	.00	7.59	7.59
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	10	01-53311-3408	.00	8.49	8.49
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	11	01-53311-3512	.00	32.35	32.35
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	12	01-53311-3512	.00	13.91	13.91
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	13	01-53311-3512	.00	59.99	59.99
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	14	01-53311-3512	.00	72.85	72.85
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	15	01-53311-3512	.00	14.51	14.51
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	16	01-53311-3512	.00	16.99	16.99
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	17	01-53311-3408	.00	19.99	19.99
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	18	01-53311-3512	.00	25.99	25.99
05/25	05/06/2025	147020	2341	AUTO VALUE TOMAH (STREET)	522293927	19	01-53311-3512	.00	4.49	4.49
Total 147020:								.00		584.72
<b>147021</b>										
05/25	05/06/2025	147021	1145	AXON ENTERPRISE INC	#INUS34069	1	01-52100-3350	.00	895.00	895.00

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CITY OF TOMAH

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Total 147021:								.00		895.00
<b>147022</b>										
05/25	05/06/2025	147022	65	B&B FENCE CO	1515	1	08-57621-8100	.00	7,558.00	7,558.00
Total 147022:								.00		7,558.00
<b>147023</b>										
05/25	05/06/2025	147023	76	BAYCOM INC	#EQUIPINV_	1	01-57210-8300	.00	1,085.00	1,085.00
Total 147023:								.00		1,085.00
<b>147024</b>										
05/25	05/06/2025	147024	96	BOUND TREE MEDICAL LLC	85732361	1	03-52300-3402	.00	117.72	117.72
05/25	05/06/2025	147024	96	BOUND TREE MEDICAL LLC	85734234	1	03-52300-3402	.00	1,139.39	1,139.39
05/25	05/06/2025	147024	96	BOUND TREE MEDICAL LLC	85736157	1	03-52300-3402	.00	550.00	550.00
05/25	05/06/2025	147024	96	BOUND TREE MEDICAL LLC	85744247	1	03-52300-3402	.00	515.98	515.98
05/25	05/06/2025	147024	96	BOUND TREE MEDICAL LLC	85745893	1	03-52300-3402	.00	1,166.25	1,166.25
Total 147024:								.00		3,489.34
<b>147025</b>										
05/25	05/06/2025	147025	2365	Brightspeed	301313476 0	1	01-53510-2230	.00	69.14	69.14
05/25	05/06/2025	147025	2365	Brightspeed	301313478 0	1	01-55402-2230	.00	189.27	189.27
05/25	05/06/2025	147025	2365	Brightspeed	4-12-25 ACC	1	01-52100-2230	.00	35.00	35.00
Total 147025:								.00		293.41
<b>147026</b>										
05/25	05/06/2025	147026	1450	BUCHDA, PAMELA	PEGBOARD	1	12-55500-3500	.00	75.83	75.83
Total 147026:								.00		75.83
<b>147027</b>										
05/25	05/06/2025	147027	2287	CANON FINANCIAL SERVICES I	40277289	1	01-51420-2900	.00	49.86	49.86
Total 147027:								.00		49.86

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<b>147028</b>										
05/25	05/06/2025	147028	29	CULLIGAN	588-1001809	1	01-55402-3400	.00	13.55	13.55
05/25	05/06/2025	147028	29	CULLIGAN	588-1004727	1	01-55200-3400	.00	29.45	29.45
Total 147028:								.00		43.00
<b>147029</b>										
05/25	05/06/2025	147029	1777	DELTA DENTAL	2338003.233	1	01-21597	.00	1,872.82	1,872.82
Total 147029:								.00		1,872.82
<b>147030</b>										
05/25	05/06/2025	147030	220	EO JOHNSON CO	#INV174134	1	01-52100-2900	.00	171.55	171.55
Total 147030:								.00		171.55
<b>147031</b>										
05/25	05/06/2025	147031	1882	FABICK CAT	PILC0115931	1	01-53311-3502	.00	98.03	98.03
Total 147031:								.00		98.03
<b>147032</b>										
05/25	05/06/2025	147032	250	FIRELINE SPRINKLER CORPOR	2694	1	01-55401-3500	.00	750.00	750.00
05/25	05/06/2025	147032	250	FIRELINE SPRINKLER CORPOR	2694	2	08-57621-8300	.00	1,220.00	1,220.00
05/25	05/06/2025	147032	250	FIRELINE SPRINKLER CORPOR	2694	3	08-57621-8300	.00	1,355.00	1,355.00
Total 147032:								.00		3,325.00
<b>147033</b>										
05/25	05/06/2025	147033	255	FIRST SUPPLY LLC-LA CROSSE	3740209-00	1	01-55200-3500	.00	9.75	9.75
Total 147033:								.00		9.75
<b>147034</b>										
05/25	05/06/2025	147034	299	HAGEN SPORTS NETWORK	MAY 2025	1	01-51100-3200	.00	375.00	375.00
Total 147034:								.00		375.00

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<b>147035</b>										
05/25	05/06/2025	147035	312	HILLYARD/HUTCHINSON	605771765	1	01-55200-3400	.00	340.83	340.83
05/25	05/06/2025	147035	312	HILLYARD/HUTCHINSON	605771765	2	01-55200-3400	.00	62.40	62.40
Total 147035:								.00		403.23
<b>147036</b>										
05/25	05/06/2025	147036	317	HOLIDAY WHOLESale	1999910	1	01-51600-3400	.00	105.10	105.10
Total 147036:								.00		105.10
<b>147037</b>										
05/25	05/06/2025	147037	2677	JOHN FABICK TRACTOR COMP	PILC0115805	1	01-53311-3502	.00	377.29	377.29
05/25	05/06/2025	147037	2677	JOHN FABICK TRACTOR COMP	PILC0115806	1	01-53311-3502	.00	62.08	62.08
Total 147037:								.00		439.37
<b>147038</b>										
05/25	05/06/2025	147038	354	JOHN SHUCK PLUMBING & REP	14828	1	01-55200-3500	.00	165.05	165.05
Total 147038:								.00		165.05
<b>147039</b>										
05/25	05/06/2025	147039	375	KWIK TRIP CREDIT DEPT	5975440.600	1	01-55200-3400	.00	255.40	255.40
Total 147039:								.00		255.40
<b>147040</b>										
05/25	05/06/2025	147040	396	LEXISNEXIS RISK DATA MANAG	#1100126243	1	01-52100-2900	.00	203.00	203.00
Total 147040:								.00		203.00
<b>147041</b>										
05/25	05/06/2025	147041	1391	LOFFLER COMPANIES	5008399	1	01-51420-2900	.00	363.80	363.80
Total 147041:								.00		363.80
<b>147042</b>										
05/25	05/06/2025	147042	2328	LYNXX NETWORKS	1108900	1	01-53311-2230	.00	123.66	123.66

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05/25	05/06/2025	147042	2328	LYNXX NETWORKS	631700 05.2	1	01-53510-2240	.00	100.51	100.51
05/25	05/06/2025	147042	2328	LYNXX NETWORKS	721400 05.2	1	01-55401-3400	.00	176.17	176.17
05/25	05/06/2025	147042	2328	LYNXX NETWORKS	721400 05.2	2	01-55200-2230	.00	167.34	167.34
05/25	05/06/2025	147042	2328	LYNXX NETWORKS	802300 05.2	1	03-52300-2230	.00	691.65	691.65
05/25	05/06/2025	147042	2328	LYNXX NETWORKS	809500	1	01-53311-2230	.00	185.10	185.10
Total 147042:								.00	1,444.43	
<b>147043</b>										
05/25	05/06/2025	147043	1757	MACQUEEN EQUIPMENT LLC	P47706	1	08-57220-8300	.00	55,805.44	55,805.44
Total 147043:								.00	55,805.44	
<b>147044</b>										
05/25	05/06/2025	147044	1987	MARC	0847275-IN	1	01-53620-3400	.00	578.36	578.36
Total 147044:								.00	578.36	
<b>147045</b>										
05/25	05/06/2025	147045	2124	MEDLINE INDUSTRIES, INC.	2368727574	1	03-52300-3402	.00	407.22	407.22
Total 147045:								.00	407.22	
<b>147046</b>										
05/25	05/06/2025	147046	438	MILESTONE MATERIALS	3500463325	1	01-53311-3406	.00	84.40	84.40
Total 147046:								.00	84.40	
<b>147047</b>										
05/25	05/06/2025	147047	442	MISSISSIPPI WELDERS SUPPL	1898104	1	03-52300-3400	.00	12.60	12.60
05/25	05/06/2025	147047	442	MISSISSIPPI WELDERS SUPPL	523646	1	03-52300-3400	.00	75.38	75.38
05/25	05/06/2025	147047	442	MISSISSIPPI WELDERS SUPPL	523671	1	03-52300-3400	.00	130.06	130.06
Total 147047:								.00	218.04	
<b>147048</b>										
05/25	05/06/2025	147048	447	MONROE CO CLERK OF COUR	WARRANT#	1	01-23300	.00	100.00	100.00

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Total 147048:								.00		100.00
<b>147049</b>										
05/25	05/06/2025	147049	2122	MORGAN SCHARLAU	042425	1	03-52300-3350	.00	43.47	43.47
05/25	05/06/2025	147049	2122	MORGAN SCHARLAU	042925	1	01-52200-3400	.00	140.00	140.00
Total 147049:								.00		183.47
<b>147050</b>										
05/25	05/06/2025	147050	507	OVERHEAD DOOR COMPANY	161906	1	08-57621-8300	.00	2,422.40	2,422.40
Total 147050:								.00		2,422.40
<b>147051</b>										
05/25	05/06/2025	147051	2620	PERFORMANCE HEATING & CO	1539	1	01-55200-3500	.00	202.00	202.00
Total 147051:								.00		202.00
<b>147052</b>										
05/25	05/06/2025	147052	538	QUILL CORPORATION	43698391	1	03-52300-3400	.00	74.55	74.55
05/25	05/06/2025	147052	538	QUILL CORPORATION	43756697	1	03-52300-3400	.00	165.98	165.98
Total 147052:								.00		240.53
<b>147053</b>										
05/25	05/06/2025	147053	1712	REGISTER IN PROBATE	FILING FEE	1	03-52300-2100	.00	3.00	3.00
Total 147053:								.00		3.00
<b>147054</b>										
05/25	05/06/2025	147054	550	REINDERS INC	6067299-00	1	01-55200-3500	.00	86.43	86.43
Total 147054:								.00		86.43
<b>147055</b>										
05/25	05/06/2025	147055	555	RICK'S CERTIFIED AUTO OF TO	83164	1	01-55200-3500	.00	5.90	5.90

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Total 147055:								.00		5.90
<b>147056</b>										
05/25	05/06/2025	147056	2008	STANARD & ASSOCIATES, INC	#sa00000602	1	01-52100-2100	.00	255.00	255.00
Total 147056:								.00		255.00
<b>147057</b>										
05/25	05/06/2025	147057	2696	TERMINIX WIL-KIL	76120203	1	01-55200-3500	.00	67.38	67.38
Total 147057:								.00		67.38
<b>147058</b>										
05/25	05/06/2025	147058	653	TOMAH SEWER UTILITY	AMAZON.20	1	01-53311-3500	.00	14.99	14.99
05/25	05/06/2025	147058	653	TOMAH SEWER UTILITY	DRUG & AL	1	01-53311-2900	.00	268.80	268.80
Total 147058:								.00		283.79
<b>147059</b>										
05/25	05/06/2025	147059	672	TRI-STATE BUSINESS MACHINE	626724	1	01-51200-2900	.00	25.00	25.00
Total 147059:								.00		25.00
<b>147060</b>										
05/25	05/06/2025	147060	1828	UNITED HEALTHCARE	BILL#41351	1	03-13100	.00	1,250.07	1,250.07
Total 147060:								.00		1,250.07
<b>147061</b>										
05/25	05/06/2025	147061	698	VAN NORMAN SUPPLY CO INC	33160	1	02-56910-3500	.00	156.00	156.00
Total 147061:								.00		156.00
<b>147062</b>										
05/25	05/06/2025	147062	2315	VANDEWALLE & ASSOCIATES	202504049	1	06-56700-2100	.00	1,521.36	1,521.36
Total 147062:								.00		1,521.36

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<b>147103</b>										
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	1751.00 05.2	1	01-55200-2220	.00	54.49	54.49
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	1917.05 05.2	1	01-55200-2220	.00	8.56	8.56
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2049.01 05.2	1	01-55200-2220	.00	35.94	35.94
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2050.00 05.2	1	01-53311-2220	.00	118.45	118.45
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2064.00 05.2	1	01-55200-2220	.00	135.17	135.17
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2067.00 05.2	1	01-51600-2220	.00	229.37	229.37
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2189.00 05.2	1	10-55110-2220	.00	152.11	152.11
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2196.01 05.2	1	01-55200-2220	.00	65.15	65.15
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2263.01 05.2	1	01-53311-2220	.00	54.49	54.49
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2289.00 05.2	1	01-55200-2220	.00	90.43	90.43
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2289.01 05.2	1	01-55200-2220	.00	43.83	43.83
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2541.00 05.2	1	01-53311-2220	.00	22.60	22.60
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2547.00 05.2	1	01-55200-2220	.00	25.28	25.28
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2901.02 05.2	1	01-53510-2220	.00	35.94	35.94
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2943.01 05.2	1	01-55200-2220	.00	120.51-	120.51-
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	2967.00 05.2	1	01-55401-2220	.00	42.64-	42.64-
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3114.00 05.2	1	01-55200-2220	.00	64.90	64.90
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3255.00 05.2	1	01-55401-2220	.00	1,093.87	1,093.87
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3304.00 05.2	1	01-55402-2220	.00	313.46	313.46
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3353.00 05.2	1	01-55200-2220	.00	25.28	25.28
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3439.00 05.2	1	01-55401-2220	.00	367.99	367.99
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3521.00 05.2	1	01-55402-2220	.00	67.75	67.75
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	3582.00 05.2	1	01-55200-2220	.00	43.83	43.83
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	360201.00 0	1	01-55200-2220	.00	79.77	79.77
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	5403.01 05.2	1	12-55500-2220	.00	99.90	99.90
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	67101.01 05.	1	12-55500-2220	.00	35.94	35.94
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	809.05 05.25	1	01-55200-2220	.00	43.83	43.83
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	854.00 05.25	1	01-55200-2220	.00	81.60	81.60
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	854.01 05.25	1	01-53311-2220	.00	22.60	22.60
05/25	05/27/2025	147103	658	TOMAH WATER & SEWER UTILI	967.01 05.25	1	01-53311-2220	.00	25.28	25.28
Total 147103:								.00	3,274.66	
<b>147104</b>										
05/25	05/29/2025	147104	2776	Virgil Schmitz	05172025	1	03-52300-3400	.00	518.00	518.00
Total 147104:								.00	518.00	

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<b>147105</b>										
05/25	05/29/2025	147105	2131	3RT NETWORKS	COT-HAAS-L	1	10-55111-2900	.00	1,816.25	1,816.25
05/25	05/29/2025	147105	2131	3RT NETWORKS	CW37357	1	01-51450-2900	.00	959.74	959.74
05/25	05/29/2025	147105	2131	3RT NETWORKS	CW37378	1	10-55111-3100	.00	900.00	900.00
05/25	05/29/2025	147105	2131	3RT NETWORKS	CW37406	1	01-51450-2900	.00	4,713.75	4,713.75
05/25	05/29/2025	147105	2131	3RT NETWORKS	CW37407	1	10-55111-3100	.00	1,816.25	1,816.25
Total 147105:								.00		10,205.99
<b>147106</b>										
05/25	05/29/2025	147106	2602	ABBY VANS INC.	23115	1	11-53520-3400	.00	95,156.29	95,156.29
05/25	05/29/2025	147106	2602	ABBY VANS INC.	23115	2	11-46350	.00	20,918.50-	20,918.50-
Total 147106:								.00		74,237.79
<b>147107</b>										
05/25	05/29/2025	147107	2346	ACE HARDWARE (FIRE)	631277	1	01-52200-3400	.00	139.99	139.99
Total 147107:								.00		139.99
<b>147108</b>										
05/25	05/29/2025	147108	2340	ACE HARDWARE (PARKS)	630766	1	01-55200-3500	.00	100.86	100.86
05/25	05/29/2025	147108	2340	ACE HARDWARE (PARKS)	630858	1	01-55200-3400	.00	87.97	87.97
05/25	05/29/2025	147108	2340	ACE HARDWARE (PARKS)	631063	1	01-55200-3500	.00	8.97	8.97
Total 147108:								.00		197.80
<b>147109</b>										
05/25	05/29/2025	147109	2352	ACE HARDWARE (POLICE)	#631196	1	01-52100-3550	.00	66.16	66.16
Total 147109:								.00		66.16
<b>147110</b>										
05/25	05/29/2025	147110	2339	ACE HARDWARE (SENIOR)	630890	1	12-55500-3500	.00	2.20	2.20
Total 147110:								.00		2.20
<b>147111</b>										
05/25	05/29/2025	147111	2428	ACE HARDWARE PUBLIC LIBRA	630163	1	10-55110-3100	.00	12.58	12.58

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05/25	05/29/2025	147111	2428	ACE HARDWARE PUBLIC LIBRA	630348	1	10-55110-3100	.00	54.88	54.88
Total 147111:								.00		67.46
<b>147112</b>										
05/25	05/29/2025	147112	19	ADVERTISING CONCEPT LLC	96536	1	01-55300-3400	.00	165.00	165.00
05/25	05/29/2025	147112	19	ADVERTISING CONCEPT LLC	96600	1	01-55300-3400	.00	168.50	168.50
Total 147112:								.00		333.50
<b>147113</b>										
05/25	05/29/2025	147113	24	AIRGAS USA LLC	5515764812	1	01-53311-2900	.00	179.40	179.40
Total 147113:								.00		179.40
<b>147114</b>										
05/25	05/29/2025	147114	27	ALL AMERICAN DO-IT CENTER	615188/3	1	01-53311-3508	.00	1,989.00	1,989.00
Total 147114:								.00		1,989.00
<b>147115</b>										
05/25	05/29/2025	147115	2621	ALLIED COOPERATIVE	3214109	1	01-53311-2900	.00	76.50	76.50
05/25	05/29/2025	147115	2621	ALLIED COOPERATIVE	3214174	1	01-53311-2900	.00	72.00	72.00
05/25	05/29/2025	147115	2621	ALLIED COOPERATIVE	3214254	1	01-53311-2900	.00	19.80	19.80
05/25	05/29/2025	147115	2621	ALLIED COOPERATIVE	3214397	1	01-53311-2900	.00	90.00	90.00
05/25	05/29/2025	147115	2621	ALLIED COOPERATIVE	3214466	1	01-53311-2900	.00	111.48	111.48
05/25	05/29/2025	147115	2621	ALLIED COOPERATIVE	3214628	1	01-53311-2900	.00	41.28	41.28
Total 147115:								.00		411.06
<b>147116</b>										
05/25	05/29/2025	147116	2344	AUTO VALUE TOMAH (FIRE)	522297827	1	01-55200-3500	.00	17.79	17.79
05/25	05/29/2025	147116	2344	AUTO VALUE TOMAH (FIRE)	522298064	1	01-52200-3500	.00	28.63	28.63
05/25	05/29/2025	147116	2344	AUTO VALUE TOMAH (FIRE)	522298096	1	01-52200-3500	.00	87.99	87.99
Total 147116:								.00		134.41
<b>147117</b>										
05/25	05/29/2025	147117	2343	AUTO VALUE TOMAH (PARKS)	522297075	1	01-55200-3500	.00	399.69	399.69

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05/25	05/29/2025	147117	2343	AUTO VALUE TOMAH (PARKS)	522297077	1	01-55200-3500	.00	52.90	52.90
05/25	05/29/2025	147117	2343	AUTO VALUE TOMAH (PARKS)	522297815	1	01-55200-3500	.00	33.96	33.96
Total 147117:								.00	486.55	
<b>147118</b>										
05/25	05/29/2025	147118	65	B&B FENCE CO	1553	1	08-57621-8300	.00	2,555.00	2,555.00
Total 147118:								.00	2,555.00	
<b>147119</b>										
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2038978337	1	10-55110-3420	.00	244.73	244.73
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2038981745	1	10-55110-3420	.00	11.04	11.04
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2038981745	2	10-55110-3460	.00	202.42	202.42
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2038987562	1	10-55110-3420	.00	40.83	40.83
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2038987562	2	10-55110-3460	.00	73.32	73.32
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2039012671	1	10-55110-3420	.00	127.97	127.97
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2039012671	2	10-55110-3460	.00	131.77	131.77
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2039027670	1	10-55110-3420	.00	234.05	234.05
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2039027670	2	10-55110-3460	.00	91.31	91.31
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2039037443	1	10-55110-3420	.00	25.48	25.48
05/25	05/29/2025	147119	69	BAKER & TAYLOR LLC	2039037443	2	10-55110-3460	.00	89.00	89.00
Total 147119:								.00	1,271.92	
<b>147120</b>										
05/25	05/29/2025	147120	1210	BELCO VEHICLE SOLUTIONS L	#10377	1	08-57210-8400	.00	9,517.16	9,517.16
Total 147120:								.00	9,517.16	
<b>147121</b>										
05/25	05/29/2025	147121	84	BEST KEPT PORTABLES LLC	I17965	1	01-55200-3400	.00	420.00	420.00
05/25	05/29/2025	147121	84	BEST KEPT PORTABLES LLC	I18653	1	01-55300-3400	.00	420.00	420.00
Total 147121:								.00	840.00	
<b>147122</b>										
05/25	05/29/2025	147122	2601	BICYCLING	MAGAZINE	1	10-55110-3420	.00	21.99	21.99

