



AGENDA FOR COMMON COUNCIL

A Common Council meeting will be held on **Tuesday, June 18, 2024 at 6:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

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

Mayor

1. Discussion on Reinstatement of City Administrator Position and Dissolution of the Senior Executive Team
2. Parade and Downtown Thursday Night Location Discussion
3. Discussion on Direction for Enforcement of Signage and/or Modification of City Ordinance

Public Safety

4. Public Safety May Monthly Report

Library

Senior & Disabled Services

5. Senior & Disabled Services Department monthly report

Planning & Building Inspection

6. May 2024 Building Inspection Permit and Code Enforcement Reports

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

- A. Renewal of “Class B” Liquor, Class “B” Fermented Malt Beverage, and “Class C” Wine Beverage Licenses
- B. Special Event Outdoor Cabaret Licenses for North American Squirrel Association for Winnebago Park located on Brandon St. in Tomah, WI for an event on July 6th of 2024.
- C. April 30, 2024 Cash and Investments Report
- D. May 31, 2024 Cash and Investments Report

Committee of the Whole

5. Approval of Tomah Transit Procurement Policy
6. Resolution Authorizing Payment of Monthly Bills

Common Council – June 18, 2024

- [7.](#) Alternate parade route Discussion and Decision
- [8.](#) Ordinance Amending Chapter 16 of the City of Tomah Ordinances
- [9.](#) Approval of amendment of Recreation Park Emergency Operations Plan
10. Approval of Contract Between the City of Tomah and General Engineering for Inspection Services
- [11.](#) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,640,000 General Obligation Promissory Notes, Series 2024A

ADJOURN

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

CITY OF TOMAH PUBLIC SAFETY

MONTHLY REPORT May 2024



Public Safety Director / Fire Chief Tim Adler

TOMAH FIRE DEPARTMENT MONTHLY STATISTICS

MONTH/ YEAR May 2024

FIRE CALLS:

1. **STRUCTURE:** 0
2. **VEHICLE FIRES:** 0
3. **GRASS:** 1
4. **FALSE ALARMS:** 8
5. **INJURIES:** 0
6. **GOOD INTENT CALLS:** 1
7. **HAZMAT:** 1
8. **OTHER:** 7
9. **MOTOR VEHICLE ACCIDENT/RESCUE:** 10

FIRE INSPECTION HOURS: 0

FIRE SAFETY EDUCATION HOURS: 16.5, Culvers. General Sheet Metal, Slide into Safety.

CALLS FOR SERVICE: 0



City of Tomah City Council Meeting – June 18th, 2024

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

1. **STAFFING:** We are currently staffed with 36 members, 34 paid on call members along with Full-Time Deputy Fire Chief Likely and Chief Adler.
2. **VEHICLES:** All apparatus are in service and functioning in good working condition.
3. **OTHER:** The fire inspectors continue working on their first round of inspections for this year, there have been no major violations noted. All violations are documented in our database and follow-up inspections are performed until the corrections have been made. I am working on gathering data from Fire Chiefs throughout the state for current volunteer paid on call fire fighters wages, my crews have not seen a wage increase for 21 years and we have fallen behind in this area, this will be presented to the council during our fall budget workshop. We are in the process of updating our Department (SOG's) Standard operating guidelines, this is a long process that I hope to complete by midfall. We responded to 28 calls for service in May.

Yours in Safety

Public Safety Director / Fire Chief

Tim Adler



Tomah Fire Department Staff



Fire Chief

*Tim Adler (35 Years)

Deputy Chief

*Jeremy Likely (18 Years)

Assistant Fire Chiefs

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

Safety Officer

Dave Baggot (24 Years)

Fire Fighters

Tim Larkin (49 Years)
Jody Pierce (30 Years)
*Bob Walker (22 Years)
Jerry Steele (21 Years)
*Brad Retzlaff (22 Years)
*Steve Walheim (22 Years)
Cory Lenz (20 Years)
Ron Schneider (19 Years)
Tim Cram (18 Years)
*Chris Semann (13 Years)
*Chad Gunder (10 Years)
*Steve Miller (5 Years)
Megan Mickelson (5 Years)
*Phil Gigous (5 Years)
Joe Lenz (5 Years)
Chris Neal (4 Years)
Mitchell Larkin (3 Years)
*Taylor McMullen (3 Year)
Brandon Sibert (3 Year)
Justin Dettinger (1 Year)
Michael Linehan (1 Year)
Chris Johnson (New)
Jeff Vierck (New)
Jared Vanderloop (New)
Ryan Fisk (New)
Daniel Amberg (New)
Michael Forlines (New)
Nick Amberg (New)