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Total 147122:								.00		21.99
<b>147123</b>										
05/25	05/29/2025	147123	96	BOUND TREE MEDICAL LLC	85752383	1	03-52300-3402	.00	220.26	220.26
05/25	05/29/2025	147123	96	BOUND TREE MEDICAL LLC	85769989	1	03-52300-3402	.00	66.99	66.99
05/25	05/29/2025	147123	96	BOUND TREE MEDICAL LLC	85771686	1	03-52300-3402	.00	545.98	545.98
05/25	05/29/2025	147123	96	BOUND TREE MEDICAL LLC	85771687	1	03-52300-3402	.00	4,574.79	4,574.79
05/25	05/29/2025	147123	96	BOUND TREE MEDICAL LLC	85773231	1	03-52300-3402	.00	330.96	330.96
05/25	05/29/2025	147123	96	BOUND TREE MEDICAL LLC	85774536	1	03-52300-3402	.00	227.47	227.47
Total 147123:								.00		5,966.45
<b>147124</b>										
05/25	05/29/2025	147124	2365	Brightspeed	ACCT 30131	1	01-52100-2230	.00	45.00	45.00
Total 147124:								.00		45.00
<b>147125</b>										
05/25	05/29/2025	147125	2733	BROWNIES REPAIR LLC	MITSUBISHI	1	01-53311-3502	.00	558.70	558.70
Total 147125:								.00		558.70
<b>147126</b>										
05/25	05/29/2025	147126	2287	CANON FINANCIAL SERVICES I	40966580	1	03-52300-2900	.00	89.27	89.27
Total 147126:								.00		89.27
<b>147127</b>										
05/25	05/29/2025	147127	2779	CARISA FIGLMILLER	REIMBURSE	1	01-46721	.00	250.00	250.00
Total 147127:								.00		250.00
<b>147128</b>										
05/25	05/29/2025	147128	2563	CHARTER COMMUNICATIONS	1715396010	1	12-55500-2240	.00	433.98	433.98
Total 147128:								.00		433.98

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<b>147129</b>										
05/25	05/29/2025	147129	2302	CINTAS CORPORATION	5267810304	1	01-55200-3400	.00	107.18	107.18
05/25	05/29/2025	147129	2302	CINTAS CORPORATION	5267810307	1	01-53311-2900	.00	200.82	200.82
Total 147129:								.00		308.00
<b>147130</b>										
05/25	05/29/2025	147130	2301	CIVICPLUS	334873	1	01-51450-2900	.00	1,219.15	1,219.15
Total 147130:								.00		1,219.15
<b>147131</b>										
05/25	05/29/2025	147131	2054	CLIFTON LARSON ALLEN LLP	L251259595	1	01-51540-2100	.00	10,898.05	10,898.05
05/25	05/29/2025	147131	2054	CLIFTON LARSON ALLEN LLP	L251259595	2	01-15620	.00	2,220.55	2,220.55
05/25	05/29/2025	147131	2054	CLIFTON LARSON ALLEN LLP	L251259595	3	01-15610	.00	3,393.90	3,393.90
Total 147131:								.00		16,512.50
<b>147132</b>										
05/25	05/29/2025	147132	2364	Column Software PBC	APRIL MONT	1	01-51440-3200	.00	862.63	862.63
05/25	05/29/2025	147132	2364	Column Software PBC	APRIL MONT	2	01-51420-3200	.00	533.01	533.01
05/25	05/29/2025	147132	2364	Column Software PBC	APRIL MONT	3	01-51100-3200	.00	174.39	174.39
05/25	05/29/2025	147132	2364	Column Software PBC	B896C40C-0	1	02-56910-3500	.00	87.16	87.16
Total 147132:								.00		1,657.19
<b>147133</b>										
05/25	05/29/2025	147133	436	CONSOLIDATED ENERGY COM	119 05.25	1	01-55200-3400	.00	310.33	310.33
Total 147133:								.00		310.33
<b>147134</b>										
05/25	05/29/2025	147134	29	CULLIGAN	588-1001809	1	01-55402-3400	.00	63.85	63.85
05/25	05/29/2025	147134	29	CULLIGAN	588-1004727	1	01-55200-3400	.00	80.40	80.40
05/25	05/29/2025	147134	29	CULLIGAN	CULLIGAN B	1	01-51600-3400	.00	21.00	21.00
Total 147134:								.00		165.25

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<b>147135</b>										
05/25	05/29/2025	147135	191	DEMCO INC	7637757	1	10-55110-3100	.00	541.24	541.24
Total 147135:								.00		541.24
<b>147136</b>										
05/25	05/29/2025	147136	197	DG COMPUTER SERVICE	1850	1	01-55200-3500	.00	1,420.40	1,420.40
Total 147136:								.00		1,420.40
<b>147137</b>										
05/25	05/29/2025	147137	1280	DIRECTV	013901916X	1	01-55401-3400	.00	61.49	61.49
Total 147137:								.00		61.49
<b>147138</b>										
05/25	05/29/2025	147138	2536	EAGLE ENGRAVING INC.	2025-4084	1	01-52200-3400	.00	17.50	17.50
Total 147138:								.00		17.50
<b>147139</b>										
05/25	05/29/2025	147139	211	ELM USA INC	74500	1	10-55111-3100	.00	47.45	47.45
Total 147139:								.00		47.45
<b>147140</b>										
05/25	05/29/2025	147140	2673	EMERGENCY COMMUNICATIO	4494	1	01-52900-2900	.00	4,063.75	4,063.75
Total 147140:								.00		4,063.75
<b>147141</b>										
05/25	05/29/2025	147141	220	EO JOHNSON CO	INV1744058	1	12-55500-2900	.00	2,443.58	2,443.58
05/25	05/29/2025	147141	220	EO JOHNSON CO	INV1747201	1	10-55110-2900	.00	125.29	125.29
Total 147141:								.00		2,568.87
<b>147142</b>										
05/25	05/29/2025	147142	226	EVEREST EMERGENCY VEHICL	P07901	1	03-52300-3500	.00	154.78	154.78

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Total 147142:								.00		154.78
<b>147143</b>										
05/25	05/29/2025	147143	2114	FISTA, INC	19396	1	01-53311-3350	.00	1,400.00	1,400.00
Total 147143:								.00		1,400.00
<b>147144</b>										
05/25	05/29/2025	147144	1254	GENERAL ENGINEERING COMP	I41-286 (Insp	1	01-52400-2100	.00	16,314.24	16,314.24
Total 147144:								.00		16,314.24
<b>147145</b>										
05/25	05/29/2025	147145	275	GHD SERVICES INC	340-0147268	1	01-53630-2100	.00	2,050.48	2,050.48
Total 147145:								.00		2,050.48
<b>147146</b>										
05/25	05/29/2025	147146	634	GREATER TOMAH AREA CHAM	MARCH 202	1	16-21101	.00	31,558.54	31,558.54
Total 147146:								.00		31,558.54
<b>147147</b>										
05/25	05/29/2025	147147	2549	H.W. WILSON	978-1-63700-	1	10-55110-3420	.00	278.00	278.00
Total 147147:								.00		278.00
<b>147148</b>										
05/25	05/29/2025	147148	2538	HEATHER MINOR	034809	1	10-55110-2900	.00	752.00	752.00
Total 147148:								.00		752.00
<b>147149</b>										
05/25	05/29/2025	147149	2631	IMPERIAL DADE	4347311	1	10-55110-3100	.00	77.97	77.97
Total 147149:								.00		77.97

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<b>147150</b>										
05/25	05/29/2025	147150	354	JOHN SHUCK PLUMBING & REP	14935	1	01-55401-3500	.00	649.53	649.53
Total 147150:								.00		649.53
<b>147151</b>										
05/25	05/29/2025	147151	2373	Kathleen M. Roberts	05302025 M	1	12-55500-3410	.00	150.00	150.00
Total 147151:								.00		150.00
<b>147152</b>										
05/25	05/29/2025	147152	375	KWIK TRIP CREDIT DEPT	APRIL 2025	1	01-55200-3400	.00	385.96	385.96
05/25	05/29/2025	147152	375	KWIK TRIP CREDIT DEPT	APRIL BILLI	1	01-53311-3401	.00	4,871.91	4,871.91
Total 147152:								.00		5,257.87
<b>147153</b>										
05/25	05/29/2025	147153	396	LEXISNEXIS RISK DATA MANAG	#1100140882	1	01-52100-2900	.00	206.00	206.00
Total 147153:								.00		206.00
<b>147154</b>										
05/25	05/29/2025	147154	1557	LEXISNEXIS RISK DATA MANAG	1100139797	1	01-51520-2900	.00	200.00	200.00
Total 147154:								.00		200.00
<b>147155</b>										
05/25	05/29/2025	147155	2328	LYNXX NETWORKS	APRIL 2025	1	12-55500-2230	.00	160.29	160.29
05/25	05/29/2025	147155	2328	LYNXX NETWORKS	B004NP	1	10-55110-2230	.00	122.04	122.04
05/25	05/29/2025	147155	2328	LYNXX NETWORKS	B004NP	2	10-55110-2900	.00	79.95	79.95
Total 147155:								.00		362.28
<b>147156</b>										
05/25	05/29/2025	147156	1757	MACQUEEN EQUIPMENT LLC	P49033	1	01-52200-3400	.00	734.32	734.32
Total 147156:								.00		734.32

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<b>147157</b>										
05/25	05/29/2025	147157	2780	MICHAEL VOLPE OR COURTNE	REIMBURSE	1	01-24412	.00	111.89	111.89
Total 147157:								.00		111.89
<b>147158</b>										
05/25	05/29/2025	147158	440	MINNESOTA LIFE INSURANCE	JUNE 2025	1	01-21530	.00	2,554.60	2,554.60
Total 147158:								.00		2,554.60
<b>147159</b>										
05/25	05/29/2025	147159	444	MODERN DISPOSAL SYSTEMS	500,183052	1	01-55401-3400	.00	759.00	759.00
05/25	05/29/2025	147159	444	MODERN DISPOSAL SYSTEMS	500,184374	1	01-53635-2900	.00	5,834.27	5,834.27
Total 147159:								.00		6,593.27
<b>147160</b>										
05/25	05/29/2025	147160	446	MONROE CO CLERK	234-2025	1	01-51440-1130	.00	724.63	724.63
Total 147160:								.00		724.63
<b>147161</b>										
05/25	05/29/2025	147161	447	MONROE CO CLERK OF COUR	WARRANT #	1	01-23300	.00	100.00	100.00
Total 147161:								.00		100.00
<b>147162</b>										
05/25	05/29/2025	147162	461	MONROE CO SOLID WASTE	1395	1	08-57621-8300	.00	1,000.00	1,000.00
05/25	05/29/2025	147162	461	MONROE CO SOLID WASTE	1395 5.25	1	01-53630-5300	.00	15,561.84	15,561.84
Total 147162:								.00		16,561.84
<b>147163</b>										
05/25	05/29/2025	147163	2386	Monroe County Herald	QCFGWJ0P-	1	01-52400-3200	.00	15.80	15.80
05/25	05/29/2025	147163	2386	Monroe County Herald	QCFGWJ0P-	1	01-52400-3200	.00	14.29	14.29
05/25	05/29/2025	147163	2386	Monroe County Herald	QCFGWJ0P-	1	01-52400-3200	.00	13.53	13.53
Total 147163:								.00		43.62

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<b>147164</b>										
05/25	05/29/2025	147164	1815	MULTIMEDIA SALES & MARKETI	2005243	1	12-55500-3200	.00	180.00	180.00
Total 147164:								.00		180.00
<b>147165</b>										
05/25	05/29/2025	147165	480	NETSUPPORT INCORPORATED	00076258	1	10-55110-2900	.00	99.40	99.40
Total 147165:								.00		99.40
<b>147166</b>										
05/25	05/29/2025	147166	2397	Nsure	08811	1	03-52300-2900	.00	760.56	760.56
Total 147166:								.00		760.56
<b>147167</b>										
05/25	05/29/2025	147167	499	OAKDALE ELECTRIC COOPERA	30198002 05	1	01-53420-2900	.00	44.00	44.00
05/25	05/29/2025	147167	499	OAKDALE ELECTRIC COOPERA	FROM 3/31/2	1	01-53420-2900	.00	328.00	328.00
Total 147167:								.00		372.00
<b>147168</b>										
05/25	05/29/2025	147168	506	OTIS ELEVATOR COMPANY	1004019062	1	10-55110-2900	.00	1,205.16	1,205.16
Total 147168:								.00		1,205.16
<b>147169</b>										
05/25	05/29/2025	147169	469	PENNY J. PRECOUR ATTORNE	6627	1	01-51300-2100	.00	70.00	70.00
05/25	05/29/2025	147169	469	PENNY J. PRECOUR ATTORNE	6629	1	01-51300-2100	.00	875.00	875.00
05/25	05/29/2025	147169	469	PENNY J. PRECOUR ATTORNE	6630	1	01-51300-2100	.00	1,557.50	1,557.50
05/25	05/29/2025	147169	469	PENNY J. PRECOUR ATTORNE	6631	1	01-51300-2100	.00	52.50	52.50
Total 147169:								.00		2,555.00
<b>147170</b>										
05/25	05/29/2025	147170	2305	QTPOD	1317-SP202	1	01-53510-2900	.00	1,675.00	1,675.00
Total 147170:								.00		1,675.00

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<b>147171</b>										
05/25	05/29/2025	147171	538	QUILL CORPORATION	44060843	1	03-52300-3100	.00	53.09	53.09
Total 147171:								.00		53.09
<b>147172</b>										
05/25	05/29/2025	147172	555	RICK'S CERTIFIED AUTO OF TO	83232	1	01-55200-3500	.00	23.36	23.36
05/25	05/29/2025	147172	555	RICK'S CERTIFIED AUTO OF TO	83393	1	01-52200-3500	.00	230.07	230.07
05/25	05/29/2025	147172	555	RICK'S CERTIFIED AUTO OF TO	83404	1	01-55200-3500	.00	26.90	26.90
Total 147172:								.00		280.33
<b>147173</b>										
05/25	05/29/2025	147173	1189	RUNDE METAL RECYCLING-TO	008595	1	01-53635-2900	.00	540.00	540.00
Total 147173:								.00		540.00
<b>147174</b>										
05/25	05/29/2025	147174	569	SAFE-FAST INC	INV308061	1	01-53311-3409	.00	999.48	999.48
Total 147174:								.00		999.48
<b>147175</b>										
05/25	05/29/2025	147175	2777	SCOTT BRADLEY	REIMBURSE	1	03-13100	.00	810.20	810.20
Total 147175:								.00		810.20
<b>147176</b>										
05/25	05/29/2025	147176	583	SHORT-ELLIOTT-HENDRICKSO	184530	1	02-56910-2100	.00	3,912.85	3,912.85
Total 147176:								.00		3,912.85
<b>147177</b>										
05/25	05/29/2025	147177	2778	STEVEN JACOBS	REIMBURSE	1	03-13100	.00	100.00	100.00
Total 147177:								.00		100.00
<b>147178</b>										
05/25	05/29/2025	147178	2643	SUMMIT FIRE PROTECTION	#3246571	1	01-52100-3550	.00	107.50	107.50

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05/25	05/29/2025	147178	2643	SUMMIT FIRE PROTECTION	3246560	1	01-51600-2900	.00	235.45	235.45
05/25	05/29/2025	147178	2643	SUMMIT FIRE PROTECTION	3248608	1	01-53311-2900	.00	1,404.90	1,404.90
05/25	05/29/2025	147178	2643	SUMMIT FIRE PROTECTION	3250333	1	01-52200-2100	.00	473.80	473.80
Total 147178:								.00		2,221.65
<b>147179</b>										
05/25	05/29/2025	147179	620	THE POLICE & SHERIFFS PRES	#119320	1	01-52100-2100	.00	49.05	49.05
Total 147179:								.00		49.05
<b>147180</b>										
05/25	05/29/2025	147180	637	TOMAH AREA SCHOOL DISTRIC	TURF TANK	1	01-55200-3400	.00	5,000.00	5,000.00
Total 147180:								.00		5,000.00
<b>147181</b>										
05/25	05/29/2025	147181	662	TOWN & COUNTRY ENGINEERI	28162	1	02-56910-2100	.00	4,269.80	4,269.80
Total 147181:								.00		4,269.80
<b>147182</b>										
05/25	05/29/2025	147182	672	TRI-STATE BUSINESS MACHINE	628158	1	03-52300-2900	.00	117.31	117.31
Total 147182:								.00		117.31
<b>147183</b>										
05/25	05/29/2025	147183	2319	TRUGREEN	207873898	1	01-55200-3500	.00	468.85	468.85
Total 147183:								.00		468.85
<b>147184</b>										
05/25	05/29/2025	147184	1828	UNITED HEALTHCARE	BILLING NO.	1	03-13100	.00	17.36	17.36
Total 147184:								.00		17.36
<b>147185</b>										
05/25	05/29/2025	147185	2741	WE ENERGIES	0701203562-	1	01-53510-2220	.00	32.53	32.53
05/25	05/29/2025	147185	2741	WE ENERGIES	0701377292-	1	01-55200-2200	.00	162.71	162.71

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05/25	05/29/2025	147185	2741	WE ENERGIES	0701404176-	1	01-53311-2200	.00	33.95	33.95
05/25	05/29/2025	147185	2741	WE ENERGIES	0701404176-	1	01-53311-2200	.00	268.01	268.01
05/25	05/29/2025	147185	2741	WE ENERGIES	0704935413-	1	01-55401-2200	.00	341.23	341.23
05/25	05/29/2025	147185	2741	WE ENERGIES	0706515242-	1	01-55200-2200	.00	10.56	10.56
05/25	05/29/2025	147185	2741	WE ENERGIES	0706823812-	1	12-55500-2200	.00	43.98	43.98
05/25	05/29/2025	147185	2741	WE ENERGIES	0707713977-	1	01-55401-2200	.00	28.14	28.14
05/25	05/29/2025	147185	2741	WE ENERGIES	0708538032-	1	10-55110-2200	.00	304.63	304.63
05/25	05/29/2025	147185	2741	WE ENERGIES	0711622483-	1	01-55200-2200	.00	64.17	64.17
05/25	05/29/2025	147185	2741	WE ENERGIES	0714123594-	1	01-51600-2200	.00	809.42	809.42
05/25	05/29/2025	147185	2741	WE ENERGIES	0714229616-	1	01-55402-2200	.00	14.94	14.94
05/25	05/29/2025	147185	2741	WE ENERGIES	0715807202-	1	01-55200-2200	.00	56.26	56.26
05/25	05/29/2025	147185	2741	WE ENERGIES	0717659443-	1	12-55500-2200	.00	107.33	107.33
05/25	05/29/2025	147185	2741	WE ENERGIES	0718128126-	1	01-53311-2200	.00	243.54	243.54
05/25	05/29/2025	147185	2741	WE ENERGIES	0718379081-	1	01-55402-2200	.00	85.66	85.66
05/25	05/29/2025	147185	2741	WE ENERGIES	0719795727-	1	01-55200-2200	.00	103.80	103.80
05/25	05/29/2025	147185	2741	WE ENERGIES	0735582192-	1	03-52300-2200	.00	608.10	608.10
05/25	05/29/2025	147185	2741	WE ENERGIES	0735582192-	2	01-52200-2200	.00	260.62	260.62
05/25	05/29/2025	147185	2741	WE ENERGIES	076515242-0	1	01-52100-2200	.00	724.86	724.86
Total 147185:								.00		4,304.44
<b>147186</b>										
05/25	05/29/2025	147186	728	WESTERN TECHNICAL COLLEG	0000000429	1	03-52300-3350	.00	80.64	80.64
05/25	05/29/2025	147186	728	WESTERN TECHNICAL COLLEG	0000000434	1	03-52300-3350	.00	79.86	79.86
Total 147186:								.00		160.50
<b>147187</b>										
05/25	05/29/2025	147187	1252	WI DEPT OF TRANSPORTATION	#395-000039	1	01-52100-3350	.00	465.00	465.00
Total 147187:								.00		465.00
<b>147188</b>										
05/25	05/29/2025	147188	757	WINDING RIVERS LIBRARY SYS	1021	1	10-55110-2900	.00	513.00	513.00
Total 147188:								.00		513.00
<b>147189</b>										
05/25	05/29/2025	147189	2640	WISCONSIN LAKES	LAKES DUE	1	02-56910-3250	.00	750.00	750.00