Captains

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

Lieutenants

Rescue Technicians

Kerwin Greeno (28 Years)

*=Rescue Techs



Tomah Area Ambulance Service Number of Calls by Municipality Monthly Report

May 2024

City of Sparta Total: 2

City of Tomah Total: 222

Town of Adrian Total: 1

Town of Byron Total: 5

Town of Grant Total: 7

Town of Greenfield Total: 4

Town of La Grange Total: 7

Town of Lincoln Total: 2

Town of Oakdale Total: 4

Town of Scott Total: 2

Town of Sparta Total: 1

Town of Tomah Total: 4

Town of Wilton Total: 1

Village of Oakdale Total: 4

Village of Warrens Total: 3

Village of Wilton Total: 1

Total: 16

Total Records: 286



City of Tomah City Council Meeting – June 18th, 2024

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 - 7
- Paramedics – 4
- AEMTs – 2
- EMT-Basics – 2 (Katie testing for Paramedic, Mara finishing Paramedic)

Part-Time

- Critical Care Paramedics – 2
- Paramedics – 4
- AEMTs – 1
- EMT-Basic – 9 (Emily finishing Paramedic, Tyler finishing Paramedic)

2. **BUILDING:** We continue to work through the finish list with Keller. There are 2 door sills that will get replaced when the weather gets better. All the exterior service doors seals will be replaced. Keller continues to communicate with us to ensure everything is operating as it should.
3. **VEHICLES:** All apparatus are in service and functioning in good working condition. Unit 269 was driven to the remount center on February 7th, we were supposed to receive this unit back in mid-May, the remount center damaged an electrical connection and we have received a turnaround date as to when we will get the Ambulance back.
4. **OTHER:** The service continues to be busy for the first five months of the year, responding to more calls than we have ever had in this time in the past years. We continue staffing trucks with as many part-time staff as we can to keep three trucks available. There will be a Tomah Area Ambulance Service Commission Meeting on Thursday June 25 at 5pm at the Emergency Services building.

Yours in Safety
Public Safety Director / Fire Chief
Tim Adler

Transfer Statistics break down

May 2024 Statistics

Year to Date Calls for Service – 1,461

- Calls with multiple ambulances – 23

Year to Date Reports Written – 1,488

Calls for Service in May – 285

- Calls with multiple ambulances – 3

Reports Written in May – 291

Salaried Employee Stipends in May – 0

Year to Date Salaried Employee Stipends – 0

Year to Date – All Transfers – 565 Requested. Accepted 466, Declined 99 – 82.48%

- Tomah Health ER– Requested 402, Accepted 356. **88.56% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 25
 - Multiple Transfers at the Same Time – 8
 - Medical Necessity – 6
 - Downtown Structure Fire – 2
 - Crew Safety – 2
 - Patient Condition – 1
 - Did Not Call Us – 1
 - Staffing – 1
- Tomah Health OB & Acute Care – Requested 19, Accepted 19. **100.00% Accepted.**
 - Reasons for Turn Down
- Tomah VA – Requested 55, Accepted 51. 92.73 % **Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 3
 - Crew Safety – 1
- Critical Care Transfers – Requested 17, Accepted 13. 76.47% **Accepted.**
 - Reasons for Turn Down
 - January – Mauston – Madison – Staffing
 - February – Tomah – La Crosse – Tomah Sent Rochester Transfer Instead
 - March – La Crosse – Rochester – Neonatal Specialty Transport
 - March – Tomah – La Crosse – Patient Condition – Transported Later

May Transfers – 101 Requested. Accepted 87, Declined 14.

- Critical Care Transfers – 5
 - Accepted – 5
- Reasons for Turn Down in May
 - On Transfers or 911s/Would Not Wait– 7 (Tomah Health-3, Outlying-3, TVA-1)
 - Medical Necessity – 3 (Tomah Health-3)
 - Staffing – 3 (Tomah Health-0, Outlying-3)
 - Discretion – 1 (Transfer from a residence in Black River Falls to a nursing home in Black River Falls).