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Total 147189:								.00		750.00
<b>147190</b>										
05/25	05/29/2025	147190	770	WOLF CONCRETE & CONSTRU	2025-01	1	01-53311-3406	.00	720.00	720.00
Total 147190:								.00		720.00
<b>147191</b>										
05/25	05/29/2025	147191	783	ZOLL MEDICAL CORPORATION	20250509	1	03-52300-3402	.00	3,010.52	3,010.52
Total 147191:								.00		3,010.52
<b>147192</b>										
06/25	06/05/2025	147192	2340	ACE HARDWARE (PARKS)	630648	1	10-55110-3100	.00	54.88	54.88
06/25	06/05/2025	147192	2340	ACE HARDWARE (PARKS)	630753	1	01-55200-3400	.00	5.18	5.18
06/25	06/05/2025	147192	2340	ACE HARDWARE (PARKS)	631049	1	01-55200-3400	.00	471.92	471.92
06/25	06/05/2025	147192	2340	ACE HARDWARE (PARKS)	631120	1	01-55200-3400	.00	3.78	3.78
Total 147192:								.00		535.76
<b>147193</b>										
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	630812	1	01-53311-3508	.00	45.97	45.97
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	630920	1	01-51600-3500	.00	14.15	14.15
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631063	1	01-53311-3408	.00	8.97	8.97
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631086	1	01-53311-3508	.00	10.99	10.99
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631190	1	01-53311-3408	.00	13.77	13.77
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631200	1	01-53311-3405	.00	369.96	369.96
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631224	1	01-53311-3408	.00	2.19	2.19
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631378	1	01-53311-3508	.00	33.99	33.99
06/25	06/05/2025	147193	11	ACE HARDWARE (PUBLIC WOR	631418	1	01-53311-3508	.00	2.18	2.18
Total 147193:								.00		502.17
<b>147194</b>										
06/25	06/05/2025	147194	2339	ACE HARDWARE (SENIOR)	631330	1	12-55500-3500	.00	8.99	8.99
Total 147194:								.00		8.99

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<b>147195</b>										
06/25	06/05/2025	147195	18	ADVANTAGE POLICE SUPPLY	#25-0165	1	01-57210-8300	.00	2,498.76	2,498.76
Total 147195:								.00		2,498.76
<b>147196</b>										
06/25	06/05/2025	147196	27	ALL AMERICAN DO-IT CENTER	75332/3	1	01-55401-3400	.00	117.96	117.96
06/25	06/05/2025	147196	27	ALL AMERICAN DO-IT CENTER	75917/3	1	01-51600-3500	.00	42.99	42.99
Total 147196:								.00		160.95
<b>147197</b>										
06/25	06/05/2025	147197	30	ALLIANT ENERGY/WPL	4364903735	1	17-57331-8553	.00	17,390.84	17,390.84
Total 147197:								.00		17,390.84
<b>147201</b>										
06/25	06/05/2025	147201	2431	AT&T MOBILITY - FIRE DEPT.	2873030555	1	01-52200-2230	.00	197.04	197.04
Total 147201:								.00		197.04
<b>147202</b>										
06/25	06/05/2025	147202	2343	AUTO VALUE TOMAH (PARKS)	522297536	1	01-55401-3500	.00	65.89	65.89
06/25	06/05/2025	147202	2343	AUTO VALUE TOMAH (PARKS)	522299081	1	01-55200-3500	.00	29.99	29.99
06/25	06/05/2025	147202	2343	AUTO VALUE TOMAH (PARKS)	522299081	2	01-55200-3500	.00	1.00-	1.00-
Total 147202:								.00		94.88
<b>147203</b>										
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522296634	1	01-53311-3502	.00	1,204.93	1,204.93
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522296894	1	01-53311-3512	.00	14.51	14.51
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297076	1	01-53311-3512	.00	33.98	33.98
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297196	1	01-53311-3512	.00	33.58	33.58
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297197	1	01-53311-3512	.00	33.98-	33.98-
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297522	1	01-53311-3502	.00	43.98	43.98
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297815	1	01-53311-3502	.00	33.96	33.96
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297887	1	01-53311-3512	.00	67.34	67.34
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297898	1	01-53311-3502	.00	26.93-	26.93-
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522297924	1	01-51600-3500	.00	39.98	39.98

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06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522298300	1	01-53311-3408	.00	8.99	8.99
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522298349	1	01-53311-3512	.00	299.95	299.95
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522298602	1	01-53311-3408	.00	197.61	197.61
06/25	06/05/2025	147203	2341	AUTO VALUE TOMAH (STREET)	522298753	1	01-53311-3512	.00	75.84	75.84
Total 147203:								.00		1,993.74
<b>147204</b>										
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039045296	1	10-55110-3420	.00	91.10	91.10
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039045296	2	10-55110-3420	.00	54.36	54.36
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039047806	1	10-55110-3420	.00	48.35	48.35
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039047806	2	10-55110-3460	.00	462.30	462.30
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039051314	1	10-55110-3420	.00	30.38	30.38
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039051314	2	10-55110-3460	.00	8.54	8.54
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039081721	1	10-55110-3420	.00	225.32	225.32
06/25	06/05/2025	147204	69	BAKER & TAYLOR LLC	2039081721	2	10-55110-3460	.00	95.05	95.05
Total 147204:								.00		1,015.40
<b>147205</b>										
06/25	06/05/2025	147205	96	BOUND TREE MEDICAL LLC	85777918	1	03-52300-3402	.00	1,080.93	1,080.93
06/25	06/05/2025	147205	96	BOUND TREE MEDICAL LLC	85781264	1	03-52300-3402	.00	98.50	98.50
06/25	06/05/2025	147205	96	BOUND TREE MEDICAL LLC	85781265	1	03-52300-3402	.00	83.16	83.16
Total 147205:								.00		1,262.59
<b>147206</b>										
06/25	06/05/2025	147206	2365	Brightspeed	301313471 0	1	01-53510-2230	.00	34.07	34.07
06/25	06/05/2025	147206	2365	Brightspeed	301313476 0	1	02-56910-2230	.00	69.14	69.14
06/25	06/05/2025	147206	2365	Brightspeed	301313478 0	1	01-55402-2230	.00	189.27	189.27
Total 147206:								.00		292.48
<b>147207</b>										
06/25	06/05/2025	147207	2351	BUREAU VERITAS NATIONAL E	11362709 LI	1	10-55110-2900	.00	102.32	102.32
06/25	06/05/2025	147207	2351	BUREAU VERITAS NATIONAL E	4171532	1	01-51600-2900	.00	102.32	102.32
Total 147207:								.00		204.64

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<b>147208</b>										
06/25	06/05/2025	147208	2563	CHARTER COMMUNICATIONS	1715396010	1	12-55500-2240	.00	216.99	216.99
Total 147208:								.00		216.99
<b>147209</b>										
06/25	06/05/2025	147209	2781	CHIPPEAWA COUNTY CHILD S	2023FA0001	1	01-23300	.00	2,670.00	2,670.00
Total 147209:								.00		2,670.00
<b>147210</b>										
06/25	06/05/2025	147210	157	COMPLETE OFFICE OF WISCO	13739	1	01-51520-3100	.00	246.68	246.68
Total 147210:								.00		246.68
<b>147211</b>										
06/25	06/05/2025	147211	2493	CONFIDENTIAL RECORDS, INC.	#9212	1	01-52100-2100	.00	53.75	53.75
Total 147211:								.00		53.75
<b>147212</b>										
06/25	06/05/2025	147212	189	DEAN'S REFRIGERATION & HEA	53465	1	12-55500-3500	.00	2,085.05	2,085.05
06/25	06/05/2025	147212	189	DEAN'S REFRIGERATION & HEA	53466	1	12-55500-3500	.00	1,292.30	1,292.30
06/25	06/05/2025	147212	189	DEAN'S REFRIGERATION & HEA	53467	1	12-55500-3500	.00	1,079.96	1,079.96
Total 147212:								.00		4,457.31
<b>147213</b>										
06/25	06/05/2025	147213	1777	DELTA DENTAL	2355177	1	01-21597	.00	1,655.18	1,655.18
06/25	06/05/2025	147213	1777	DELTA DENTAL	2358031	1	01-21596	.00	669.32	669.32
Total 147213:								.00		2,324.50
<b>147214</b>										
06/25	06/05/2025	147214	191	DEMCO INC	7645269	1	10-55110-3100	.00	161.15	161.15
Total 147214:								.00		161.15

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<b>147215</b>										
06/25	06/05/2025	147215	226	EVEREST EMERGENCY VEHICL	P07879 AND	1	03-52300-3500	.00	343.22	343.22
06/25	06/05/2025	147215	226	EVEREST EMERGENCY VEHICL	P07879 AND	2	03-52300-3500	.00	184.59-	184.59-
06/25	06/05/2025	147215	226	EVEREST EMERGENCY VEHICL	P07902	1	03-52300-3500	.00	164.78	164.78
06/25	06/05/2025	147215	226	EVEREST EMERGENCY VEHICL	P07933	1	03-52300-3500	.00	909.91	909.91
Total 147215:								.00		1,233.32
<b>147216</b>										
06/25	06/05/2025	147216	250	FIRELINE SPRINKLER CORPOR	3681	1	01-51600-2900	.00	420.00	420.00
Total 147216:								.00		420.00
<b>147217</b>										
06/25	06/05/2025	147217	2194	GOODYEAR COMMERCIAL TIR	128-1159436	1	01-53311-3501	.00	2,858.80	2,858.80
06/25	06/05/2025	147217	2194	GOODYEAR COMMERCIAL TIR	128-1159512	1	01-53311-3501	.00	1,394.32	1,394.32
Total 147217:								.00		4,253.12
<b>147218</b>										
06/25	06/05/2025	147218	305	HARTJE TIRE & SERVICE CENT	2028040	1	01-53311-3501	.00	10,353.80	10,353.80
Total 147218:								.00		10,353.80
<b>147219</b>										
06/25	06/05/2025	147219	1672	KEVIN MATTSON	06.13.25 MU	1	12-55500-3410	.00	100.00	100.00
Total 147219:								.00		100.00
<b>147220</b>										
06/25	06/05/2025	147220	2442	LINCOLN CONTRACTORS SUP	J50667	1	01-53311-3405	.00	527.50	527.50
Total 147220:								.00		527.50
<b>147221</b>										
06/25	06/05/2025	147221	1391	LOFFLER COMPANIES	5035610	1	01-51420-2900	.00	203.58	203.58
Total 147221:								.00		203.58

M = Manual Check, V = Void Check

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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>147222</b>										
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	1108900 05.2	1	01-53311-2230	.00	123.66	123.66
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	1171800 05.2	1	01-53311-2230	.00	150.47	150.47
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	631700 06.2	1	01-53510-2240	.00	100.51	100.51
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	802300 06.2	1	03-52300-2230	.00	690.04	690.04
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	802300 JAN	1	03-52300-2230	.00	689.57	689.57
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	809500 05.2	1	01-51600-2230	.00	184.28	184.28
06/25	06/05/2025	147222	2328	LYNXX NETWORKS	897700 05.2	1	12-55500-2230	.00	160.52	160.52
Total 147222:								.00		2,099.05
<b>147223</b>										
06/25	06/05/2025	147223	416	MATHY CONSTRUCTION COMP	5700007482	1	01-53311-3405	.00	3,540.90	3,540.90
06/25	06/05/2025	147223	416	MATHY CONSTRUCTION COMP	5700007488	1	01-53311-3405	.00	3,151.71	3,151.71
Total 147223:								.00		6,692.61
<b>147224</b>										
06/25	06/05/2025	147224	442	MISSISSIPPI WELDERS SUPPL	1911148	1	03-52300-3400	.00	13.02	13.02
06/25	06/05/2025	147224	442	MISSISSIPPI WELDERS SUPPL	523773	1	03-52300-3400	.00	97.76	97.76
06/25	06/05/2025	147224	442	MISSISSIPPI WELDERS SUPPL	523799	1	03-52300-3400	.00	75.42	75.42
Total 147224:								.00		186.20
<b>147225</b>										
06/25	06/05/2025	147225	447	MONROE CO CLERK OF COUR	W020250041	1	01-23300	.00	100.00	100.00
Total 147225:								.00		100.00
<b>147226</b>										
06/25	06/05/2025	147226	454	MONROE CO TREASURER	MAY COURT	1	01-24300	.00	734.80	734.80
Total 147226:								.00		734.80
<b>147227</b>										
06/25	06/05/2025	147227	2141	NORTH WOODS	417317	1	01-53311-3508	.00	268.49	268.49
Total 147227:								.00		268.49

M = Manual Check, V = Void Check

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Check Issue Dates: 12/4/2020 - 6/10/2025

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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>147228</b>										
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6559	1	01-51300-2100	.00	280.00	280.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6560	1	01-51300-2100	.00	35.00	35.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6561	1	01-51300-2100	.00	17.50	17.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6562	1	01-51300-2100	.00	227.50	227.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6563	1	01-51300-2100	.00	245.00	245.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6564	1	01-51300-2100	.00	80.00	80.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6565	1	01-51300-2100	.00	507.50	507.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6567	1	01-51300-2100	.00	630.00	630.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6571	1	01-51300-2100	.00	52.50	52.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6686	1	01-51300-2100	.00	87.50	87.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6687	1	01-51300-2100	.00	175.00	175.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6688	1	01-51300-2100	.00	1,084.50	1,084.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6689	1	01-51300-2100	.00	490.00	490.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6690	1	01-51300-2100	.00	385.00	385.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6691	1	01-51300-2100	.00	122.50	122.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6692	1	01-51300-2100	.00	307.83	307.83
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6693	1	01-51300-2100	.00	612.50	612.50
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6695	1	01-51300-2100	.00	385.00	385.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	6696	1	01-51300-2100	.00	238.11	238.11
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	JUNE 2025	1	01-51300-2100	.00	2,700.00	2,700.00
06/25	06/05/2025	147228	469	PENNY J. PRECOUR ATTORNE	MAY 2025	1	01-51300-2100	.00	2,700.00	2,700.00
Total 147228:								.00	11,362.94	
<b>147229</b>										
06/25	06/05/2025	147229	538	QUILL CORPORATION	44211906	1	03-52300-3400	.00	257.52	257.52
Total 147229:								.00	257.52	
<b>147230</b>										
06/25	06/05/2025	147230	550	REINDERS INC	6073430-00	1	01-55200-3500	.00	137.56	137.56
Total 147230:								.00	137.56	
<b>147231</b>										
06/25	06/05/2025	147231	569	SAFE-FAST INC	INV308885	1	01-53311-3409	.00	193.04	193.04

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Total 147231:								.00		193.04
<b>147232</b>										
06/25	06/05/2025	147232	577	SECURIAN FINANCIAL GROUP I	76038 MAY	1	01-21530	.00	312.72	312.72
Total 147232:								.00		312.72
<b>147233</b>										
06/25	06/05/2025	147233	1736	SKIP JONES	06.20.25 MU	1	12-55500-3410	.00	175.00	175.00
Total 147233:								.00		175.00
<b>147234</b>										
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	1	01-15610	.00	1,632.95	1,632.95
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	2	01-15620	.00	1,632.95	1,632.95
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	3	01-51932-5120	.00	1,587.07	1,587.07
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	4	03-52300-5120	.00	3,652.74	3,652.74
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	5	01-51931-5120	.00	2,534.35	2,534.35
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	6	01-51938-5120	.00	1,223.78	1,223.78
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	7	10-55110-5120	.00	60.76	60.76
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	8	12-55500-5120	.00	37.20	37.20
06/25	06/05/2025	147234	2567	SPECTRUM INSURANCE GROU	15648	9	02-56910-5120	.00	37.20	37.20
Total 147234:								.00		12,399.00
<b>147235</b>										
06/25	06/05/2025	147235	2008	STANARD & ASSOCIATES, INC	#SA0000061	1	01-52100-2100	.00	88.00	88.00
Total 147235:								.00		88.00
<b>147236</b>										
06/25	06/05/2025	147236	599	STATE OF WISCONSIN-COURT	MAY COURT	1	01-24240	.00	2,073.25	2,073.25
Total 147236:								.00		2,073.25
<b>147237</b>										
06/25	06/05/2025	147237	603	STREICHERS INC	#11763291	1	01-52100-1390	.00	154.00	154.00

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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 147237:								.00		154.00
<b>147238</b>										
06/25	06/05/2025	147238	2643	SUMMIT FIRE PROTECTION	#3271069	1	01-52100-3400	.00	65.35	65.35
06/25	06/05/2025	147238	2643	SUMMIT FIRE PROTECTION	3278554	1	10-55110-2900	.00	401.00	401.00
06/25	06/05/2025	147238	2643	SUMMIT FIRE PROTECTION	3278556	1	10-55110-2900	.00	118.35	118.35
06/25	06/05/2025	147238	2643	SUMMIT FIRE PROTECTION	3278579	1	10-55110-2900	.00	236.00	236.00
06/25	06/05/2025	147238	2643	SUMMIT FIRE PROTECTION	3282660	1	03-52300-2900	.00	506.00	506.00
Total 147238:								.00		1,326.70
<b>147239</b>										
06/25	06/05/2025	147239	2775	T MOBILE	ACCT #2065	1	01-52100-2230	.00	985.10	985.10
Total 147239:								.00		985.10
<b>147240</b>										
06/25	06/05/2025	147240	672	TRI-STATE BUSINESS MACHINE	629258	1	03-52300-2900	.00	58.57	58.57
Total 147240:								.00		58.57
<b>147241</b>										
06/25	06/05/2025	147241	770	WOLF CONCRETE & CONSTRU	2025-02	1	08-57621-8300	.00	23,925.00	23,925.00
06/25	06/05/2025	147241	770	WOLF CONCRETE & CONSTRU	2025-02	2	08-57621-8100	.00	13,808.20	13,808.20
06/25	06/05/2025	147241	770	WOLF CONCRETE & CONSTRU	2025-03	1	14-57331-8553	.00	1,288.00	1,288.00
Total 147241:								.00		39,021.20
<b>147242</b>										
06/25	06/05/2025	147242	779	ZARNOTH BRUSH WORKS INC	0202266-IN	1	01-53311-3502	.00	647.00	647.00
Total 147242:								.00		647.00
<b>147243</b>										
06/25	06/09/2025	147243	2022	CCF BANK	K9 GOLF OU	1	05-52140-3400	.00	600.00	600.00
06/25	06/09/2025	147243	2022	CCF BANK	POOL STAR	1	01-55402-3400	.00	300.00	300.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 147243:								.00		900.00
Grand Totals:								.00		494,731.74

Dated: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_ Koel, Mitch

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

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

M = Manual Check, V = Void Check

CITY OF TOMAH

Payment Approval Report - For Council Approval

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Report dates: 5/13/2020-6/18/2025

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
<b>3RT NETWORKS</b>							
2131	3RT NETWORKS	CW37532	CW37532	06/18/2025	01-51450-2900 COMPUTER SERVICE	4,713.75	
Total 3RT NETWORKS:						4,713.75	
<b>ALLIANT ENERGY/WPL</b>							
30	ALLIANT ENERGY/WPL	2822167112 05	ELECTRIC	06/04/2025	03-52300-2210 AMBULANCE UTIL-ELE	2,241.61	
30	ALLIANT ENERGY/WPL	2822167112 05	ELECTRIC	06/04/2025	01-52200-2210 FIRE PROTECTION UT	960.69	
Total ALLIANT ENERGY/WPL:						3,202.30	
<b>AMERICAN TEST CENTER</b>							
41	AMERICAN TEST CENTER	2251081	ANNUAL SAFETY TESTING	06/06/2025	01-52200-2100 FIRE PROTECTION PR	1,143.00	
Total AMERICAN TEST CENTER:						1,143.00	
<b>AT&amp;T MOBILITY - PUBLIC WORKS</b>							
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-15610 DUE FROM WATER	497.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-15620 DUE FROM SEWER	146.27	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-51600-2230 GENERAL BLDGS UTIL	36.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-53311-2230 HWY/ST MAINT UTIL-T	36.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-53311-2230 HWY/ST MAINT UTIL-T	32.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-52200-2230 FIRE PROTECTION UT	32.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-52200-2230 FIRE PROTECTION UT	8.02	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-53100-2230 ADMN-HWY/STREET U	24.82	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-53100-2230 ADMN-HWY/STREET U	12.14	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-51415-2230 ADMINISTRATOR UTIL-	36.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-51415-2230 ADMINISTRATOR UTIL-	36.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-52400-2230 INSPECTION UTIL-TEL	41.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-52400-2230 INSPECTION UTIL-TEL	32.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-52400-2230 INSPECTION UTIL-TEL	36.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-55200-2230 OTHER PARKS UTIL-T	36.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-55200-2230 OTHER PARKS UTIL-T	32.52	
1960	AT&T MOBILITY - PUBLIC WOR	287303055944	287303055944X06012025	06/18/2025	01-55200-2230 OTHER PARKS UTIL-T	32.52	
Total AT&T MOBILITY - PUBLIC WORKS:						1,112.01	
<b>CONFIDENTIAL RECORDS, INC.</b>							
2493	CONFIDENTIAL RECORDS, INC.	0009373	ON SITE SHREDDING	06/05/2025	03-52300-2900 AMBULANCE SERVICE	55.22	



CITY OF TOMAH

Payment Approval Report - For Council Approval

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Report dates: 5/13/2020-6/18/2025