Mutual Aid

- Assisted – 2
 - Wilton Ambulance – 2
 - **Mutual Aid – Chest Pain** – Transported to Tomah Health.
 - **Intercept – Chest Pain** – Transported to Tomah Health.
- Requested – 6
 - Fort McCoy – 5
 - **Change of Quarters** – Three Ambulances on duty, all three on separate 911 calls.
 - **Change of Quarters** – Two Ambulances on duty, one on a transfer, one on a 911 call and 264 on a fire stand-by.
 - **Change of Quarters** – Two Ambulances on duty, one on a transfer, one on two 911 calls.
 - **Mutual Aid – Pediatric Head Injury** – Two Ambulances on duty, one on a transfer, one on two on 911 calls including MVA with Gundersen Air. 260 Responded along with. Fort McCoy Transported to Tomah Health.
 - **Change of Quarters** – Two Ambulances on duty, both on MVA with injuries.
 - Sparta Ambulance – 1
 - **Change of Quarters** – Replaced Fort McCoy when Fort McCoy was sent to the Mutual Aid call above.

Legal Blood Draws

- May – 1 (Year to Date – 16)

TAAS Monthly Statistical Report May 2024

Calls For Service 291 1 Year Ago: 275		Cancelled/No Transport 66 1 Year Ago: 43		Facility Transfers 80 1 Year Ago: 81		Denied Transfers 14 1 Year Ago: 32		Salary Stipend \$0.00 Yr to Date: \$0.00	
Total Miles Driven 5310.5 1 Year Ago: 4394.9		Mutual Aid Requests 2 Asst / 6 Req / 1 Blood Draw 1 Year Ago: 24		Incoming Payments \$230,618.20 Yr to Date: \$185,833		Billed To Patients \$421,531.50 Yr to Date: \$2,106,620		Total Bad Debt Collected In 2024 \$37,456.61 MOLLY IS ON LEAVE THIS # COULD BE LOW	
Billed Medicare \$109,703.50 Yr to Date: \$657,538			Collected Medicare \$23758.52/JUST NGS Yr to Date: \$133,179.56			Uncollectable-Medicare (30% Retrivable) \$67148.41/JUST NGS Yr to Date: \$366,414.84			
Billed Medicaid \$42635.40/JUST EDS Yr to Date: \$303,417.10			Collected Medicaid \$18971.96 JUST EDS Yr to Date: \$53,780			Medicaid Write-Off \$61,772.25 Yr to Date: \$159,067			
Billed Insurance \$131711.80/also other ngs&eds Yr to Date: \$834,389			Collected Insurance \$40,516.00 Yr to Date: \$132,670.2		Write-Off Per Insurance \$8,148.63 Yr to Date: \$44,752.40		Collections \$22,944.58 Yr to Date: \$119,448.5		Collected Patient \$7,364.89 Yr to Date: \$462,741
Billed V.A. \$137,480.80 Yr to Date: \$685,682			Collected V.A. \$140,006.80 Yr to Date: \$403,461.54			Outstanding V.A.			
									2024 As of 6/10 \$357,366.70

NOTES:

CURRENT ROSTER EMPLOYEE ROSTER

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

Monthly Invoices May 2024

ACCT #	DATE	DESCRIPTION & INVOICE #	CREDIT CARD YES	AMOUNT
2900	5/1/2024	DAS Health Inv. 63020 (ACH payment)		\$301.00
3400	4/30/2024	Mississippi Welders Inv. 1752274		\$12.60
2230	5/1/2024	Lynxx Networks		\$668.33
2210	5/2/2024	Alliant Energy		\$1,418.12
3500	4/10/2024	Larkin's Inv. 86522		\$42.00
3500	4/18/2024	Larkin's Inv. 86666		\$530.96
3500	4/10/2024	Larkin's Inv. 86586		\$92.08
2900	5/5/2024	Nsure Inv. 07210 (ACH payment)		\$719.97
2230	4/23/2024	First Net Inv. 287303615675X05012024		\$398.87
3401	5/6/2024	Kwik Trip		\$5,168.81
3400	5/6/2024	Ace Hardware Inv. 622060		\$17.99
3400	4/22/2024	Quill Inv. 38313354		\$29.78
3350	4/29/2024	Western Technical Inv. IN14273		\$20.00
2220	5/6/2024	City W&S		\$163.82
2900	4/29/2024	DAS Health Inv. 63420 (ACH payment) (Emedix)		\$105.00
2900	5/1/2024	DAS Health Inv. 63594 (ACH payment) (Emedix)		\$105.00
3400	5/9/2024	Confidential Records Inc. 61914		\$48.00
3400	5/10/2024	Amazon Order No. 114-2790931-1011412	X	\$170.82
3400	5/8/2024	Mississippi Welders Inv. 509538		\$84.82
3400	4/29/2024	Quill Inv. 38419432		\$38.99
3402	5/7/2024	Bound Tree Inv. 85340158		\$117.72
3402	5/7/2024	Bound Tree Inv. 85340157		\$1,077.35
3402	5/6/2024	Teleflex Inv. 9508401555		\$677.50
3500	5/9/2024	Everest Emergency Vehicles Inv. P07257		\$90.63
2900	5/14/2024	Tri State Business Machines Inv. 601095		\$95.00
3402	5/9/2024	Bound Tree Inv. 85343130		\$238.05
2200	5/6/2024	WE Energies		\$351.92
3400	4/24/2024	Chris Brigson (Job shirt replacement)		\$83.85
3400	5/6/2024	Quill Inv. 38530960		\$151.16
3400	5/20/2024	WI Online Record Check Systems	X	\$7.00
3400	5/20/2024	WI Online Record Check Systems	X	\$7.00
3400	5/20/2024	WI Online Record Check Systems	X	\$7.00
3400	5/20/2024	WI Online Record Check Systems	X	\$7.00
3400	5/20/2024	WI Online Record Check Systems	X	\$7.00
3400	5/15/2024	Mississippi Welders Inv. 509561		\$69.77
3402	5/16/2024	Bound Tree Inv. 85350724		\$1,859.97
3402	5/16/2024	Bound Tree Inv. 85350725		\$911.23
2900	5/21/2024	Canon Financial Services Inv. 32665031		\$73.00

3500	5/16/2024	Everest Emergency Vehicles Inv. P07279	\$123.06
3400	5/20/2024	Adam Robarge - EMS week food	\$71.51


ACCT #	DATE	DESCRIPTION & INVOICE #	CREDIT CARD YES	AMOUNT
3400	5/21/2024	Auto Value Inv. 522269195		\$52.99
3400	3/8/2024	Hotsy Inv. 0002777-IN		\$564.75
3402	5/17/2024	Zoll Medical Inv. 3976139		\$258.30
3400	5/22/2024	Mississippi Welders Inv. 509583		\$95.12
3402	5/29/2024	Hamilton Medical Inv. 23334745		\$1,013.07
3400	5/30/2024	Galls Order No. 26721504	X	\$65.00
				\$18,212.91



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



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

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


Hello all...

The “Merry Month of May” is already done. It’s June – halfway through the year already. It is the month I take time to really evaluate myself and assess things in my life. I count my blessings and I am grateful. Thank you to all of you who are a part of my life – threads in the fabric of my life. I am grateful for my senior center family. **HAPPY FATHER’S DAY to all you fathers!!!**

Paulette has planted the flowers outside in our front flowerpots. Pam had the opportunity to learn at several conferences and workshops. Paulette decorated the senior center in patriotic theme for the summer. Pam wrote for four local grants that were due in early June. We will see if they are approved. The line dancers are using the upstairs for their dance space. They discovered the big room above my office and, with permission, moved the furniture from that room to the meeting room at the top of the stairs. Paulette and Pam fine-tuned the furniture arrangement. Now Pam hears the dancers above her office on Mondays, Tuesdays, and Thursdays. I think Jensen’s, next door, may hear them too. Speaking of neighbors, JNC Latin grocery store on the other side of us has delicious pastries, among other things. Check the store out sometime. **Farmer Market Coupon distribution** is at the senior center 11am-12noon on Thursday, June 13th.

In the June 2024 newsletter, I am sharing articles of interest.

- One article is on ‘Millions of Medicare Enrollees Get Free Vaccines’. Since most of us are Medicare eligible or are approaching Medicare eligibility thought it might interest you.
- I found an article on *Ageism* – a prejudice I hear a lot – not only from people of other ages, but also from fellow seniors. Wanted to share some facts on ageism and what each of us can do about it, not only to influence others, but more importantly ourselves. Another article I paired with this is an article on the ‘2024 Sports Illustrated Swimsuit Cover Models’. There is a group of women that are not letting ageism define them.
- With the more serious topic of Ageism in the newsletter, I wanted to balance it with a lighter topic. My senior sources had a couple topics such as ‘9 Erogenous Zones Not to Be Ignored’ and ‘How to Start Dating After 50’ that appeared to be lighter, more fun topics. Since I am not sure how the first topic would be received by our senior center community; I went with the second one.
- Close to my heart and interests is the article ‘Sensory Garden Ideas’. It’s not only for outdoors, but can also be applied to indoors. The article so captured my attention that I hope to adapt some of the ideas to make an area on my deck at home, and another in a small area in my home. Sharing it with you and hoping you can use some of the ideas also.