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
Total CONFIDENTIAL RECORDS, INC.:						55.22	
<b>GHD SERVICES INC</b>							
275	GHD SERVICES INC	340-0150701	340-0150701	06/18/2025	01-53630-2100 SOLID WSTE DISP PR	10,030.77	
Total GHD SERVICES INC:						10,030.77	
<b>HAMILTON MEDICAL INC</b>							
2574	HAMILTON MEDICAL INC	23419559	T1 ANNUAL PM	06/04/2025	03-52300-2900 AMBULANCE SERVICE	600.00	
Total HAMILTON MEDICAL INC:						600.00	
<b>LARKIN'S GMC INC</b>							
387	LARKIN'S GMC INC	89733	OIL SERVICE AND TIRE ROTATION	06/06/2025	01-52200-3500 FIRE PROTECTION RE	98.65	
Total LARKIN'S GMC INC:						98.65	
<b>LEXISNEXIS RISK DATA MANAGEMENT INC</b>							
1557	LEXISNEXIS RISK DATA MANAG	110154081	1100154081	06/18/2025	01-51520-2900 TREASURER'S SERVIC	200.00	
Total LEXISNEXIS RISK DATA MANAGEMENT INC:						200.00	
<b>TOMAH STORAGE LLC</b>							
2782	TOMAH STORAGE LLC	OVRPAYMENT	OVERPAYMENT TAXES	06/18/2025	01-24412 TAX REFUND OVER PAY	748.07	
Total TOMAH STORAGE LLC:						748.07	
<b>TOMAH WATER &amp; SEWER UTILITY</b>							
658	TOMAH WATER & SEWER UTILI	3581.00 5.25	WATER & SEWER	06/06/2025	03-52300-2220 AMBULANCE UTIL-W&	253.67	
658	TOMAH WATER & SEWER UTILI	3581.00 5.25	WATER & SEWER	06/06/2025	01-52200-2220 FIRE PROTECTION UT	63.42	
Total TOMAH WATER & SEWER UTILITY:						317.09	
<b>WISCONSIN STATE FIREFIGHTERS ASSOCIATION</b>							
2321	WISCONSIN STATE FIREFIGHT	2025-2026	DEPARTMENT MEMBERSHIP FORM	06/05/2025	01-52200-3250 FIRE PROTECTION AS	1,170.00	
Total WISCONSIN STATE FIREFIGHTERS ASSOCIATION:						1,170.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
Grand Totals:						23,390.86	

Dated: \_\_\_\_\_

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

City Council: \_\_\_\_\_ Glynn, John  
\_\_\_\_\_  
Pater, Nellie  
\_\_\_\_\_  
Peterson, Dean  
\_\_\_\_\_  
Devine, Patrick  
\_\_\_\_\_  
Scholze, Travis  
\_\_\_\_\_  
Koel. Mitch  
\_\_\_\_\_  
Yarrington, Richard  
\_\_\_\_\_  
Zabinski, Shawn



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

## SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Wilcox, Scott R

HOME ADDRESS: \_\_\_\_\_

DOB: 12-02-1967 DL NUMBER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: SongwriterScottWilcox@gmail.com

BUSINESS NAME (if applicable): American Music Programs

ADDRESS OF PREMISES TO BE LICENSED: Gillett Park

PREMISES OWNER: City of Tomah PHONE: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_

DATE/S OF EVENT: 6/4, 6/18, 7/2, 7/16, 8/6, 8/20 TIME OF EVENT: 6-8:30 PM

DESCRIPTION OF EVENT AREA: City Park

Nature of entertainment: Music in the Park

Maximum number of anticipated occupants in licensed outdoor cabaret area: 400

## PERSONAL DATA

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

OFFICER NAME (last, first, middle initial): Wilcox, Scott R

HOME ADDRESS: \_\_\_\_\_ Tomah

DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: SongwriterScottWilcox@gmail.com

VIOLATIONS: None



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

OFFICER NAME (last, first, middle initial): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VIOLATIONS: \_\_\_\_\_

OFFICER NAME (last, first, middle initial): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VIOLATIONS: \_\_\_\_\_

OFFICER NAME (last, first, middle initial): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VIOLATIONS: \_\_\_\_\_

OFFICER NAME (last, first, middle initial): \_\_\_\_\_

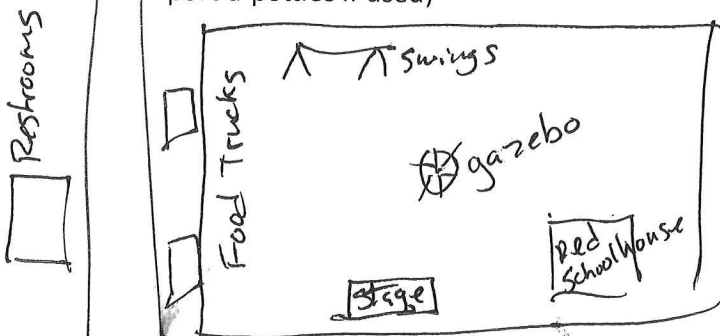
HOME ADDRESS: \_\_\_\_\_

DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VIOLATIONS: \_\_\_\_\_

#### REQUIRED APPLICATION ATTACHMENTS TO BE SUBMITTED BY APPLICANT

- ☒ Detailed description of outdoor event area with dimensional drawing (must include where fencing is placed, location of entrance/s and exit/s, dimensions of tent if used, and placement of port-a-potties if used)





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


☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.

☐ List of all property owners within 200 feet of the proposed licensed premises None

☒ Application fee of \$55 per non-consecutive date (checks or money orders may be made payable to City of Tomah)

### CERTIFICATION

I hereby certify and affirm that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of license. I hereby make application for a license to operate a Special Event Outdoor Cabaret at the above address within the City of Tomah pursuant to provisions of Chapters 6 of the Code of Ordinances for the City of Tomah.

  
\_\_\_\_\_  
APPLICANT SIGNATURE

5-19-2025  
DATE

### FOR OFFICIAL USE ONLY

Processed by: N. Jacobs Receipt Number: 5.0000001222 Date: 5/19/2025  
Record check done by: DB Date: 5-20-25

Approved: ☐ Denied: ☐ Chief of Police signature: [Signature] Date: 5-20-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 5/26/25

Approved: ☒ Denied: ☐ Building & Zoning signature: [Signature] Date: 6/12/25

Approved: ☒ Denied: ☐ City Clerk signature: Nicole Jacobs Date: 6/12/2025

License number: \_\_\_\_\_



## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Special Event Outdoor Cabaret License for Scott Wilcox at Gillett Park in downtown Tomah for Music in the Park throughout June, July, and August of 2025.

**Summary and Background Information:**

(Appropriate Documentation Attached)

Scott Wilcox is applying for six Special Event Outdoor Cabaret Licenses at Gillett Park for a series of musical events to be held on June 4 and 18, July 2 and 16, and August 6 and 20, 2025 from 6 to 8:30 p.m.

**Fiscal Note:**

The city receives \$55 for each Special Event Outdoor Cabaret License. The revenue generated to the City of Tomah by issuance of these licenses is \$330.

**Recommendation From:**

City Clerk

**Recommendation:**

It is requested that the Committee of the Whole review the application and make a recommendation to the Common Council regarding the Special Event Cabaret Licenses for Scott Wilcox.

Respectfully submitted by:

Nicole Jacobs

Meeting Date: June 16 & 17, 2025

## STAFF COMMITTEE PREPARATION REPORT

### **Agenda Item:** Employee Handbook Revision

#### **Summary and Background Information:**

The employee handbook contains contradictory directions for staff when processing unused vacation time compensation for departing employees. Page 66 currently states that all employees are entitled to compensation, whereas last month's revision identified a chapter required employees provide a minimum amount of notification of resignation to be eligible for payout. Additionally, the handbook should be revised to clearly state that any employee committing gross insubordination toward their supervisor, department head, the Senior Executive Team, or any elected officials during their remaining time at the City become ineligible for payout.

#### **Minutes Attached:**

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

#### **Supports Organizational Goals:**


Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the revisions to General Provisions of the Employee Handbook on page 66 as presented by staff."



  
\_\_\_\_\_  
**SET**

17 JUNE 2025  
**Date**

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Date**

**Committee:**                      **Common Council**  
**Meeting Date(s):**           **17 June 2025**

\*See the Police Union Contract and Paramedic Contract for vacation variations

#### General Provisions

- Regular, classified part-time employees shall earn vacation time as per the continuous employment provisions for full-time employees based on their regular scheduled hours. For example, a part-time employee scheduled for twenty (20) hours per week accrues forty (40) hours of paid vacation during his/her first two years of employment.
- If a holiday occurs during a vacation week, the vacation hours for that day may be scheduled to be taken on another day during that year.
- No vacation time may be used in blocks of less than one-half (1/2) hour.
- Various leaves of absence without pay more than thirty (30) days and occurring during an earning year will reduce vacation availability during the following year on a prorated basis.
- Compensation shall be granted to any employee who is terminated or otherwise leaves upon their termination of the employment with the City of Tomah for all unused accrued vacation time as long as the employee provides the required notification listed previously in this handbook. The Senior Executive Team may direct that compensation be withheld in cases of gross insubordination, regardless of notification time provided by the employee.
- Choice of vacation periods shall be based on seniority and subsequently on a first-come, first served basis as established by department policy and procedure.
- Vacation is based on anniversary date.
- Vacation can be used as it is accrued.
- Time accrual happens once a month, the second pay period of the month.
- At no point during the year (anniversary to anniversary) can employees exceed max hours plus 80 hours. This is considered the carryover.

Procedure for recommendations on actionable items to the City Council/Committee of the Whole

Recommendations should come to the SET from all boards, commissions and committees, with the exception of the Committee of the Whole.

Staff report approved or draft minutes from the meeting in which the recommendation was made, should be provided with the recommendation. Those recommendations need to be forwarded to the SET by the 1st Tuesday of the month. The SET will review, and either request more information or forward onto the Committee of the Whole or the City Council with the reviewed documents.

Department Head to communicate to their boards, commissions, committees and Council.

<b>Recommendation from:</b>	Tomah Area Ambulance Service Commission
<b>Minutes/staff report attached</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Budget account:</b>	N/A
<b>Fiscal impact:</b>	N/A \$
<b>Staff responsible for implementation:</b>	Public Safety Director/Fire Chief Adler
<b>Economic impact:</b>	n/a
<b>Zoning/rezoning issues:</b>	n/a
<b>Supports organizational goals</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Questions from SET:</b>	
<b>Grants pursued/opportunity pursued:</b>	n/a
<b>Reviewed by SET</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Initialed by: \_\_\_\_\_

Date: \_\_\_\_\_

## 2025 Rate Comparison Study

Charge	Current Rate	Average Rate	Proposed Change	Reedsburg EMS	Sparta Ambulance	Dells / Delton EMS	Mauston Ambulance	Marshfield Fire Dept	Badgerland EMS
BLS – Resident	\$1,250.00	\$1,203.01	-	\$1,600.00	\$1,473.05	\$945.00	\$1,100.00	\$1,200.00	\$900.00
BLS – Non-Resident	\$1,350.00	\$1,120.50	-	-	-	\$1,031.00	\$1,210.00	-	-
ALS 1 – Resident	\$1,500.00	\$1,444.45	-	\$1,900.00	\$1,722.70	\$1,149.00	\$1,395.00	\$1,300.00	\$1,200.00
ALS 1 – Non-Resident	\$1,600.00	\$1,379.50	-	-	-	\$1,249.00	\$1,510.00	-	-
ALS 2 – Resident	<b>\$1,600.00</b>	\$1,826.79	<b>\$1,900.00</b>	\$2,250.00	\$2,059.75	\$1,911.00	\$1,640.00	\$1,600.00	\$1,500.00
ALS 2 – Non-Resident	<b>\$1,700.00</b>	\$1,875.50	<b>\$2,000.00</b>	-	-	\$1,986.00	\$1,765.00	-	-
ALS-CC – Resident	<b>\$1,800.00</b>	\$2,221.15	<b>\$2,300.00</b>	\$3,000.00	\$2,184.60	-	-	\$1,700.00	\$2,000.00
ALS-CC – Non-Resident	<b>\$2,000.00</b>	-	<b>\$2,500.00</b>	-	-	-	-	-	-
Mileage – Resident	<b>\$21.00</b>	\$22.20	<b>\$23.00</b>	\$26.00	\$26.20	\$18.00	\$22.00	\$21.00	\$20.00
Mileage – Non-Resident	\$22.00	\$21.00	<b>\$25.00</b>	-	-	\$19.00	\$23.00	-	-
<b>No Transport</b>									
BLS On-Scene Care – Resident	\$625.00	\$395.00	-	\$500.00	\$615.00	\$185.00	\$375.00	\$300.00	\$250.00
BLS On-Scene Care – Non-Resident	\$725.00	\$198.00	-	-	-	\$198.00	-	-	-
ALS On-Scene Care – Resident	<b>\$850.00</b>	\$920.00	<b>\$1,000.00</b>	\$1,350.00	\$875.00	\$500.00	\$875.00	\$1,000.00	\$250.00
ALS On-Scene Care – Non-Resident	\$950.00	\$820.50	<b>\$1,200.00</b>	-	-	\$591.00	\$1,050.00	-	-
<b>Other Charges</b>									
Stand-By Fees	\$85 / \$150				\$95 / \$130	\$117.25		\$75 / \$135	\$100.00
Invalid Assist (Lift Assist)					\$210.00				
Wait Time - Per Half Hour									\$80

Stand-by Fees: Tomah (In Service Area/Outside Service Area), Sparta (BLS/ALS), Marshfield (Hourly Rate for Providers + \$75 for Ambulance, \$135 for Engine)

Invalid Assist – Lift Assist with no transport.

Wait Time – Charged to the hospital if the crew arrives and has to wait because the hospital is not ready for the transfer.

- **Annual discussion and approval of service rates.**
  - Service rates last adjusted in January 2021.
  - Asked for proposed increases. See the attached report.
  - Extra income and the possibility of not having to raise the per cap.
  - Ambulance Commission approved service rate increase.
  - Motion made by Joyce Stenklyft, second by Brede Sorenson to approve the service rates increase. Motion carried.

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Approval of Compliance Maintenance Report (CMAR)

**Summary and Background Information:** The Yearly audit at the WWTF requires approval from the City of Tomah. The lower grades on Effluent Quality and Plant performance (BOD/CBOD) and (Ammonia-NH<sub>3</sub>) is due to Arena Container discharging higher water volumes that had Quaternary Ammonium in it. With help from Town & Country Engineering we were able to get them using a Quat Killer to neutralize their water discharge. Arena has been good to work with and have their discharge back under control.

**Recommendation From:** Public Works & Utilities

**Minutes Attached:**

Yes ☒

No ☐

**Budget Account:** n/a

**Fiscal Impact:** n/a

**Staff Responsible for implementation:** Director or Public Works & Utilities

**Economic Impact:** n/a

**Zoning/Rezoning Issues:** n/a

**Supports Organizational Goals:**

Yes ☒

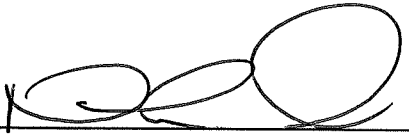

No ☐

**Questions from SET:** n/a

**Grants Pursued/Opportunity Pursued:** None

**Recommendation:**

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

  
\_\_\_\_\_  
SET12 JUNE 2025  
Date  
\_\_\_\_\_  
Nikolas Dacans  
Interim Department Director6-12-2025  
Date

**Committee: Committee of the Whole and/or Common Council**  
**Meeting Date(s):**

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

## COMPLIANCE MAINTENANCE RESOLUTION

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

Review of the 2024 Compliance Maintenance Annual Report, which is attached to this Resolution.

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

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

Passed by a \_\_\_\_\_ vote of the Tomah City Council on June 17, 2024.

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

\_\_\_\_\_  
Nicole Jacobs, City Clerk



## MINUTES FOR PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, May 28, 2025 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

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

---

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

+13092053325,,2708608080#,,, \*206751# US

### Call to Order - Roll Call

Quorum Present (YES)

John Glynn (P), Dean Peterson (P), Patrick Devine (P), Brian Rice (P), Kerwin Greeno (P), Mayor Paul Dwyer (P), Mitch Koel (P)

Also Present, Interim Director Nik Dorava, Brandy Leis, Joe Kube, Jeff Marten

### Approve Minutes

Motion by Dwyer, seconded by Koel to approve minutes as presented. All ayes. Motion carried.

### Discussion Items

1. Airport Update  
Everything is looking good. The grass is mowed and fuel pumps are working.
2. Compliance Maintenance Annual Report  
CMAR report is due June 30, 2025. This report looks at several things to include staffing and funding. Brandy Leis presented the report and spoke on the results.  
Motion by Peterson and seconded by Koel to approve the Compliance Maintenance Annual Report.
3. Approval to Auction Rear Loader  
Motion by Mayor, seconded by Peterson to approve the auction of the rear loader and use the revenue of the sale towards a new dump truck. All ayes. Motion carried.
4. Project Updates  
Glendale project is still projected for 2026. Grass on Veterans will be worked on soon.
5. Payment of Monthly Water & Sewer Bills  
Motion by Peterson and second by Koel to approve sewer bills as presented. All ayes. Motion carried.  
Motion by Peterson and seconded by Koel to approve water bills as presented. All ayes. Motion carried.
6. Departmental Reports  
Sewer – Influent pump work was being done. Had Gray electric take a look at the spray foam trailer/generator. Will work on gathering a couple different quotes. High temp alarm on UV is still under warranty and company will be coming to look at it this week. Clarifier inspected for warranty work. Requested quote to paint/sandblast the lime silos.

Water- Pumping 1.3 million gallons per day. Finished the directional flushing that took approximately 4 weeks. New base station is installed and running smoothly. Picked up new truck and lawn mower. Lawn Mower came in cheaper than expected. Gerke's will be coming in to replace valves. Jeff spoke on the nitrates levels at well #10 & #14 that were recently tested.

Public Works – busy crack sealing and seal coating roads. Helping at Rec Park laying down black top in the parking lot. Poured concrete at Fireman's Park. Dam Repair is scheduled for June.

7. Director's Report

Settling into the interim Director roll with boots on the ground every other week and virtually opposite weeks. Checking emails and correspondence with residents. Helping out with the wells and any permits that come through.

8. Next Meeting Date – June 25, 2025 at 5:30 PM

**Adjourn**

Motion by Peterson and seconded by Dwyer to adjourn meeting at 6:11 PM. All ayes. Motion carried.

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Compliant Maintenance Annual Report

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

The WWTF has a yearly audit called the Compliance Maintenance Annual Report (CMAR). A requirement with this report calls for a resolution from the City Council, confirming the report has been reviewed by the City of Tomah.

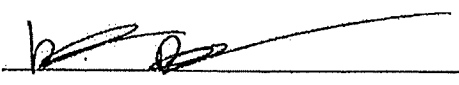
**Fiscal Note:**

N/A

**Recommendation:**

Recommendation to approve the CMAR and forward the approval on to the City Council for resolution approval.

(Interim)

  
Director of Public Works

Nikolas Dorava

5-22-2025  
Date

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 2024

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

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

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.0303	x	423	x	8.34	=	3,635
February	1.1284	x	436	x	8.34	=	4,106
March	1.0813	x	434	x	8.34	=	3,910
April	1.1871	x	362	x	8.34	=	3,584
May	1.3628	x	366	x	8.34	=	4,165
June	1.3599	x	351	x	8.34	=	3,985
July	1.5127	x	317	x	8.34	=	4,003
August	1.2512	x	388	x	8.34	=	4,045
September	1.1011	x	379	x	8.34	=	3,483
October	1.0724	x	375	x	8.34	=	3,356
November	1.2600	x	320	x	8.34	=	3,364
December	1.0856	x	384	x	8.34	=	3,476

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

2.1 Verify the design flow and loading for your facility.

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

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

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	1	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	1	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	2	0
Points		0	0	6	0
<b>Total Number of Points</b>					<b>6</b>

6

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 2024

## 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)  
2024-04-18

☐ No

If No, please explain:

## 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- ☒ Yes  
☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- ☐ Yes  
☒ No

If Yes, please explain:

## 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

- | Septic Tanks                         | Holding Tanks                        | Grease Traps                        |
|--------------------------------------|--------------------------------------|-------------------------------------|
| <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes           |
| <input type="radio"/> No             | <input type="radio"/> No             | <input checked="" type="radio"/> No |

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

- Septic Tanks  
☒ Yes 1,656,250 gallons

☐ No

- Holding Tanks  
☒ Yes 1,739,898 gallons

☐ No

- Grease Traps  
☐ Yes  gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Nope handled it good.

## 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- ☒ Yes  
☐ No

If yes, describe the situation and your community's response.

We had a company discharging quaternary ammonium. We made them neutralize it before

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: 5/9/2025
Reporting For: 2024

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

☐ Yes
☒ No

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

Total Points Generated	6
Score (100 - Total Points Generated)	94
Section Grade	A

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 **2024**

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

### 1. Effluent (C)BOD Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	42	1	1	1
February	25	22.5	41	1	1	1
March	25	22.5	34	1	1	1
April	25	22.5	40	1	1	1
May	15	13.5	23	1	1	1
June	15	13.5	6	1	0	0
July	13	11.7	6	1	0	0
August	13	11.7	10	1	0	0
September	15	13.5	15	1	0	1
October	15	13.5	10	1	0	0
November	25	22.5	9	1	0	0
December	25	22.5	13	1	0	0

\* Equals limit if limit is  $\leq 10$

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		5	6
Points		35	18
<b>Total number of points</b>			<b>53</b>

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

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

Worked with the business to get their discharge in limits.