	<p>LOOKING AHEAD... INDEPENDENCE Day’s Holiday is Thursday, July 4th, 2024. The SENIOR CENTER will be closed July 4th & 5th. The MEAL SITE will be closed July 4th & open July 5th.</p>
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SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



KUPPER-RATSCH SENIOR CENTER YEARLY ATTENDANCE/USAGE COMPARISONS

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

Month	#Usage	Vol.s	Days/Evenings Open	Month	#Usage	Vol.s	Days/Evenings Open			
January				July						
2024	1,487+	206+	25 -1 Sun., 4 Eve. & 1 Sat.	2024			xx -x Sun., x Eve. & x Sat.			
2023	1,387+	187+	23 -1 Sun., 4 Eve. & 1 Sat.	2023	1,741+	203+	24-3 Sun., 1 Eve. & 1 Sat.			
2022	856+	93+	24 -1 Sun., 1 Eve. & 2 Sat.	2022	1,215+	161+	21-1 Sun., 5 Eve. & 0 Sat.			
2021	407	21+	20 -0 Sun., 2 Eve. & 1 Sat. Masks Required	2021	1,078+	71+	21-1 Sun., 5 Eve. & 1 Sat. Masks Optional			
2020	---	---	25 -1 Sun., 2 Eve. & 1 Sat. Did not take attendance before COVID	2020	586+	69+	07-26-21 Meal Site Reopen 24 -1 Sun., 2 Eve. & 1 Sat. Open with Precautions			
February				August						
2024	1,847+	271+	27 -4 Sun., 10 Eve. & 2 Sat.	2024			xx -x Sun., x Eve. & x Sat.			
2023	1,626+	207+	21 -1 Sun., 2 Eve. & 1 Sat.	2023	2,201+	239+	28-3 Sun., 2 Eve. & 2 Sat.			
2022	1,039+	111+	19 -0 Sun., 2 Eve. & 0 Sat.	2022	1,486+	202+	25-1 Sun., 4 Eve. & 1 Sat.			
2021	383+	20+	20 -0 Sun., 1 Eve. & 1 Sat. Masks Required	2021	1,253+	139+	24-1 Sun., 4 Eve. & 1 Sat.			
2020	---	---	22 -1 Sun., 1 Eve. & 1 Sat. Did not take attendance	2020	620+	74+	24 -1 Sun., 2 Eve. & 2 Sat. Open with Precautions			
March				September						
2024	1,902+	241+	25-2 Sun., 14 Eve. & 2 Sat.	2024			xx -x Sun., x Eve. & x Sat.			
2023	2,349+	263+	26 -1 Sun., 6 Eve. & 2 Sat.	2023	1,927+	208+	24-3 Sun., 6 Eve. & 1 Sat.			
2022	1,390+	138+	24 -1 Sun., 5 Eve. & 0 Sat.	2022	1,332+	170+	22-1 Sun., 6 Eve. & 1 Sat.			
2021	617+	37+	23 -0 Sun., 1 Eve. & 1 Sat. Masks Required	2021	1,134+	112+	23-1 Sun., 8 Eve. & 1 Sat.			
2020	---	---	16 -0 Sun., 0 Eve. & 0 Sat. 17 th Closed d/t COVID	2020	595+	59+	23 -1 Sun., 3 Eve. & 1 Sat. Open with Precautions			
April				October						
2024	1,872+	255+	26 -3 Sun., 08 Eve. & 01 Sat.	2024			xx -x Sun., x Eve. & x Sat.			
2023	1,870+	232+	26 -1 Sun., 6 Eve. & 2 Sat.	2023	2,370+	282+	26 -3 Sun., 11 Eve. & 1 Sat.			
2022	1,340+	138+	21 1/2-1 Sun., 9 Eve. & 0 Sat.	2022	1,736+	244+	21- 1 Sun., 7 Eve. & 1 Sat.			
2021	689+	43+	21 -0 Sun., 1 Eve. & 1 Sat. Masks Required	2021	1,410+	142+	24 -2 Sun., 8 Eve. & 1 Sat.			
2020	---	---	00 -0 Sun., 0 Eve. & 0 Sat. Closed d/t COVID	2020	602+	71+	25 -1 Sun., 3 Eve. & 2 Sat. Open with Precautions			
May				November						
2024	1,758+	246+	24 -1 Sun., 2 Eve. & 1 Sat.	2024			xx -x Sun., x Eve. & x Sat.			
2023	1,898+	247+	24-1 Sun., 4 Eve. & 1 Sat.	2023	1,862+	236+	25-3 Sun., 7 Eve. & 2 Sat.			
2022	1,426+	128+	22 -1 Sun., 7 Eve. & 0 Sat.	2022	1,322+	228+	21-1 Sun., 5 Eve. & 1 Sat.			
2021	657+	37+	20 -0 Sun., 3 Eve. & 1 Sat. Masks Required	2021	1,101+	122+	20-1 sun., 5 Eve. & 1 Sat.			
2020	---	---	00 -0 Sun., 0 Eve. & 0 Sat. Closed d/t COVID	2020	510+	76+	20 -0 Sun., 1 Eve. & 1 Sat. Open with Precautions			
June				December						
2024			xx -x Sun., x Eve. & x Sat.	2024			xx -x Sun., x Eve. & x Sat.			
2023	1,795+	224+	25 -1 Sun., 1 Eve. & 2 Sat.	2023	1,644+	242+	21-1 Sun., 3 Eve. & 1 Sat.			
2022	1,461+	162+	23 -1 Sun., 6 Eve. & 0 Sat.	2022	1,230+	219+	21-0 Sun., 6 Eve. & 1 Sat.			
2021	965+	44+	22 -1 Sun., 6 Eve. & 1 Sat. Masks Required	2021	1,006+	88+	22-1 Sun., 5 Eve. & 1 Sat.			
2020	270+	26+	14 -1 Sun., 2 Eve. & 0 Sat. 15 th Reopened w/Precautions	2020	452+	48+	22 -0 Sun., 1 Eve. & 1 Sat. Open with Precautions			
Newsletter is done before end of month.				TOTAL						
				2024			2024			
				2023	22,670+	2,770+	2023	1,644+	242+	
				2022	15,833+	1,994+	2022	1,230+	219+	
				2021	10,700+	876+	2021	1,006+	88+	
2020	3,635+	423+	2020	452+	48+					
				Jun15 thru December 31						