### 2. Flow Meter Calibration

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

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

2024-04-18

○ No

If No, please explain:

### 3. Treatment Problems

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

Cold winter nights  
Business with high discharges.

### 4. Other Monitoring and Limits

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

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

- No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- Yes

- No

If Yes, please explain:

The fish lived but did not gain weight.  
It was from the business discharging the quaternary ammonium.

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- Yes

- No

- N/A

Please explain unless not applicable:

Made the business neutralize it.

<b>Total Points Generated</b>	<b>53</b>
<b>Score (100 - Total Points Generated)</b>	<b>47</b>
<b>Section Grade</b>	<b>F</b>



# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 2024

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

### 1. Effluent Total Suspended Solids Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	10	1	0	0
February	25	22.5	10	1	0	0
March	25	22.5	9	1	0	0
April	25	22.5	11	1	0	0
May	15	13.5	12	1	0	0
June	15	13.5	7	1	0	0
July	15	13.5	9	1	0	0
August	15	13.5	7	1	0	0
September	15	13.5	12	1	0	0
October	15	13.5	12	1	0	0
November	25	22.5	10	1	0	0
December	25	22.5	8	1	0	0

\* Equals limit if limit is  $\leq 10$

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

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

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

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

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

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 2024

## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

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

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	9.4	9.4	9.771	1	7.224	8.868	11.138	12.204	2
February	9.4	9.4	12.4	1	11.6	11.102	13.78	12.62	4
March	9.4	9.4	15.822	1	10.952	11.62	20.66	19.84	4
April	7.3	9.4	14.527	1	15.14	13.82	15.22	15.24	4
May	7.3	9.4	5.144	0	13.46	9.046	.128	0	1
June	4.7	5.3	.01	0	.042	0	0	0	0
July	4.7	5.3	.004	0	0	0	0	.018	0
August	4.7	5.3	.043	0	.128	.016	.018	0	0
September	4.7	5.3	.107	0	.12	.072	.136	.112	0
October	9.4	9.4	.089	0	.09	.104	.054	.096	0
November	9.4	9.4	.082	0	.066	.076	.074	.12	0
December	9.4	9.4	1.424	0	1.982	.874	1.248	1.913	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									4
Points:									40
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									15
Points:									0
<b>Total Number of Points</b>									<b>40</b>

40

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

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

Have the business discharging the quaternary ammonium neutralize it before discharging.

<b>Total Points Generated</b>	<b>40</b>
<b>Score (100 - Total Points Generated)</b>	<b>60</b>
<b>Section Grade</b>	<b>F</b>

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## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

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

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.464	1	0
February	1	0.506	1	0
March	1	0.457	1	0
April	1	0.471	1	0
May	1	0.373	1	0
June	1	0.240	1	0
July	1	0.258	1	0
August	1	0.383	1	0
September	1	0.523	1	0
October	1	0.368	1	0
November	1	0.356	1	0
December	1	0.270	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				0
<b>Total Number of Points</b>				<b>0</b>

0

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

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

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

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

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## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

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

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

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

1.1.1 If you checked Other, please describe:

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

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

#### Outfall No. 005 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	4.9			7.8			7			7.3				0	0
Cadmium		39	85	.47			.52			.55			.51				0	0
Copper		1500	4300	180			140			220			270				0	0
Lead		300	840	21			13			19			17				0	0
Mercury		17	57	.12			.1			.14			.22				0	0
Molybdenum	60		75	.88			2.9			2.1			3.2			0		0
Nickel	336		420	21			15			15			32			0		0
Selenium	80		100	2.7			8.6			3.8			4.1			0		0
Zinc		2800	7500	210			190			210			340				0	0

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

Exceedence Points

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

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

- Yes  
 ○ No (10 points)  
 ● N/A - Did not exceed limits or no HQ limit applies (0 points)  
 ○ N/A - Did not land apply biosolids until limit was met (0 points)

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

Exceedence Points

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

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)

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

0

4. Pathogen Control (per outfall):

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

Outfall Number:	005
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 03/31/2024
Density:	9
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Pasteurization
Process Description:	Farmers land apply.

Outfall Number:	005
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	9
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Pasteurization
Process Description:	We do not land apply farmers do that.

Outfall Number:	005
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2024 - 06/30/2024
Density:	9
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Pasteurization
Process Description:	Farmers land apply

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Outfall Number:	005
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2024 - 09/30/2024
Density:	9
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Pasteurization
Process Description:	We don't land apply we haul to farmers, and they do it.

Outfall Number:	005
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2024 - 12/31/2024
Density:	9
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Pasteurization
Process Description:	We don't land apply we haul to farmers, and they do that.

0

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

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

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

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

Outfall Number:	005
Method Date:	03/31/2024
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

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Outfall Number:	005
Method Date:	12/31/2024
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	005
Method Date:	06/30/2024
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	005
Method Date:	09/30/2024
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	005
Method Date:	12/31/2024
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

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

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

## 6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

☒ >= 180 days (0 Points)

☐ 150 - 179 days (10 Points)

☐ 120 - 149 days (20 Points)

☐ 90 - 119 days (30 Points)

☐ < 90 days (40 Points)

☐ N/A (0 Points)

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		<b>0</b>
7. Issues		
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:		
No issues		

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



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## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <li>● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li> <li>○ No (40 points) <input type="checkbox"/><input type="checkbox"/></li> </ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No (10 points)</li> </ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <li>● Yes             <ul style="list-style-type: none"> <li>○ Paper file system</li> <li>○ Computer system</li> </ul> </li> <li>● Both paper and computer system</li> <li>○ No (10 points)</li> </ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No</li> </ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <li>● Excellent</li> <li>○ Very good</li> <li>○ Good</li> <li>○ Fair</li> <li>○ Poor</li> </ul> <p>Describe your rating:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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## Operator Certification and Education

### 1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ☒ Yes (0 points)
- ☐ No (20 points)

Name:

BRANDY L LEIS

Certification No:

31636

0

### 2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen		X		
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	X

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- ☒ Yes (0 points)
- ☐ No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- ☒ Yes
- ☐ No
- ☐ N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- ☒ Yes
- ☐ No
- ☐ N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

### 3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

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<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>0</b>
<b>4. Continuing Education Credits</b> <b>4.1</b> If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. Advanced Certification: <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year.	

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

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## Financial Management

### 1. Provider of Financial Information

Name:

Megan Sweda

Telephone:

(608)374-7452

(XXX) XXX-XXXX

E-Mail Address  
(optional):

Msweda@tomahwi.gov

### 2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?  
Year:

2024

0

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

### REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

### 3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2024

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

### 3.2 Equipment Replacement Fund Activity

#### 3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 1,605,342.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 1,423.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 1,606,765.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

\$ 61,005.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,667,770.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 1,000,000.00

0

Please note: If you had a CWF loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Replace Polymer system	\$70,000	2025
2	Replace chemical pumps.	\$50,000	2025
3	Upgrade Oxidation Ditch	\$500,000	2026
4	Hollister sewer replace	\$2,100,000	2026
5	List station abandon	\$750,000	2026
6	Schaller sewer replacement	\$2,000,000	2027
7	Lift station replacement	\$750,000	2028

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

**COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations: 7

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	8,093	
February	8,189	
March	7,950	
April	7,603	
May	6,079	
June	5,473	
July	6,030	
August	5,142	
September	4,519	
October	5,084	
November	6,134	
December	7,175	
<b>Total</b>	<b>77,471</b>	<b>0</b>
<b>Average</b>	<b>6,456</b>	<b>0</b>

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☐ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Taking one out of service.

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

#### TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	80,000	31.94	2,505	112.69	710	3,399
February	80,000	32.72	2,445	119.07	672	2,595
March	85,000	33.52	2,536	121.21	701	2,536
April	92,000	35.61	2,584	107.52	856	998
May	110,000	42.25	2,604	129.12	852	105
June	69,000	40.80	1,691	119.55	577	10
July	76,000	46.89	1,621	124.09	612	0
August	81,000	38.79	2,088	125.40	646	0
September	98,000	33.03	2,967	104.49	938	3
October	108,000	33.24	3,249	104.04	1,038	323
November	92,000	37.80	2,434	100.92	912	2,269
December	86,000	33.65	2,556	107.76	798	4,045
Total	1,057,000	440.24		1,375.86		16,283
Average	88,083	36.69	2,440	114.66	776	1,628

7.1.2 Comments:

## 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection



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7.2.2 Comments:

## 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

## 8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☒ No

☐ Yes

If Yes, how is the biogas used (Check all that apply):

☐ Flared Off

☐ Building Heat

☐ Process Heat

☐ Generate Electricity

☐ Other:

## 9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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5/9/2025

**2024**

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

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

##### ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

##### ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

##### ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ordinance chapter 62 sewers

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2024-04-15

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

##### ☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 2024

- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training
- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☒ Others:
- Local municipal code requirements
- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐
- Does your emergency response capability include:
- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures
- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐
- ☒ Special Studies Last Year (check only those that apply):
- ☒ Infiltration/Inflow (I/I) Analysis
- ☒ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☒ Lift Station Evaluation Report
- ☐ Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	32	% of system/year
Root removal	.001	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	25	% of system/year
Manhole inspections	42	% of system/year
Lift station O&M	13	# per L.S./year
Manhole rehabilitation	.03	% of manholes rehabbed
Mainline rehabilitation	.02	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

River or water crossings

100

% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Replaced sewer main on West Veterans Street

## 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

35.45	Total actual amount of precipitation last year in inches
32	Annual average precipitation (for your location)
55	Miles of sanitary sewer
7	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
5	Number of complaints
1.20	Average daily flow in MGD (if available)
1.280	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.09	Complaints (number/sewer mile)
1.1	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

## 4. Overflows

### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

## 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

## Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:  
5/9/2025 2024

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:	
none	
5.4 What is being done to address infiltration/inflow in your collection system?	
Replacing old sewers and installing sump pump lines.	

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

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

## Grading Summary

WPDES No: 0021318

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	F	0	10	0
TSS	A	4	5	20
Ammonia	F	0	5	0
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>88</b>
<b>GRADE POINT AVERAGE (GPA) = 2.38</b>				

### Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Tomah Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

City of Tomah Wastewater

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = F

We worked with the business that was discharging Quaternary Ammonium to us, to get them to neutralize it before discharging it to us.

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = F

We worked with the business that was discharging Quaternary Ammonium to us, to get them to neutralize it before discharging it to us.

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 2.38



## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item: Sidewalk Café Ordinance

#### Summary and Background Information:

The owner of The Brick Sip Haus, Mr. Blaine Hackett, approached the Director of Economic Development and Zoning with recommendations to improve the economy of downtown. One of those recommendations was to allow downtown businesses to operate “side walk cafes” that have patrons dining at tables and chairs on the sidewalk area in front of their property. This recommendation was brought before the Long Range Planning Committee, and they voted 7-0 to direct the preparation of an ordinance that would enable the implementation of this recommendation.

Director Morales, in coordination with Mr. Rohr of Vandewalle & Associates, is presenting for review and recommendation a draft of this ordinance. The foundation of this ordinance was taken from the City of Platteville, Wisconsin and amended to make it easier for Tomah businesses to obtain the permit. It also closely mirrors the practices in place in the City of La Crosse and City of Wauwatosa.

**Recommendation From:** Director of Economic Development and Zoning

#### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** N/A.

**Fiscal Impact:** Will generate additional revenue for the City through the implementation of permit fee system.

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

**Economic Impact:** Is highly likely to increase the appeal of downtown dining and shopping.

**Zoning/Rezoning Issues:** N/A.

#### Supports Organizational Goals:

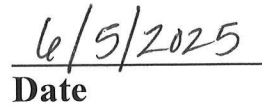
Yes ☒ No ☐

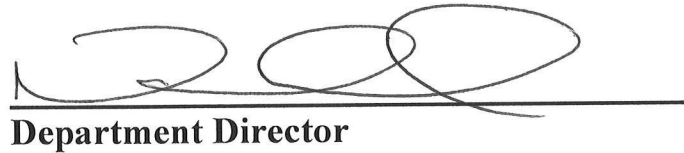
**Questions from SET:** None.

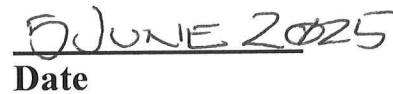
**Grants Pursued/Opportunity Pursued:** N/A.

**Recommendation:** A motion to approve this item should read, "Motion to approve the draft ordinance amendment to Chapter 38 of the municipal code. Specifically, to authorize the implementation of a sidewalk café permit systems for downtown businesses, with the Director of Economic Development and Zoning responsible for creating the application for said permit."

  
 SET

  
 Date

  
 Department Director

  
 Date

**Committee:** Public Works and Utilities  
**Meeting Date(s):** 5 June 2025

## MINUTES FOR PUBLIC WORKS AND UTILITIES COMMISSION - SPECIAL MEETING

A Public Works and Utilities Commission - Special Meeting was held on **Thursday, June 05, 2025 at 5:00 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

**Meeting was called to order at 5:26 PM by John Glynn**

---

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

+13092053325,,2708608080#,,,,\*206751# US

### Call to Order - Roll Call

John Glynn (P), Dean Peterson (A), Patrick Devine (A), Brian Rice (P), Kerwin Greeno, (A), Mayor Paul Dwyer (P), Mitch Koel (P)

### Quorum Present (Yes)

### Discussion Items

1. Approval: Ordinance Authorizing Sidewalk Café

Motion by Koel and seconded by Rice to approve ordinance authorizing sidewalk cafes. All ayes.  
Motion carried.

### Adjourn

Motion by Dwyer seconded by Koel to adjourn meeting. All ayes. Motion carried.

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Appointment of City Clerk Nicole Jacobs to the Ethics Board as its City Employee member to fulfill the remaining term of Becki Weyer.

### Summary and Background Information:

The members of the city ethics board are appointed by the mayor and subject to confirmation by the council. The membership of the ethics board shall consist of three citizen members: one designee of the mayor; one member of the council; and one city employee, who will serve a three-year term.

Former City Clerk Becki Weyer was appointed to a three-year term on the Ethics Board as its city employee member at the City Council Reorganizational meeting held on April 15, 2025. As Mrs. Weyer is no longer employed by the City of Tomah, a new city employee member will need to be appointed by the mayor.

### Fiscal Note:

Not applicable

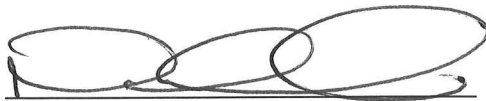
### Recommendation From:

Mayor

### Recommendation:

It is requested that the Common Council approve the mayoral appointment of Nicole Jacobs to the Ethics Board as its city employee member to fulfill the remaining term of Becki Weyer.

Respectfully submitted by:



SET

12 JUNE 2025

Date

Committee: Common Council

Meeting Date: June 17, 2025

**STAFF COMMITTEE PREPARATION REPORT****Agenda Item:**

Appointment of City Clerk Nicole Jacobs to the Library Board as its Ex Officio member to fulfill the remaining term of Becki Weyer.

**Summary and Background Information:**

The operation, maintenance and administration of the public library shall be vested in the library board consisting of six citizen members who shall be appointed by the mayor, subject to confirmation by the council, and who shall serve three-year terms commencing May 1 in the year of appointment.

Former City Clerk Becki Weyer was appointed to a three-year term on the Library Board as an Ex Officio member at the City Council Reorganizational meeting held on April 15, 2025. As Mrs. Weyer is no longer employed by the City of Tomah, a new Ex Officio member will need to be appointed by the mayor.

**Fiscal Note:**

Not applicable



**Recommendation From:**

Mayor

**Recommendation:**

It is requested that the Common Council approve the mayoral appointment of Nicole Jacobs to the Library Board as its Ex Officio member to fulfill the remaining term of Becki Weyer.

Respectfully submitted by:

  
SET  
Date

Committee: Common Council  
Meeting Date: June 17, 2025

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Confirmation of Mayoral Appointment to the Historic Preservation Commission

### Summary and Background Information:

The Historic Preservation Commission currently has one vacancy created by the passing of James Weinzatl. The Mayor is recommending the following individual with the annotated qualifications be appointed to the commission to fill Mr. Weinzatl's seat:

Leah Clipner  
Executive Director  
Tomah Area Historical Society and Museum

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:

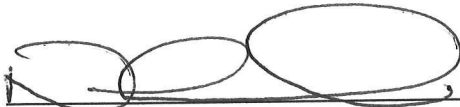
Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the mayoral appointment of Leah Clipner to a citizen reserved position on the Historic Preservation Commission, with term limits in accordance with municipal ordinance and

state law.”

  
SET

13 JUNE 2025  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Committee: Common Council  
Meeting Date(s): 17 June 2025

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Confirmation of Mayoral Appointments to the Tomah Public Housing Authority Commission

### Summary and Background Information:

The Tomah Public Housing Authority Commission currently has two vacancies. One was created by the Commission hiring Sandra Vierck as TPHA's Executive Director. The second one was created by the need to move Alderperson Yarrington from a citizen seat into an alderperson seat, which resulted in the removal of Alderperson Pater for no other reason than the fact that the Commission had reached its limit of alderperson seats and Alderperson Yarrington has approximately three decades of experience on the Commission. The Mayor has appointed the following individuals to fill the vacancies based on the annotated qualifications:

Rebbeca Giroux  
Community and Economic Development Officer  
Wisconsin Housing and Economic Development Authority

Michele Wedemeier  
Director  
Early Childhood

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:


Yes ☒ No ☐



**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the mayoral appointments of Rebecca Giroux and Michele Wedemeier to citizen reserved positions on the Tomah Public Housing Authority Commission, with term limits in accordance with municipal ordinance and state law."

  
 SET

13 JUNE 2025  
 Date

\_\_\_\_\_  
 Department Director

\_\_\_\_\_  
 Date

**Committee:** Common Council  
**Meeting Date(s):** 13 June 2025

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Final Reimbursement for Façade Improvement Grant Application 1-2024 (Jac's Steakhouse)

### Summary and Background Information:

The project for application 1-2024 is complete, inspections have been done, and receipts have been submitted. The total project cost per the receipts was \$9,097.86. On 18 February 2025 the Common Council approved up to \$10,000 or 75% of the project cost, whichever is less. Therefore, the applicant is entitled to \$6,823.40 for the final reimbursement.

### Minutes Attached:

Yes ☒ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

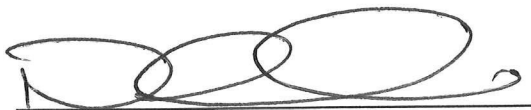
### Supports Organizational Goals:

Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the final reimbursement for Façade Improvement Grant Program application 1-2024 in the amount of \$6,923.40."

  
SET

13 JUNE 2025  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Committee: Common Council  
Meeting Date(s): 17 June 2025

## MINUTES FOR COMMON COUNCIL FEBRUARY 18, 2025

### **Call to Order, Pledge of Allegiance, Roll Call**

A regular meeting of the Common Council was held on February 18, 2025 at 819 Superior Ave in the City Council Chambers. The meeting was called to order by Mayor Paul Dwyer at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: Paul Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn, Mitchell Koel, Patrick Devine, and Dean Peterson. Absent: Nellie Pater. Also present: Nick Morales, Kirk Arity, Becki Weyer, Justin Derhammer, Tim Adler, Pam Buchda, and Irma Keller. The meeting was recorded by Hagen Sports Network and was available via Zoom. All motions are unanimously approved unless otherwise noted.

### **ANYONE DESIRING TO APPEAR BEFORE COUNCIL**

No one desired to appear before the Council.

### **Mayor**

Mayor Dwyer expressed condolences on behalf of the Council on the passing of Alderperson Scholze's father.

### **Senior Executive Team (SET) Monthly Report - February 2025**

SET provided a monthly written report that was summarized by Chairperson Nick Morales.

### **Economic Development and Zoning Monthly Update**

Morales provided a monthly written report. He is reviewing the local government requirements for Historic Preservation of the downtown area. He is collaborating with officials from the state to position the city and its owners to become eligible for specific grants. The Annual Chamber Banquet is scheduled for February 24<sup>th</sup>.

### **January 2025 Permit Report**

The January 2025 Permit Report was submitted by Code Enforcement Officer, Casey Kinnear.

### **Approval of Façade Improvement Grant Program Application, Jac's Steakhouse**

This is the second façade improvement grant application to be considered by the city council for approval. SET is recommending approval after the finalized documents are received for the project. Motion by Glynn, second by Zabinski, to approve the façade improvement grant for Jac's Steakhouse. Motion carried with one negative vote (Yarrington).

### **Public Safety January monthly report**

Chief Adler presented a monthly written report.

Fire: Has activated four new fire fighters. The annual report will be in the March packet.

Ems: They are in the process of interviewing for three full-time positions. Unit 267 will be going to the remount center in the next couple of weeks and it will take about three months to complete. There are a lot of illnesses going through the city and as a result there have been a lot of call-ins at the EMS.

### **Library**

There were 4939 physical checkouts and 2325 electronic checkouts in the month of January. Dir. Keller gave an update on upcoming special events at the library. They are working on a Welcome to Tomah group. Annual reports will be presented in March. The library has been short staffed due to illness.

### **Senior & Disabled Services Monthly Report**

Dir. Buchda provided a monthly written report. Chair yoga started at the Senior Center. Tuesday and Thursdays at 9am during March. There were 1,795 visitors and 202 volunteers in January. Reminder there will be tax assistance on Thursdays, with three appointments available in February and March. Interested parties should contact Pam Buchda.

### **Temporary Class "B" license application by North American Squirrel Association (n.a.s.a.) to sell fermented malt beverages and wine at the Annual Fundraising Banquet on March 29, 2025.**

Motion by Koel, second by Zabinski, to approve the temporary Class "B" license for n.a.s.a. for March 29, 2025. Motion carried.

1-2024

From Nicholas Morales <[nmorales@tomahwi.gov](mailto:nmorales@tomahwi.gov)>

Date Fri 6/13/2025 4:40 PM

To Nicholas Morales <[nmorales@tomahwi.gov](mailto:nmorales@tomahwi.gov)>









Sent from my iPhone

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Approval of Façade Improvement Grant Program 2-2025 (The Bank Bar)

### Summary and Background Information:

Mr. Jay Larsen, owner of the The Bank Bar, is requesting no more than \$10,000 or 75% of the total project cost, whichever is less, through the FIGP. The total project cost is currently estimated to be \$13,352.58. 75% of the estimated project cost would be \$10,014.44. The program currently has a unallocated amount of \$72,320.00. Should this application be approved it will leave \$62,320.00 in the program to be allocated to future applicants.

The only item not yet provided to the City is a letter from a certified financial institution verifying that Mr. Larsen has the funds to pay for the project up front.

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:

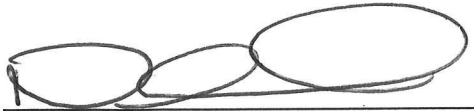
Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to Façade Improvement Grant Program Application 2-2025 in an amount of \$10,000 or 75% of the project cost, whichever is less."



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SET

13 JUNE 2025

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Date

---

Department Director

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Date

Committee: Common Council  
Meeting Date(s): 17 June 2025

CITY OF TOMAH, WI TAX INCREMENTAL FINANCING				
FACADE IMPROVEMENT GRANT PROGRAM - EVALUATION CHECKLIST				
Line No.	Requirement	Yes	No	N/A Notes
1A	Is the applicant a downtown property owner of a commercial, industrial, multi-family (4+ units) residential, or mixed use structure?	X		
1B	If not one of the above, is the applicant a non-residential building tenant with leases of more than three years in length?		X	
2	If the applicant is 1B, do they have property owner approval?		X	
3	If the applicant is 1B, is the property located within the downtown area?		X	
4	Is the applicant in a structure other than a single-family or duplex residence, regardless of the owner or renter occupancy?	X		
5	Is the applicant a taxable entity?	X		
6	Is the amount the applicant requesting no more than 75% of the total project cost?	X		
7	Is the applicant requesting no more than \$10,000 per property eligible for exterior improvements?	X		
8	Has the applicant documented the sources of all matching funds?		X	It is not clear how the applicant is going to pay for the matching funds. Request the applicant provide a certified letter from a financial institution stating the applicant has at least the exact amount of funds needed.
9	Are all matching funds from the applicant from non-City sources?	X		
10	Is the project to improve a street-facing exterior/facades, or those the City finds to be substantially similar?	X		
11	The improvements are generally not tenant specific.	X		
12	The improvements are likely to benefit/serve future building occupants.	X		
13	If an alley-facing exterior/facade, does the facade include a publicly accessible building entrance.	X		
14	All eligible costs are for improvements to the structure and comply with City of Tomah Municipal Ordinance and the Downtown Design Standards Handbook (Section 52-42 of the Zoning Ordinance.	X		
15	Renovations not previously approved by the City of Tomah	X		
16	Renovations have not started prior to receiving final approval of the grant request.	X		
	<b>List of Eligible Costs</b>			
	Restoration of documented historic elements			
	Masonry repair, tuckpointing, and cleaning			
	Balconies and decks			
	Doors and entrances			
	Window repair or replacement			
	Painting			
	Business signage			
	Awnings			
	Lighting			
	Murals			
	Professional installation and labor costs			
	Professional design services			
	<b>Ineligible Expenses</b>			
	Roofing or roof repairs			
	Tinted windows			
	Electric signs			
	Security systems			
	Paving			
	Landscaping			
	New building construction			
	Land Acquisition			
	Operating equipment			
	Furnishings			
	Inventory			
	Operating expenses			



**TAX INCREMENT FINANCING  
DEVELOPMENT INCENTIVES**

**APPLICATION - FACADE IMPROVEMENT Grant PROJECT**  
**(TID 8 ONLY)**

Application ID: 2 (Year) - 2025 (#) to be completed by City staff upon submittal

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

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

**A. APPLICANT INFORMATION**

Applicant: Jay Larsen Phone: 608 387 9796  
 Applicant Address: 911 Clark Dr Tomah  
 Business Name: The Bank Bar  
 Property Owner: Jay Larsen Phone: 387 9796  
 Property Owner Address: 1015 Superior Ave  
 Lease Terms: OWN Building

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

If yes, give the name and relationship of the employee: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Site/Property Address: 1015 Superior Ave Parcel Number: \_\_\_\_\_  
 Existing Mortgage Holder: CCF Existing Zoning: \_\_\_\_\_

Most recent total equalized assessed valuation (EAV)

\$ 21,500 Land \$ 163,700 Improvements \$ 125,200 Total

## CITY OF TOMAH TAX INCREMENTAL FINANCING - FACADE IMPROVEMENT PROJECT APPLICATION

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

Identify other approvals, permits, or licenses your project may need: N/A

**C. PROJECT INFORMATION**

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

We want a awning in front of  
bar. Also paint front of buildy

Construction Start Date: ASAP

Construction Completion Date: \_\_\_\_\_

**D. TIF REQUEST**

State the total amount of TIF assistance being requested: \$ 13352.58

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

I would need TIF assistance to help  
with redoing outside of building. We  
have spent most of our money remodeling  
inside building because of fire to PeKing.

## CITY OF TOMAH TAX INCREMENTAL FINANCING - FACADE IMPROVEMENT PROJECT APPLICATION

## E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount	Source(s) of Financing
(List Individual Project Elements, demolition, signs, etc.)	\$	
	\$ <del>9352.58</del>	
AWNING	\$ <del>9900</del>	TIF + CASH
	\$	
	\$	
PAINTING	\$ 4000	CASH OR TIF
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
(Soft Costs: planning, design, etc.)	\$	
	\$	
	\$	
	\$	
	\$	
	\$ <del>13352.58</del>	
Total Project Costs	\$ <del>17700</del>	

Budget source: ☐ Developer ☐ Architect ☐ Contractor ☐ Other \_\_\_\_\_

Sources of Financing	Amount	Percent of Total Costs
TIF	\$ 10,000	74.9%
Equity	\$	%
Loans	\$	%
Other Grants (Non-City Sources)	\$	%
Other (please specify) CHECKING	\$ 3352.58	25.1%
	\$	%
	\$	%
Total Project Costs	\$ 13352.58	100.0%

Other Grant Sources (Non-City Sources): \_\_\_\_\_

Application Status: \_\_\_\_\_

Estimated Likelihood of Award: \_\_\_\_\_% Date of Grant Announcement: \_\_\_\_\_

**F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT**


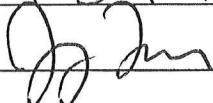
I acknowledge being informed that the City of Tomah (City) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if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

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

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

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

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

Applicant  Title OWNER  
 Signature  Date 1/30/25

Return To:

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



**Client**  
The Bank Bar  
1015 Superior Ave.  
Tomah, WI 54660

**Project**  
A - Awning

**Consultant**  
James Fuchsel

**Design Art**  
Chris Clark

**Awning Specifications**  
- New Frame and Skin  
- 12"x24" Front Panel  
- Printed Graphics

**Area**  
- 24 sqft

**Color Key**

- 1 Navy Blue
- 2 White
- 3
- 4
- 5

**Job Number**  
127772-2 A1

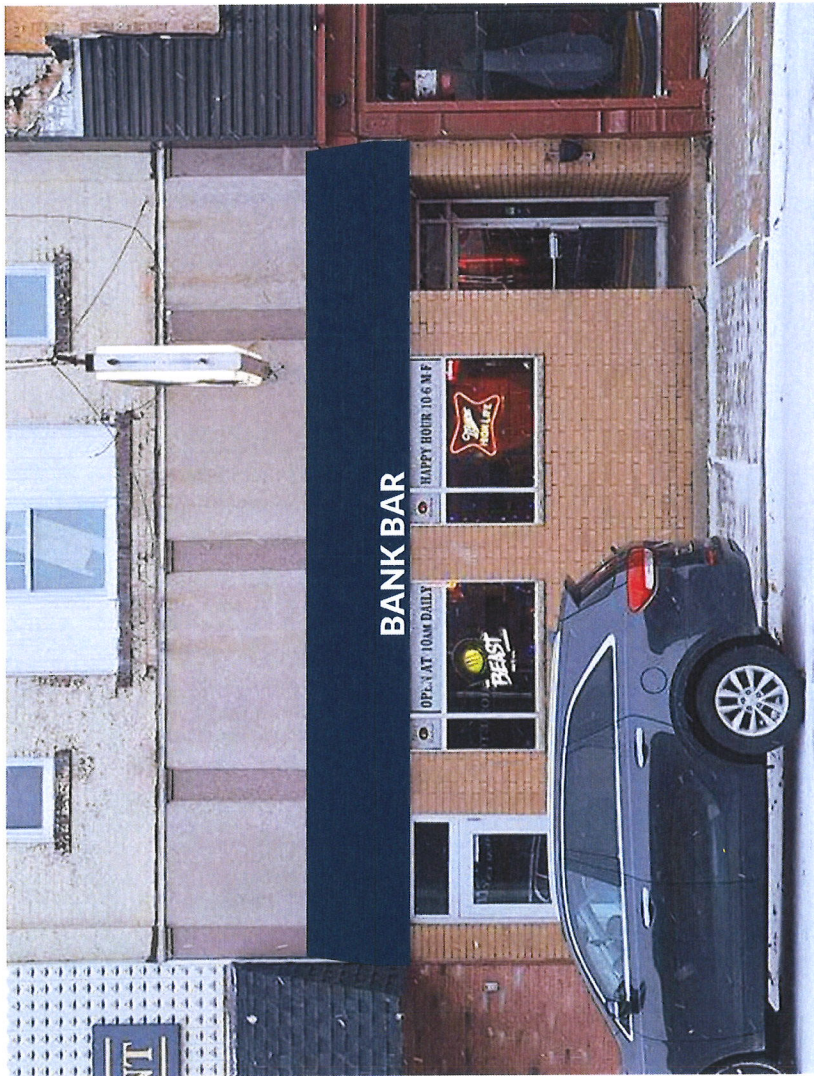
**Creation Date**  
1-2-2025

**Revision Date**  
1-20-2025

**Revision Number**  
2

**File Path**

C:\Users\clarkc\Documents\La Crosse Sign Company\Job Files -  
Documents\127772 The Bank Bar\Tomah\127772  
-Awning\Design



Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Landlord: \_\_\_\_\_ Date: \_\_\_\_\_

**Design Artwork not for Production**

\*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.  
\*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.

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



# La Crosse Sign Group

## PROPOSAL

Proposal No. 127772

Date: 01/23/25

<b>Proposal Submitted To:</b> THE BANK BAR Attn: TROY GILSON 1015 SUPERIOR AVE TOMAH, WI 54660	<b>Phone:</b> 608 343 3443	<b>Fax:</b>
	<b>Job Name and Address:</b> THE BANK BAR 1015 SUPERIOR AVE TOMAH, WI 54660	

La Crosse Sign Group to provide the following upon acceptance of this proposal: **Awning**

One 36" high x 24' long x 48" projection with a 12" high sign band awning.  
Frame: 1" x 1" welded tubular aluminum.  
Skin: Serge Ferrari Soltis Proof 502 color of dark blue Marine.  
Copy: BANK BAR in white vinyl applied to fabric.  
This will be a non-lit awning.

The awning to be installed on the full length of the building per design.

Installed price \$ 8,865.00  
Tax \$ 487.58  
Total \$ 9,352.58

Any sign permit costs are extra.

Add for egg crate on bottom of awning \$ 530.00  
Tax \$ 29.15  
Total \$ 559.15

Customer Initials: \_\_\_\_\_



## TERMS AND CONDITIONS

Proposal No. 127772

Date: 01/23/25

### Payment & Pricing:

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

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

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

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

### Taxes & Permits:

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

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

### Warranty & Liability

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

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

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

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

Customer Initials: \_\_\_\_\_

# TERMS AND CONDITIONS

Proposal No. 127772

Date: 01/23/25

Item 23.

**Changes in Work:** If the Customer requests any modification or additions to the work set forth in this Contract, the contract price shall be adjusted accordingly. Except as otherwise stated herein, modifications or additions to the work shall be executed in writing, signed by the Customer and LSC, with the change in the contract price set forth in the written document. Any written documentation setting forth additions or changes in the work shall be incorporated and become a part of this Contract.

**Responsibilities of the Parties:** LSC shall notify the Customer of physical conditions at the project site that differs materially from those indicated in this Contract or unknown conditions differing materially from those originally encountered and generally recognized as inherent in work provided herein. Any expense incurred by LSC due to such conditions shall be paid by Customer as additional work. Customer is responsible for the removal and protection of any personal property and LSC is not responsible for damages to such property, unless such damage is caused by the intentional acts or negligence of LSC.

**Delays:** LSC shall not be responsible for delays for the following reasons: failure of issuance of all necessary permits, disbursement of funds held in escrow, acts of neglect or omissions of the Customer, additions or modifications to the original work by Customer, inability to obtain materials from suppliers, acts of God, weather conditions, failure of Customer to make payment, delays or changes caused by government agencies, acts of contractors, holidays, or other delays beyond the LSC's reasonable control.

**Work Stoppage:** LSC shall have the right to stop work if any payment is not made by Customer when due. This remedy is in addition to any other right or remedy available to the LSC at law or in equity. Customer's failure to pay the LSC constitutes a material breach of this Contract. Customer acknowledges that delays due to stopping and starting the work shall be treated as additional costs, which the Customer agrees to pay the LSC. LSC shall have the right to terminate this Contract in its entirety if Customer defaults or breaches any of the provisions set forth in this Contract.

**Severability.** The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions are omitted.

**Governing Law:** This Contract shall be governed under the laws of the State of Wisconsin. Any controversy or claim arising out of or relating to this Contract shall be settled in a court of competent jurisdiction in La Crosse County, Wisconsin.

**General Provisions:** These Terms and Conditions, along with any exhibits, estimates, quotations, written amendments or additions hereto constitutes the entire agreement between the parties (collectively referred to herein as the "Contract"). This Contract is binding upon the parties hereto, their heirs, successors, and assigns. Customer agrees to pay all expenses incurred by LSC for collection of the amounts owed by Customer hereunder and to enforce the terms of this Contract, including reasonable attorney's fees and costs.

## ACCEPTANCE

LSC is hereby authorized to furnish all the materials, equipment, and labor required to complete the work described herein and in the attached exhibits or addenda, for which the undersigned agrees to pay contract price and other charges stated herein and be bound by the terms and conditions set forth herein and including the attached exhibits or addenda.

CUSTOMER

LSC

By: \_\_\_\_\_

Date: \_\_\_\_\_

  
La Crosse Sign Co., Inc.

By:  
Title: Authorized Representative

Date: 1/23/2025

Note: This proposal may be withdrawn by us if not accepted within 10 days.  
WI. BUILDING CONTRACTOR REGISTRATION #1104371

## SITE PREPRATION, EXPECTATIONS & EVALUATION

Proposal No. 127772

Date: 01/23/25

**Access:** Please have the project site cleared for LSC's equipment. Depending on the size of project, LSC could take up an area for an entire day. Your project may require up to three trucks, cranes, and/or trailers on site.

**Site Contact Information:** Provide a contact who will be onsite on the day of installation. This person should be able to make decisions during the install:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**A/P Contact Information:** Provide a contact to whom invoices should be sent to. This person will be responsible for payments per proposal terms.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Digital display:** Fill out the attached account information and return. You will need to complete the training and programming of your display prior to install. If the account has not been created, no content will show on the display. It is our intent to have your display showing content before we leave the site.

**Lawns and Landscape:** LSC is not responsible for damage incurred to lawns and landscaped areas. LSC takes every precaution to protect lawns and landscaping. However, LSC may have to drive onto your lawn or work around landscaping to complete the project in a safe manner which could damage lawn and landscaped areas.

**Electrical:** LSC is not a licensed electrician. A licensed electrician will need to supply power to the sign location. Electrical costs are not included in this Contract unless expressly stated and Customer shall be responsible for paying said costs.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Sign Permit:** The production of your sign will not begin until appropriate permits have been approved. All lead times and schedule of work begins after permits have been approved.

**Daily Operations:** Installation may interrupt business operations. LSC will always seek to accommodate your daily business operations. Be prepared for noise, interruptions and our technicians to be working in and around your building throughout the day.

**Underground Utilities:** It is La Crosse Sign's obligation to have public underground utilities marked and located prior to digging. Customer is liable for any and all costs or damages incurred as a result of lack of marking any private underground utilities (such as in ground sprinkler systems, etc.)

**Underground Obstructions & Environmental:** If while digging to install signage, we encounter a soil condition that is unusual or an obstruction that will require additional time or equipment, that will be billed to the Customer as time and material and shall be paid by Customer in addition to the contract price and other charges hereunder. Proposal assumes the use of standard equipment and that soil conditions are clear from bedrock or obstructions for the engineered depth required.

**The entire La Crosse Sign Team will work together to make this process run as smoothly as possible with the least amount of inconvenience to you and your business.**



---

**Fwd: Painting**

---

**From** Jay Larsen <jaylarsen12@gmail.com>  
**Date** Mon 5/19/2025 9:01 AM  
**To** Nicholas Morales <nmorales@tomahwi.gov>

here was the estimate for the painting

Jay Larsen  
608.387.9796

----- Forwarded message -----

**From:** **Chip Schneider** <tmcimprovements@hotmail.com>  
**Date:** Thu, Mar 13, 2025 at 7:29 AM  
**Subject:** Painting  
**To:** jaylarsen12@gmail.com <jaylarsen12@gmail.com>

**Estimate**

This is an estimate for painting the front exterior of building located @ 1015 Superior Ave Tomah Wi .  
This is only an estimate and actual cost may vary slightly.

Painting exterior front of building  
Including paint and labor \$4000

Customer is responsible for any and all permits.  
Thank you  
Chip Schneider  
Tmcimprovements  
608-963-7959

Sent from my Galaxy

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Approval of Façade Improvement Grant Program 4-2025 (Tomah Cash Mercantile)

### Summary and Background Information:

Mr. Mark Rose, owner of Tomah Cash Mercantile, is requesting no more than \$10,000 or 75% of the total project cost, whichever is less, through the FIGP. The total project cost is currently estimated to be \$24,584.00. 75% of the estimated project cost would be \$18,438.00. The program currently has an unallocated amount of \$62,320.00. Should this application be approved it will leave \$52,320.00 in the program to be allocated to future applicants.

The items not yet provided to the City are a letter from a certified financial institution verifying that Mr. Rose has the funds to pay for the project up front, and a project illustration.

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:


Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, “Motion to Façade Improvement Grant Program Application 4-2025 in the amount of \$10,000 or 75% of the

project cost, whichever is less.”