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

SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



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

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

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE

GOAL(S):

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

ACTIVITIES/ EVENTS

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

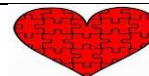
PUZZLE TABLE



We accept donations of puzzles.

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

We have puzzles that can be borrowed and returned.



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

COFFEE TIME & VISITING



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

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



OUTDOOR 'GAZEBO' AREA

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

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



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

GAMES:

BINGO



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

VOLUNTEER

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

BINGO BASH



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

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



**SENIOR & DISABLED SERVICES
DEPARTMENT
MONTHLY REPORT**



01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

GAMES, continued:

BRIDGE

	<p>DATE: 2nd Tuesday TIME: 1:00pm PLACE: Kupper-Ratsch Senior Center VOLUNTEERS: People from the group</p>	<p>VOLUNTEER(S): People from the group</p>
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PFEIFFER

	<p>DATE: Tuesdays TIME: 12:00 to 12:45 (<i>before Euchre starts</i>) PLACE: Kupper-Ratsch Senior Center</p>	<p>VOLUNTEERS: People from the group. COST: Free</p>
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GAMES OF CHOICE

	<p>DATE: Tuesdays TIME: 12:30pm COST: Free PLACE: Kupper-Ratsch Senior Center VOLUNTEERS: People from the group</p>	<p>Group chooses games, could be... Phase 10, Checkers, Uno, Dominos, Scrabble, Sequence, Skip Bo, Wizard, Yahtzee, Etc.</p>
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EUCHRE

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

	<p>DATE: Wednesdays TIME: 12:30pm COST: Free PLACE: Kupper-Ratsch Senior Center</p>	<p>VOLUNTEERS: People from the group</p>
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CANASTA

	<p>DATE: Wednesdays TIME: 1:00pm COST: Free PLACE: Kupper-Ratsch Senior Center</p>	<p>VOLUNTEERS: People from the group</p>
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CREATIVE GROUPS:

BASKET WEAVING CLASS

<p>gg82070917 GoGraph.com</p>	<p>DATE: 3rd Monday TIME: 10:30am to 3:30pm COST: \$ for supplies – ask Pam or Rose <i>Cost for supplies will vary from class to class depending on the basket style being done.</i> PLACE: Kupper-Ratsch Senior Center VOLUNTEER INSTRUCTOR: Rose Berry</p>	<p>Limit of 12 to a class. SIGN-UP: with Pam at senior center, 608-374-7476, or pbuchda@tomahwi.gov</p>
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SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



READY, SET ... GOALS!