  
SET

13 JUNE 2025  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Committee: Common Council  
Meeting Date(s): 17 June 2025



CITY OF TOMAH, WI TAX INCREMENTAL FINANCING				
FACADE IMPROVEMENT GRANT PROGRAM - EVALUATION CHECKLIST				
Line No.	Requirement	Yes	No	N/A Notes
1A	Is the applicant a downtown property owner of a commercial, industrial, multi-family (4+ units) residential, or mixed use structure?	<input checked="" type="checkbox"/>		
1B	If not one of the above, is the applicant a non-residential building tenant with leases of more than three years in length?		<input checked="" type="checkbox"/>	
2	If the applicant is 1B, do they have property owner approval?		<input checked="" type="checkbox"/>	
3	If the applicant is 1B, is the property located within the downtown area?		<input checked="" type="checkbox"/>	
4	Is the applicant in a structure other than a single-family or duplex residence, regardless of the owner or renter occupancy?	<input checked="" type="checkbox"/>		
5	Is the applicant a taxable entity?	<input checked="" type="checkbox"/>		
6	Is the amount the applicant is requesting no more than 75% of the total project cost?	<input checked="" type="checkbox"/>		
7	Is the applicant requesting no more than \$10,000 per property eligible for exterior improvements?	<input checked="" type="checkbox"/>		
8	Has the applicant documented the sources of all matching funds?		<input checked="" type="checkbox"/>	Need letter from financial institution.
9	Are all matching funds from the applicant from non-City sources?		<input checked="" type="checkbox"/>	Need letter from financial institution.
10	Is the project to improve a street-facing exterior/facade, or those the City finds to be substantially similar?	<input checked="" type="checkbox"/>		
11	The improvements are generally not tenant specific.	<input checked="" type="checkbox"/>		
12	The improvements are likely to benefit/serve future building occupants.	<input checked="" type="checkbox"/>		
13	If an alley-facing exterior/facade, does the facade include a publicly accessible building entrance.	<input checked="" type="checkbox"/>		
14	All eligible costs are for improvements to the structure and comply with City of Tomah Municipal Ordinance and the Downtown Design Standards Handbook (Section 52-42 of the Zoning Ordinance).		<input checked="" type="checkbox"/>	Need a project illustration.
15	Renovations not previously approved by the City of Tomah	<input checked="" type="checkbox"/>		
16	Renovations have not started prior to receiving final approval of the grant request.	<input checked="" type="checkbox"/>		
	<b>List of Eligible Costs</b>			
	Restoration of documented historic elements			
	Masonry repair, tuckpointing, and cleaning			
	Balconies and decks			
	Doors and entrances			
	Window repair or replacement			
	Painting			
	Business signage			
	Awnings			
	Lighting			
	Murals			
	Professional installation and labor costs			
	Professional design services			
	<b>Ineligible Expenses</b>			
	Roofing or roof repairs			
	Tinted windows			
	Electric signs			
	Security systems			
	Paving			
	Landscaping			
	New building construction			
	Land Acquisition			
	Operating equipment			
	Furnishings			
	Inventory			
	Operating expenses			

# Proposal

DATE: JANUARY 29, 2025

# Baraboo Awning

1111 Walnut Street PO Box 57  
Baraboo, WI 53913  
Phone 800-332-8303 Fax 608-356-0140  
Email: johnpinkston@barabooawning.com

*Other great products by Baraboo Awning:*  
Awnings • Canopies • Large Format Digital Printing  
Boat Covers • Industrial Curtains • Banners  
Cabanas • Retractable Awnings • Umbrellas  
Custom Sewing • Trailer Covers • Porch Curtains

**PROPOSAL  
SUBMITTED  
TO:**

Tomah Cash Store  
914 Superior St  
Tomah, WI 54660  
Phone: 608-372-2171  
Fax:

Mark Rose  
tomahcashstore@gmail.com  
Project Location

We hereby submit specifications for: Recover all of the existing awnings on the front and side of your building.  
Fabric: Tempotest acrylic.  
Fabric color: Black or your choice of solids.  
Graphics to be the same number as you have now in one color.  
Awning covers installed by Baraboo Awning.

Sale Tax will be added to the price below.

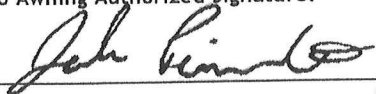
We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of \$24,584.00 dollars.  
Terms: 1/2 Down with order and Balance on Completion

All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within 30 days. Interest will be charged on late payments at the rate of 18% per annum.

Baraboo Awning Authorized Signature:



John Pinkston

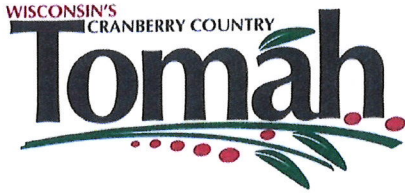
Customer Authorized Signature:



THANK YOU FOR YOUR BUSINESS!

CALL US OR VISIT OUR WEBSITE [www.BarabooAwning.com](http://www.BarabooAwning.com)





**TAX INCREMENT FINANCING  
DEVELOPMENT INCENTIVES**

**APPLICATION - FACADE IMPROVEMENT Grant PROJECT**  
**(TID 8 ONLY)**

Application ID: 4 (Year) - 2024 (#) to be completed by City staff upon submittal

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

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

**A. APPLICANT INFORMATION**

Applicant: MARK ROSE Phone: 608 3722171  
 Applicant Address: 1718 LAKEVIEW DR. TOMAH  
 Business Name: TOMAH CASH MERCANTILE CO.  
 Property Owner: MARK/JOHN ROSE Phone: 608 3722171  
 Property Owner Address: \_\_\_\_\_  
 Lease Terms: \_\_\_\_\_

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

If yes, give the name and relationship of the employee: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Site/Property Address: 914 SUPERIOR AVE Parcel Number: \_\_\_\_\_

Existing Mortgage Holder: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Most recent total equalized assessed valuation (EAV)

\$ 103,000.00 Land      \$ 680,200.00 Improvements      \$ 783,200.00 Total

*Received by  
clerk's office 3/31/2025*

## CITY OF TOMAH TAX INCREMENTAL FINANCING - FACADE IMPROVEMENT PROJECT APPLICATION

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

Identify other approvals, permits, or licenses your project may need: \_\_\_\_\_

**C. PROJECT INFORMATION**

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

REPLACEMENT OF CANOPY FABRIC

Construction Start Date: \_\_\_\_\_

Construction Completion Date: \_\_\_\_\_

**D. TIF REQUEST**

State the total amount of TIF assistance being requested: \$ 10000.00

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

**E. PROJECT BUDGET AND FINANCIAL STRATEGY**

Project Costs	Amount	Source(s) of Financing
<i>(List Individual Project Elements, demolition, signs, etc.)</i>	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<i>(Soft Costs: planning, design, etc.)</i>		
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Project Costs</b>	\$	

Budget source: ☐ Developer ☐ Architect ☐ Contractor ☐ Other \_\_\_\_\_

Sources of Financing	Amount	Percent of Total Costs
TIF	\$	%
Equity	\$	%
Loans	\$	%
Other Grants (Non-City Sources)	\$	%
Other (please specify)	\$	%
	\$	%
		%
<b>Total Project Costs</b>	\$	100.0 %

Other Grant Sources (Non-City Sources): \_\_\_\_\_

Application Status: \_\_\_\_\_

Estimated Likelihood of Award: \_\_\_\_\_%      Date of Grant Announcement: \_\_\_\_\_

**F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT**

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

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

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

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

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

Applicant MARK ROSE Title SEC/TREAS  
 Signature MRose Date 2-14-25

Return To:

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

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Amendment to Job Description for City Clerk

### Summary and Background Information:

The amended job description was conducted at the direction of the Mayor and in accordance with guidance provided by the City Council. What is presented for approval is the job description for City Clerk as it stood in 2022, with the only edits being the removal of human resources responsibilities that will be assigned to the Human Resources Generalist/Payroll Clerk position.

Included with this staff report are both the amended job description, and the job description showing the changes that were made in 2022 with the creation of the Senior Executive Team.

To be clear, this is the same job description pre-SET, to include supervisor and pay grade, with the exception of removing human resources specific duties. Should this job description be approved, it will take effect on 1 July 2025.

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:


Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the amended job description for City Clerk as presented by staff, to be effective 1 July

2025.”

  
SET

13 JUNE 2025  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Committee: Common Council  
Meeting Date(s): 17 June 2025

## CITY OF TOMAH JOB DESCRIPTION

GRADE: O

**POSITION TITLE:** City Clerk  
**SUPERVISOR:** City Administrator  
**PAGE:** 1 of 3

**DEPARTMENT:** City Clerk  
**CLASSIFICATION:** Salaried - Exempt  
 Non-Represented

**Revised:** 13 June 2025  
**Council Approved:** 17 June 2025

**GENERAL DESCRIPTION OF DUTIES:**

Under administrative direction of the City Administrator, carries out the responsibilities and duties set forth by state statutes and city ordinances. This position performs a variety of responsible supervisory and administrative duties in maintaining official records, issuing licenses, conducting and overseeing all city, state, and federal elections (primary and general), and assists in directing the overall operation of the City Clerk's office. The City Clerk is required to attend the meetings of the Common Council, Committee as a Whole, Board of Review, Long Range Planning Committee, and other meetings as assigned. This position is responsible for the maintenance of official records of proceedings, other official city records and the City seal.

**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. Supervises and evaluates department staff.
2. Supervises elections and registration of voters. Recruits, trains and supervises part-time election staff and directs duties. Maintains electronic election equipment. Responsible for preparing election registration notices, ballots, and publications. Responsible for publishing and posting all notices as required by state statutes. Must be certified in state WisVote system.
3. Directs and supervises the coordination and distribution of all City agendas and minutes.
4. Responsible for minutes of the Common Council, Committee as a Whole, Board of Review, Lake Protection and Rehabilitation District, Long Range Planning Committee and other committees as requested.
5. Prepares City legal notices for publication.
6. Prepares and maintains City Ordinances (up-date, Code Book, proper publications, readings and notices).
7. Custodian of the Corporate Seal and Official Records Custodian for the City and responds to records requests.
8. Responsible for filing T.I.F. reports to the Department of Revenue and assists with creation and closing out of same.
9. Records legal documentation with the Register of Deeds when necessary and files required annexation/boundary reports to the State.
10. Acts as liaison between the public and government officials.
11. Administers oath of office to the City elected and appointed officials.
12. Serves as clerk of the Board of Review.
13. Overseas the application process for licenses issued by the City Clerk's office including mailing the renewal notifications, publishing of notices and preparation of the renewal licenses and keeps a record of all such licenses issued.
14. Prepares and maintains City Clerk Budgets and approves expenditures; assists with the preparation and compilation of annual City Budget.



**POSITION TITLE:** City Clerk  
**PAGE:** 2 of 3

**DEPARTMENT:** City Clerk

**ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

15. Prepares all tasks and duties required by State Statutes and City Code.
16. Works with financial advisors in processing loan application paperwork. Resolutions, public hearings, public appropriate notices, etc. Monitors and maintains required records related to bond issues.
- ~~17. Provides necessary financial data for the collective bargaining process and compensation packages. Serves as part of negotiation team for all contract negotiations.~~
- ~~18. Administration of employee benefit programs, including health insurance, life insurance, disability insurance, vision insurance, Section 125 Cafeteria plan, deferred compensation, sick leave, holidays, vacations, worker's compensation, and maintains an up-to-date personnel record on all employees who work for the City. Submits and reconciles monthly insurance premium payments.~~
- ~~19. Serves as Agent for Wisconsin Retirement System. Responsibilities include: Insure requirements of the statutes and rules are complied with; provide information to employees regarding their retirement plan; file monthly and annual reports and transmit contributions monthly; and file other required forms.~~
- ~~20-17.~~ Evaluates the cost and maintains the city's insurance policies, including but not limited to health, workers compensation, liability, automobile, accident and sickness, property, etc. Makes recommendation for change and maintains all related records. Files claims in connection with insurance losses. Maintains an inventory of all property in the City.
- ~~21-18.~~ Responsible for filing the required quarterly and annual reports for federal and state income tax reports relating to payroll.
- ~~22-19.~~ Responsible for filing the required State Sales Tax Report on a monthly basis with the Department of Revenue.
- ~~23-20.~~ Responsible for calculating and processing the Mobile home fees payable to the Tomah Area School District on a monthly basis and annual reconciliation.
- ~~24-21.~~ Responsible for completing Census documentation.
- ~~25-22.~~ Responsible for filing various reports with the Department of Revenue.
- ~~26-23.~~ Administers discipline and grievance process within the Clerk's Department.
- ~~27-24.~~ Assists City Administrator and Mayor as required and performs other duties as assigned.
- ~~28-25.~~ 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. High school diploma or equivalent required.
2. Bachelor's degree in ~~Business~~ Public Administration, Business Administration, Records Management, Human Resources, or related field; or equivalent experience is required. Three to five years of municipal government experience is preferred.
3. Certification as Wisconsin Certified and/or Professional Municipal Clerk or attain within a reasonable amount of time upon hire.
4. Supervisory experience or experience directing and coordinating the work of others.
5. Experience working in an office environment.



**POSITION TITLE:** City Clerk  
**PAGE:** 3 of 3

**DEPARTMENT:** City Clerk

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of state statutes and municipal codes, and how they relate to the Clerk's role in City government.
2. Knowledge of election laws and procedures.
3. Excellent oral and written communication skills.
4. Ability to coordinate and maintain involved records and files and prepare reports from such information; excellent organizational skills.
5. Excellent computer skills, including Microsoft Word and Excel, Publisher and Power Point and ability to operate a variety of office machines including printers, typewriter, phone, calculator, fax machine, copier, and a multitude of software programs.
6. Ability to undertake and complete tasks and excellent multi-tasking skills.
7. Excellent customer/public service skills.
8. Ability to establish and maintain effective working relationships with the general public and City employees.
9. Be bondable according to the State Statutes and must maintain bondable status.

**PHYSICAL REQUIREMENTS:**

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches above and below shoulder height.
4. Occasional bending.
5. Lifts and carries up to sixty (60) pounds.
6. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
7. Forty-five (45) percent of work day spent sitting.
8. Thirty (30) percent of workday spent standing.
9. Twenty-five (25) percent of workday spent walking.
10. All percentages above could vary, depending upon duties performed that day.

**PHILOSOPHY AND GOALS:**

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## CITY OF TOMAH JOB DESCRIPTION

GRADE: PO

POSITION TITLE: City Clerk DEPARTMENT: City Clerk

SUPERVISOR: City Administrator Mayor and Council

CLASSIFICATION: Salaried - Exempt

PAGE: 1 of 3

Non-Represented

Revised: February 2022

Council Approved: 02/15/2022

**GENERAL DESCRIPTION OF DUTIES:**

Under administrative direction of the ~~City Administrator~~, Mayor and Council, carries out the responsibilities and duties set forth by state statutes and city ordinances. This position performs a variety of responsible supervisory and administrative duties in maintaining official records, issuing licenses, conducting and overseeing all city, state, and federal elections (primary and general), and assists in directing the overall operation of the City Clerk's office. The City Clerk is required to attend the meetings of the Common Council, Committee as a Whole, Board of Review, Long Range Planning Committee, and other meetings as assigned. This position is responsible for the maintenance of official records of proceedings, other official city records and the City seal.

**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. Supervises and evaluates department staff.
2. Supervises elections and registration of voters. Recruits, trains and supervises part-time election staff and directs duties. Maintains electronic election equipment. Responsible for preparing election registration notices, ballots, and publications. Responsible for publishing and posting all notices as required by state statutes. Must be certified in state WisVote system.
3. Directs and supervises the coordination and distribution of all City agendas and minutes.
4. Responsible for minutes of the Common Council, Committee as a Whole, Board of Review, Lake Protection and Rehabilitation District, Long Range Planning Committee and other committees as requested.
5. Prepares City legal notices for publication.
6. Prepares and maintains City Ordinances (up-date, Code Book, proper publications, readings and notices).
7. Custodian of the Corporate Seal and Official Records Custodian for the City and responds to records requests.
8. Responsible for filing T.I.F. reports to the Department of Revenue and assists with creation and closing out of same.
9. Records legal documentation with the Register of Deeds when necessary and files required annexation/boundary reports to the State.
10. Acts as liaison between the public and government officials.
11. Administers oath of office to the City elected and appointed officials.
12. Serves as clerk of the Board of Review.
13. Oversees the application process for licenses issued by the City Clerk's office including mailing the renewal notifications, publishing of notices and preparation of the renewal licenses and keeps a record of all such licenses issued.



14. Prepares and maintains City Clerk Budgets and approves expenditures; assists with the preparation and compilation of annual City Budget.

**POSITION TITLE:** City Clerk  
**PAGE:** 2 of 3

**DEPARTMENT:** City Clerk

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

15. Prepares all tasks and duties required by State Statutes and City Code.
16. Works with financial advisors in processing loan application paperwork. Resolutions, public hearings, public appropriate notices, etc. Monitors and maintains required records related to bond issues.
17. Provides necessary financial data for the collective bargaining process and compensation packages. Serves as part of negotiation team for all contract negotiations.
18. Administration of employee benefit programs, including health insurance, life insurance, disability insurance, vision insurance, Section 125 Cafeteria plan, deferred compensation, sick leave, holidays, vacations, worker's compensation, and maintains an up-to-date personnel record on all employees who work for the City. Submits ~~and reconciles~~ monthly insurance premium payments.
19. Serves as Agent for Wisconsin Retirement System. Responsibilities include: Insure requirements of the statutes and rules are complied with; provide information to employees regarding their retirement plan; file monthly and annual reports and transmit contributions monthly; and file other required forms.
20. Evaluates the cost and maintains the city's insurance policies, including but not limited to health, workers compensation, liability, automobile, accident and sickness, property, etc. Makes recommendation for change and maintains all related records. Files claims in connection with insurance losses. Maintains an inventory of all property in the City.
- ~~21. Responsible for filing the required quarterly and annual reports for federal and state income tax reports relating to payroll.~~
- ~~22.~~21. Responsible for filing the required State Sales Tax Report on a ~~monthly~~ quarterly basis with the Department of Revenue.
- ~~23.~~22. Responsible for calculating and processing the Mobile home fees payable to the Tomah Area School District on a monthly basis and annual reconciliation.
- ~~24.~~23. Responsible for completing Census documentation.
- ~~25.~~24. Responsible for filing various reports with the Department of Revenue.
- ~~26.~~25. Administers discipline and grievance process within the Clerk's Department.
- ~~27.~~26. Assists ~~City Administrator and the~~ Mayor as required and performs other duties as assigned.
- ~~27.~~ 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.
28. Performs required duties as a member of the Senior Executive Team

### **EDUCATION AND EXPERIENCE REQUIRED:**

1. High school diploma or equivalent required.
2. Bachelor's degree in Business Public Administration, Records Management, Human Resources, or related field; or equivalent experience is required. Three to five years of municipal government experience is preferred.
3. Certification as Wisconsin Certified and/or Professional Municipal Clerk or attain within a reasonable amount of time upon hire.
4. Supervisory experience or experience directing and coordinating the work of others.
5. Experience working in an office environment.

**POSITION TITLE:** City Clerk  
**PAGE:** 3 of 3

**DEPARTMENT:** City Clerk

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of state statutes and municipal codes, and how they relate to the Clerk's role in City government.
2. Knowledge of election laws and procedures.
3. Excellent oral and written communication skills.
4. Ability to coordinate and maintain involved records and files and prepare reports from such information; excellent organizational skills.
5. Excellent computer skills, including Microsoft Word and Excel, Publisher and Power Point and ability to operate a variety of office machines including printers, typewriter, phone, calculator, fax machine, copier, and a multitude of software programs.
6. Ability to undertake and complete tasks and excellent multi-tasking skills.
7. Excellent customer/public service skills.
8. Ability to establish and maintain effective working relationships with the general public and City employees.
9. Be bondable according to the State Statutes and must maintain bondable status.

**PHYSICAL REQUIREMENTS:**

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches above and below shoulder height.
4. Occasional bending.
5. Lifts and carries up to sixty (60) pounds.
6. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
7. Forty-five (45) percent of work day spent sitting.
8. Thirty (30) percent of workday spent standing.
9. Twenty-five (25) percent of workday spent walking.
10. All percentages above could vary, depending upon duties performed that day.

**PHILOSOPHY AND GOALS:**

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
Date

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Amendment to Job Description for City Treasurer

### Summary and Background Information:

The amended job description was conducted at the direction of the Mayor and in accordance with guidance provided by the City Council. What is presented for approval is the job description for City Treasurer as it stood in 2022. Included with this staff report are both the amended job description, and the job description showing the changes that were made in 2022 with the creation of the Senior Executive Team.

To be clear, this is the same job description pre-SET, to include supervisor  
 . Should this job description be approved, it will take effect on 1 July 2025.

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:

Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, “Motion to approve the amended job description for City Treasurer as presented by staff, to be effective 1 July 2025.”

  
SET

13 JUNE 2025  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Committee: Common Council  
Meeting Date(s): 17 June 2025



## CITY OF TOMAH

GRADE: PO

POSITION: City Treasurer DEPARTMENT: Treasurer's Dept.  
 SUPERVISOR: City Administrator CLASSIFICATION: Salaried - Exempt  
 PAGE: 1 of 3 Non-Represented

Revised: 13 June 2025 March 2022  
 Council Approved: 17 June 2025 June 11, 2022

**GENERAL DESCRIPTION OF DUTIES:**

Under general supervision of the City Administrator, the treasurer is responsible for the preparation and maintenance of the City Budget, investment of city funds, bond issues, related state and federal reports, purchasing, city computer programs, related policy and procedures, claims against the City and the bid specification and process. This position also monitors insurance policies, workers compensation and liability claims and assists the department heads in writing and administering the grant applications. The treasurer performs the responsibilities of the office of the City Treasurer as set forth in Wisconsin Sections 62.09(9).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for the preparation, planning, and implementation of the annual City Budget. Coordinates these efforts with all city departments.
2. Establishes and maintains a central accounting system for city government and departments in a manner consistent with the accepted municipal accounting principles and practices.
3. Collects all real estate, personal property and mobile home taxes and reconcile, file and pay said taxes to appropriate taxing authorities.
4. Administer room tax reporting and collecting.
5. Administer the collections through the TRIP program and through Credit Management Control.
6. Assist the public in requests regarding property valuations and tax related questions. Assists with the day to day operations of the assessor's office in their absence.
7. Billing and maintenance of special assessment records including tax roll transfers.
8. Collects funds for ambulance payments, police department, library, court, building inspections, water and sewer, licensing, and parks and recreation programs and events.
9. Reconciliation of accounts receivables.
10. Prepares monthly and year to date financial statements for distribution to all city departments and public officials.
11. Supervises the city payroll. Responsible for all state and federal requirements and compliance issues in reporting earnings from information for the City.
12. Manages and invests the city's funds (on regulation of the State Statutes).