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

CREATIVE GROUPS, continued:

QUILTING GROUP



People who sew & quilt are welcome.

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



People who crochet & knit are also welcome.

CREATIVE CORNER



DATE: 2nd & 4th 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 projects, enjoy fellowship and exchange of ideas.*
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group

Bring whatever project you are working on – like painting, drawing, photography, paper crafts, models, beadwork, jewelry making, crocheting, embroidery, and/or knitting, Etc.

BOOKINGS:

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN-Tomah Branch



DATE: 4th Tuesday
TIME: 5:30pm to 7:30pm
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group
PROGRAM: to be announced – ask Pam.

AAUWTomah@gmail.com
CONTACT: President
 Cindy Zahrte

AM VETS




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

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



	<p>SENIOR & DISABLED SERVICES DEPT. MONTHLY REPORT</p>	
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01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued



MUSIC PROGRAMS:

	<p>DID YOU KNOW? ... According to researchers singing uses both sides of the brain and takes people's minds off their worries, so it is a stress reducer. Singing also boosts oxygen and blood flow to the brain and body. ~ Creative Forecasting editors, March 2021</p>
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LIVE MUSIC AT THE SENIOR CENTER

 <p>Dan & Judy Gilbertson</p>	<p>SINGIN 'N' SWINGIN BAND DATE: Friday, June 07, 2024 TIME: 10:15am to 11:15am COST: Free PLACE: Kupper-Ratsch Senior Center SPONSORS: Marian Beebe</p>	 <p><i>"Swing, big band, western, early rock & roll, polka, and waltz styles"</i></p>
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LIVE MUSIC AT THE SENIOR CENTER

 <p><i>"A little bit of everything"</i></p>	<p>KATE MCCLAIN DATE: Friday, June 14, 2024 TIME: 10:15am to 11:15am COST: Free PLACE: Kupper-Ratsch Senior Center SPONSORS: Volunteers his time & talents</p>	
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LIVE MUSIC AT THE SENIOR CENTER



	<p>BLAINE HACKETT DATE: Friday, June 21, 2024 TIME: 10:15am to 11:15am COST: Free PLACE: Kupper-Ratsch Senior Center SPONSORS: Volunteers his time & talents</p>	 <p><i>"Eclectic set list - country, Celtic & music from Beatles to Ed Sheeran"</i></p>
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LIVE MUSIC AT THE SENIOR CENTER


 <p><i>"Sings classic rock, some country tunes & today's music accompanied by ukulele"</i></p>	<p>SHANNON HOGIE DATE: Friday, June 28, 2024 TIME: 10:15am to 11:15am COST: Free PLACE: Kupper-Ratsch Senior Center SPONSORS: Volunteers her time & talents</p>	
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Senior Center Closed Friday, July 05, 2024 - No Music at senior center on July 5th.


LIVE MUSIC AT THE SENIOR CENTER

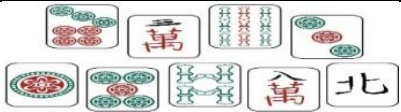
	<p align="center">SKIP JONES</p> <p>DATE: Friday, July 12, 2024 TIME: 10:15am to 11:15am COST: Free PLACE: Kupper-Ratsch Senior Center SPONSORS: Marian Beebe</p>	 <p align="center">"Folksinger/Storyteller"</p>
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<p align="center"><u>DO YOU HAVE AN INTEREST & WOULD LIKE TO SEE A GROUP STARTED at the Senior Center?</u></p>	<p align="center"><u>SENIOR & DISABLED SERVICES DEPT. POSSIBLE PROGRAMS</u></p>
<p align="center">This is your Senior Center... What would you like? We are open to ideas & interests. Let Pam know if you are interested. Clip Boards for sign-up are in Pam's office.</p>	

<p align="center">CHESS</p>		
	<p>DATE: Wednesdays or ? TIME: am or pm? COST: FREE PLACE: Kupper-Ratsch Senior Center</p>	<p align="center"><i>Have had a request to see if anyone is interested.</i></p>

<p align="center">CRIBBAGE</p>		
	<p>DATE: Wednesdays or ? TIME: am or pm? COST: FREE PLACE: Kupper-Ratsch Senior Center</p>	<p align="center"><i>Have had a request to see if anyone is interested.</i></p>