**POSITION:** City Treasurer      **DEPARTMENT:** Treasurer's Dept.  
**PAGE:** 2 of 3

**ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

13. Prepares, monitors, and maintains all financial reports including, but not limited to, the City's budget, payroll and investments.
14. Serves as backup for payroll processing.
15. Evaluates and makes recommendations regarding the City water and sewer rates.
16. Assists other departments in submission of grant applications, grant reporting and grant closures.
17. Maintains the city's computer systems. Acts as a liaison to contracted service firm. Assists department heads in evaluating programs and hardware. Makes recommendation for changes.
18. Attends the Committee as a Whole meeting and the Common Council meetings monthly. Attends other meetings as required.
19. Reporting and reconciliation into the City's General Ledger for the CDBG Programs
20. Maintains policies for collection and reimbursement of city funds.
21. Deposits all funds of the City in public depositories designated by the City.
22. Administers the Tomah Shared Ride Program for all state and federal grant reporting guidelines and compliance.
23. Maintains all related financial records, documents, and compliance issues for the Tomah Ice Arena.
24. Administers disciplinary grievance processes within the treasurer's department.
25. Performs other duties as needed or assigned.
26. 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.duties

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Bachelor's Degree in Public Accounting or Public Administration with three years of municipal accounting experience. Also, five or more years of municipal accounting experience required.
2. Experience in customer service.
3. Experience handling cash and conducting business transactions required.
4. Experience in network administration preferred. Experience with Microsoft, Excel, E-mail, internet and computerized accounting software required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to analyze financial data, balance accounts, compile reports, and make recommendations required.

**POSITION:** City Treasurer      **DEPARTMENT:** Treasurer's Dept.  
**PAGE:** 3 of 3

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):**

2. Knowledge of GAP and GASB systems. Along with excellent math and balancing skills required.
3. Knowledge of applicable state and federal laws concerning municipal borrowing and investments.
4. The ability to maintain a professional demeanor, calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for extended periods of time, and be flexible.
5. The ability to establish and maintain effective work relationships with the general public as well as with city employees.
6. Ability to operate a variety of office machines including computers, printers, typewriter, phone, calculator, fax machine, copier, credit card machines and remote deposit scanner.
7. Ability to undertake and complete tasks and excellent multi-tasking skills.
8. Valid Wisconsin driver's license.
9. Be bondable according to the State Statutes and must maintain bondable status.

**PHYSICAL REQUIREMENTS:**

1. Frequent twisting and bending.
2. Reaching above and below shoulder height.
3. Ability to lift fifty (50) plus pounds occasionally.
4. Ability to push and pull office equipment.
5. Ability to sit at a keyboard frequently.
6. Sitting tasks occupy approximately 70 percent of the day.
7. Fifteen (15) percent of workday spent walking.
8. Fifteen (15) percent of workday spent standing.

**PHILOSOPHY AND GOALS:**

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## CITY OF TOMAH

GRADE: PO

POSITION: City Treasurer DEPARTMENT: Treasurer's Dept.  
 SUPERVISOR: ~~City Administrator~~ Mayor and Council CLASSIFICATION:  
 Salaried - Exempt  
 PAGE: 1 of 3 Non-Represented

Revised: March 2022  
 Council Approved: June 11, 2022

**GENERAL DESCRIPTION OF DUTIES:**

Under general supervision of the ~~City Administrator~~ Mayor and Council, the ~~T~~reasurer is responsible for the preparation and maintenance of the City Budget, investment of city funds, bond issues, related state and federal reports, purchasing, city computer programs, related policy and procedures, claims against the City and the bid specification and process. This position also monitors insurance policies, workers compensation and liability claims and assists the department heads in writing and administering the grant applications. The treasurer performs the responsibilities of the office of the City Treasurer as set forth in Wisconsin Sections 62.09(9).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for the preparation, planning, and implementation of the annual City Budget. Coordinates these efforts with all city departments.
2. Establishes and maintains a central accounting system for city government and departments in a manner consistent with the accepted municipal accounting principles and practices.
3. Collects all real estate, personal property and mobile home taxes and reconcile, file and pay said taxes to appropriate taxing authorities.
4. Administer room tax reporting and collecting.
5. Administer the collections through the TRIP program and through Credit Management Control.
6. Assist the public in requests regarding property valuations and tax related questions. Assists with the day to day operations of the assessor's office in their absence.
7. Billing and maintenance of special assessment records including tax roll transfers.
8. Collects funds for ambulance payments, police department, library, court, building inspections, water and sewer, licensing, and parks and recreation programs and events.
9. Reconciliation of accounts receivables.
10. Prepares monthly and year to date financial statements for distribution to all city departments and public officials.
11. Supervises the city payroll. Responsible for all state and federal requirements and compliance issues in reporting earnings from information for the City.

12. Manages and invests the city's funds (on regulation of the State Statutes).

**POSITION:** City Treasurer      **DEPARTMENT:** Treasurer's Dept.

**PAGE:** 2 of 3

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

13. Prepares, monitors, and maintains all financial reports including, but not limited to, the City's budget, payroll and investments.
14. Serves as backup for payroll processing.
15. Evaluates and makes recommendations regarding the City water and sewer rates.
16. Assists other departments in submission of grant applications, grant reporting and grant closures.
17. Maintains the city's computer systems. Acts as a liaison to contracted service firm. Assists department heads in evaluating programs and hardware. Makes recommendation for changes.
18. Attends the Committee as a Whole meeting and the Common Council meetings monthly. Attends other meetings as required.
19. Reporting and reconciliation into the City's General Ledger for the CDBG Programs
20. Maintains policies for collection and reimbursement of city funds.
21. Deposits all funds of the City in public depositories designated by the City.
22. Administers the Tomah Shared Ride Program for all state and federal grant reporting guidelines and compliance.
23. Maintains all related financial records, documents, and compliance issues for the Tomah Ice Arena.
24. Administers disciplinary grievance processes within the treasurer's department.
25. Performs other duties as needed or assigned.
26. 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.
- 26-27. Performs required duties as a member of the Senior Executive Team.

### **EDUCATION AND EXPERIENCE REQUIRED:**

1. Bachelor's Degree in Public Accounting or Public Administration with three years of municipal accounting experience. Also, five or more years of municipal accounting experience required.
2. Experience in customer service.
3. Experience handling cash and conducting business transactions required.
4. Experience in network administration preferred. Experience with Microsoft, Excel, E-mail, internet and computerized accounting software required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to analyze financial data, balance accounts, compile reports, and make recommendations required.

**POSITION:** City Treasurer      **DEPARTMENT:** Treasurer's Dept.  
**PAGE:** 3 of 3

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):**

2. Knowledge of GAP and GASB systems. Along with excellent math and balancing skills required.
3. Knowledge of applicable state and federal laws concerning municipal borrowing and investments.
4. The ability to maintain a professional demeanor, calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for extended periods of time, and be flexible.
5. The ability to establish and maintain effective work relationships with the general public as well as with city employees.
6. Ability to operate a variety of office machines including computers, printers, typewriter, phone, calculator, fax machine, copier, credit card machines and remote deposit scanner.
7. Ability to undertake and complete tasks and excellent multi-tasking skills.
8. Valid Wisconsin driver's license.
9. Be bondable according to the State Statutes and must maintain bondable status.

**PHYSICAL REQUIREMENTS:**

1. Frequent twisting and bending.
2. Reaching above and below shoulder height.
3. Ability to lift fifty (50) plus pounds occasionally.
4. Ability to push and pull office equipment.
5. Ability to sit at a keyboard frequently.
6. Sitting tasks occupy approximately 70 percent of the day.
7. Fifteen (15) percent of workday spent walking.
8. Fifteen (15) percent of workday spent standing.

**PHILOSOPHY AND GOALS:**

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
Date



## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Amendment to Job Description for Director of Public Works and Utilities

### Summary and Background Information:

The amended job description was conducted at the direction of the Mayor and in accordance with guidance provided by the City Council. What is presented for approval is the job description for Director of Public Works and Utilities as it stood in 2022. Included with this staff report are both the amended job description, and the job description showing the changes that were made in 2022 with the creation of the Senior Executive Team.

To be clear, this is the same job description pre-SET, to include supervisor and pay grade. Should this job description be approved, it will take effect on 1 July 2025.

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** Not applicable.

**Fiscal Impact:** Not applicable.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:


Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the amended job description for \_\_\_\_\_ as presented by staff, to be effective 1 July 2025."

DIR. OF PUBLIC WORKS + UTILITIES

  
\_\_\_\_\_  
**SET**

13 JUNE 2025  
**Date**

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Date**

**Committee:**  
**Meeting Date(s):**

**Common Council**  
**17 June 2025**



## CITY OF TOMAH JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Director of Public Works &amp; Utilities</b>	<b>GRADE:</b>	<b>R</b>
<b>SUPERVISOR:</b>	<b>City Administrator</b>	<b>DEPARTMENT:</b>	<b>Public Works &amp; Utilities</b>
<b>PAGE:</b>	<b>1 of 3</b>	<b>CLASSIFICATION:</b>	<b>Salaried-Exempt Non Represented</b>

**PREPARED:** 13 June 2025 ~~March 2019~~  
**COUNCIL APPROVED:** 17 June 2025 ~~June 11, 2019~~

**GENERAL DESCRIPTION OF DUTIES:**

Under the direction of the City Administrator, an employee of this position oversees a multi-function department that includes engineering activities as well as the street and utility departments while performing some environmental job duties as needed. Work is performed according to the established guidelines and verbal and/or written instructions. Work is performed in an office setting or in the field as required.

**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. Assume primary responsibility for all finance and financial planning of Public Works and Utilities including annual audit procedures for water, sewer and street projects and the annual Public Service Commission report for the water utility.
2. Assume primary responsibility for the operation and maintenance of the City of Tomah water utility, including the wells, water treatment facilities, water storage facilities and water distribution facilities.
3. Assume primary responsibility for the operation and maintenance of the City of Tomah wastewater collection and treatment system.
4. Assume primary responsibility of construction and maintenance of street and related public facilities and oversee sanitation operations.
5. Direct all extensions and additions to the water and sewer system.
6. Prepare annual budgets for the water and sewer departments and public works operations; submit those budgets to the Public Works and Utilities Commission for approval; and monitor the compliance of those departments with the approved budgets. Supervise water meter readings, the issuance of bills to customers and the collections of those bills. Enforce Public Service Commission rules with regards to billing, collections and disconnections for non-payment of water and sewer bills.
7. Oversee the payment of all expenses for the water and sewer departments and the ordering of all necessary supplies and equipment for those departments. Supervise all personnel in the Water and Sewer Departments, Public Works Operations, and the Public Works and Utilities office.
8. Oversee the preparation of all necessary records and reports and the submittal of all reports required by State and Federal agencies in connection with the water and sewer departments and Public Works operations.
9. Receive and resolve all complaints from the public with regard to the municipal water supply and distribution system, and with regard to wastewater collection, streets, and other public facilities.
10. Review and approve or disapprove all sanitary sewer and water main connection permits.
11. Negotiate contracts with consulting engineering firms for design and services when necessary and monitor the performance of such consultants.
12. Establish and maintain good communications with area businesses and industries, the general public, other City departments, the Public Works and Utilities Commission, and the City Council.
13. Inform property developers and other interested parties of the City's policies regarding charges and responsibilities for extension of sanitary sewers and water mains to previously unserved properties.
14. In charge of the City Hall building, North Side Fire Station building and all buildings in connection with the Public Works and Utilities Departments.
15. Reviews and approves or disapproves change orders that require immediate attention for projects for which the Director is responsible.

**POSITION: Director of PW & Utilities**  
**PAGE: 2 of 3**

**DEPARTMENT: Public Works & Utilities**

16. Required to attend all meetings of Public Works and Utilities Commission, all City Council meetings, all Planning Commission meetings and any other meetings such as required.
17. Due to the nature of this position, additional work time may be necessary to prepare for meetings, to deal with the public, and to schedule and supervise emergency facility operation and maintenance.
18. Monitor Dam operations, review Dam inspection reports and coordinate activities to comply with DNR requirements
19. Oversees Lake District Budget, Lake Committee meetings, and facilitates Lake Committee recommendations to the City Council.
20. Oversee implementation for monitoring of Superfund Landfill Site, coordinates activities with DNR, EPA, International Paper and legal entities for the implementation of Institutional controls.
21. Provides OSHA and Safety training to departmental employees.
22. Provides Material Safety Data Training and information and Public Works staff.
23. Supervises the Airport operation. Develop Statement of Project Intentions, contract administration and procurement, budget preparation and administration of Bloyer Field Airport operations.
24. 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 enforcements of said safety rules and regulations.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

1. Bachelor's Degree in Engineering or
2. At least six years of experience in the municipal water and wastewater utility field; five years of that water and wastewater experience should be in a supervisory capacity, with exposure to budgetary and record keeping processes.
3. Related Public Works experience is also required.
4. Must be a Wisconsin DNR licensed water and sewer operator.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of well construction and operation; operation and maintenance of pressure sand filters for iron removal and radium removal for potable water supplies; municipal water storage and distribution system operation and maintenance; operation and maintenance of activated sludge wastewater treatment systems; and municipal wastewater collection system operation and maintenance.
2. Knowledge of street construction and maintenance and related Public Works operations including solid waste collection, and lake and dam operation.
3. Knowledge of the Wisconsin Administrative Code requirements of the Public Service Commission and the Department of Natural Resources as they pertain to the operation and maintenance of municipal water supply, storage and distribution systems and municipal wastewater collection and a Grade 4 advanced treatment system.
4. Knowledge of basic accounting systems.
5. Valid Wisconsin Drivers License.
6. Knowledge of OSHA Standards.

#### **PHYSICAL REQUIREMENTS:**

1. Frequent twisting
2. Carries various weights
3. 50% of work day will be spent sitting
4. 30% of work day will be spent walking
5. 20% of work day will be spent standing
6. Percentages of time sitting, standing and walking may vary depending on tasks performed and the time of year.

**POSITION:** Director of PW & Utilities  
**PAGE:** 3 of 3

**DEPARTMENT:** Public Works & Utilities

**PHYSICAL REQUIREMENTS (CONTINUED):**

7. Reaching above and below shoulder height frequently.
8. Occasional bending and stooping.

**PHILOSOPHY AND GOALS:**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## CITY OF TOMAH JOB DESCRIPTION

**POSITION TITLE:** Director of Public Works & Utilities    **GRADE:** SR  
**SUPERVISOR:** City Administrator Mayor and Council    **DEPARTMENT:** Public Works & Utilities  
**Exempt**    **PAGE:** 1 of 3    **CLASSIFICATION:** Salaried-  
**Represented**    **Non**

**PREPARED:** ~~March 2019~~ February 2, 2022  
**COUNCIL APPROVED:** ~~June 11, 2019~~ February 15, 2022

**GENERAL DESCRIPTION OF DUTIES:**

Under the direction of the City Administrator Mayor and Council, an employee of this position oversees a multi-function department that includes engineering activities as well as the street and utility departments while performing some environmental job duties as needed. Work is performed according to the established guidelines and verbal and/or written instructions. Work is performed in an office setting or in the field as required.

**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. Assume primary responsibility for all finance and financial planning of Public Works and Utilities including annual audit procedures for water, sewer and street projects and the annual Public Service Commission report for the water utility.
2. Assume primary responsibility for the operation and maintenance of the City of Tomah water utility, including the wells, water treatment facilities, water storage facilities and water distribution facilities.
3. Assume primary responsibility for the operation and maintenance of the City of Tomah wastewater collection and treatment system.
4. Assume primary responsibility of construction and maintenance of street and related public facilities and oversee sanitation operations.
5. Direct all extensions and additions to the water and sewer system.
6. Prepare annual budgets for the water and sewer departments and public works operations; submit those budgets to the Public Works and Utilities Commission for approval; and monitor the compliance of those departments with the approved budgets. Supervise water meter readings, the issuance of bills to customers and the collections of those bills. Enforce Public Service Commission rules with regards to billing, collections and disconnections for non-payment of water and sewer bills.
7. Oversee the payment of all expenses for the water and sewer departments and the ordering of all necessary supplies and equipment for those departments. Supervise all personnel in the Water and Sewer Departments, Public Works Operations, and the Public Works and Utilities office.
8. Oversee the preparation of all necessary records and reports and the submittal of all reports required by State and Federal agencies in connection with the water and sewer departments and Public Works operations.
9. Receive and resolve all complaints from the public with regard to the municipal water supply and distribution system, and with regard to wastewater collection, streets, and other public facilities.
10. Review and approve or disapprove all sanitary sewer and water main connection permits.
11. Negotiate contracts with consulting engineering firms for design and services when necessary and monitor the performance of such consultants.
12. Establish and maintain good communications with area businesses and industries, the general public, other City departments, the Public Works and Utilities Commission, and the City Council.
13. Inform property developers and other interested parties of the City's policies regarding charges and responsibilities for extension of sanitary sewers and water mains to previously unserved properties.
14. In charge of the City Hall building, North Side Fire Station building and all buildings in connection with the Public Works and Utilities Departments.
15. Reviews and approves or disapproves change orders that require immediate attention for projects for which the Director is responsible.

**POSITION: Director of PW & Utilities**  
**PAGE: 2 of 3**

**DEPARTMENT: Public Works & Utilities**

16. Required to attend all meetings of Public Works and Utilities Commission, all City Council meetings, all Planning Commission meetings and any other meetings such as required.
17. Due to the nature of this position, additional work time may be necessary to prepare for meetings, to deal with the public, and to schedule and supervise emergency facility operation and maintenance.
18. Monitor Dam operations, review Dam inspection reports and coordinate activities to comply with DNR requirements
19. Oversees Lake District Budget, Lake Committee meetings, and facilitates Lake Committee recommendations to the City Council.
20. Oversee implementation for monitoring of Superfund Landfill Site, coordinates activities with DNR, EPA, International Paper and legal entities for the implementation of Institutional controls.
21. Provides OSHA and Safety training to departmental employees.
22. Provides Material Safety Data Training and information and Public Works staff.
23. Supervises the Airport operation. Develop Statement of Project Intentions, contract administration and procurement, budget preparation and administration of Bloyer Field Airport operations.
24. 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 enforcements of said safety rules and regulations.
- 24.25. Performs required duties as a member of the Senior Executive Team

#### **EDUCATION AND EXPERIENCE REQUIRED:**

1. Bachelor's Degree in Engineering or
2. At least six years of experience in the municipal water and wastewater utility field; five years of that water and wastewater experience should be in a supervisory capacity, with exposure to budgetary and record keeping processes.
3. Related Public Works experience is also required.
4. Must be a Wisconsin DNR licensed water and sewer operator.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of well construction and operation; operation and maintenance of pressure sand filters for iron removal and radium removal for potable water supplies; municipal water storage and distribution system operation and maintenance; operation and maintenance of activated sludge wastewater treatment systems; and municipal wastewater collection system operation and maintenance.
2. Knowledge of street construction and maintenance and related Public Works operations including solid waste collection, and lake and dam operation.
3. Knowledge of the Wisconsin Administrative Code requirements of the Public Service Commission and the Department of Natural Resources as they pertain to the operation and maintenance of municipal water supply, storage and distribution systems and municipal wastewater collection and a Grade 4 advanced treatment system.
4. Knowledge of basic accounting systems.
5. Valid Wisconsin Drivers License.
6. Knowledge of OSHA Standards.

#### **PHYSICAL REQUIREMENTS:**

1. Frequent twisting
2. Carries various weights
3. 50% of work day will be spent sitting
4. 30% of work day will be spent walking
5. 20% of work day will be spent standing

6. Percentages of time sitting, standing and walking may vary depending on tasks performed and the time of year.

**POSITION:** Director of PW & Utilities  
**PAGE:** 3 of 3

**DEPARTMENT:** Public Works & Utilities

**PHYSICAL REQUIREMENTS (CONTINUED):**

7. Reaching above and below shoulder height frequently.  
8. Occasional bending and stooping.

**PHILOSOPHY AND GOALS:**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Budget Amendment of \$500 from Elections Operating to Administrator Operation for Employee BBQ on 3 July 2025

### Summary and Background Information:

The city has no elections for the remainder of 2025. The Senior Executive Team is respectfully requesting a budget amendment to transfer \$500 from account 01-51440-3400 "Elections Operations" which currently has a balance of \$1,500, to account 01-51415-3400 "Administrator Operation." The purpose of transferring these funds is to pay \$500 for an employee barbecue to be held on 3 July 2025, the last day of work prior to the 4<sup>th</sup> of July holiday. These funds for the elections operations are budgeted to buy food and other items for poll workers. Again, there are no remaining elections in 2025 and the City Clerk has volunteered the transfer of these funds to pay for the employee barbecue.

### Minutes Attached:

Yes ☐ No ☒

**Budget Account:** 01-51440-3400 "Elections Operations" and 01-51415-3400 "Administrator Operation."

**Fiscal Impact:** Transfer of funds between accounts.

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

**Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:


Yes ☒ No ☐

**Questions from SET:** None.

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the

transfer of \$500 from account 01-51440-3400 to account 01-51415-3400 for the purposes of funding an employee barbecue on 3 July 2025 to celebrate our Nation's independence and demonstrate the City's appreciation for its employees."

  
**SET**

17 JUNE 2025  
**Date**

---

**Department Director**

---

**Date**

**Committee:**  
**Meeting Date(s):**

**Common Council**  
**17 June 2025**