<p align="center">HAND & FOOT</p>		
	<p>DATE: Wednesdays or ? TIME: am or pm? COST: FREE PLACE: Kupper-Ratsch Senior Center</p>	<p align="center"><i>Have had a request to see if anyone is interested.</i></p>

<p align="center">MAHJONG</p>		
	<p>DATE: Wednesdays or ? TIME: am or pm? COST: FREE PLACE: Kupper-Ratsch Senior Center</p>	<p align="center"><i>Have had a request to see if anyone is interested.</i></p>

<p align="center">TATTING GROUP</p>		
	<p>DATE: Wednesdays TIME: 1:45pm PLACE: Kupper Ratsch Senior Center INSTRUCTOR: ?</p>	<p>COST: Free, however you provide your own supplies</p>

	<p><u>SENIOR & DISABLED SERVICES DEPARTMENT</u> <u>MONTHLY REPORT</u></p>	<p>READY, SET ... GOALS!</p>
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<p>02 EDUCATIONAL & HEALTH PROGRAMS</p> <p>GOAL(S): To maintain and grow programs/guest speakers at the Senior Center on educational, health, and assistance programs/services.</p>
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<p>COMMUNITY RESOURCE CONTACT INFORMATION BOOKLET</p>	
	<p>COMMUNITY RESOURCE CONTACT INFORMATION BOOKLETS are in magazine racks by front and back doors of the senior center, and/or see staff for information.</p>


<p>Please share info you have with us...</p>		
<p>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.</p>		
<p>We will add them to the Resource Contacts Information Booklet.</p>		

<p>COMMON SENSE HEALTH PRECAUTIONS FOR ANY TIME...</p>		
<p>for colds, flu, coronaviruses/COVID, and other illnesses.</p>		
	<ol style="list-style-type: none"> 1. WASH HANDS OFTEN. Use HAND SANITIZERS if cannot wash hands. 2. Keep your HANDS AWAY FROM your FACE. 3. COUGH/SNEEZE INTO your INNER ELBOW. 4. Wear a MASK if you choose. 5. Wear GLOVES if you choose. 6. Practice PHYSICAL DISTANCING if you choose. 3 to 6 feet is recommended. 7. STAY AT HOME IF YOU ARE SICK! 8. COME BACK when you are better. 	<p><i>“We also need to be aware of that some of us have “underlying conditions”, so we may cough and sneeze because of allergies, asthma, and/or heart/lung conditions and not a “catching” sickness. Please continue to be kind and understanding.</i></p>

<p>LIBRARY</p>		
	<p>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.</p>	<p>“The more that you read, the more things you will know. The more you learn, the more places you’ll go.”</p>

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

READING TABLE

	<p>We have a "reading table" with articles, newspapers, and magazines. Newspapers stay here to read, and magazines may be taken home. We accept donations of magazines.</p>	<p>Please feel free to use the magnifier machine for reading that is on the reading table.</p>
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	<h2>SENIOR & DISABLED SERVICES DEPARTMENT</h2> <h2>MONTHLY REPORT</h2>	
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02 EDUCATIONAL & HEALTH PROGRAMS, continued

EDUCATIONAL & SUPPORT PROGRAMS:

VETS CAREGIVER SUPPORT GROUP


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

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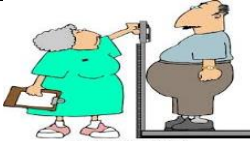
TECHNOLOGY PROGRAMS:

iPADS & WiFi

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


WEIGH-IN

	<p>DAYS: Mondays thru Fridays TIME: 8:30am to 4:30pm (<i>just come in, or call Pam & set up a day & time</i>) COST: Free PLACE: Kupper-Ratsch Senior Center</p>	<p>Often when we try to lose weight, we need someone to be accountable to. Pam is willing to be your person to weigh you weekly at the senior center.</p>
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We will offer this course again when 6 to 12 people sign up for them...Sign up with Pam

STAND UP FOR YOUR HEALTH

Not an exercise program – a lifestyle choice course

 <p>6 to 12 people Sign up with Pam</p>	<p>DATE: 1 Day for 4 weeks + Refresher session 4 weeks later Dates to be set when we have 6-12 people TIME: 1:30 to 3:30pm PLACE: Kupper-Ratsch Senior Center</p>	<p>Classes to assist you in some healthier lifestyle choices/practices. INSTRUCTOR: Pam Buchda</p>
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COST: FREE

608-374-7476

DID YOU KNOW? ...

Practicing **mindfulness** for two weeks can rewire the way your brain reacts to stress. Studies have found that after doing mindfulness exercises such as meditation and deep breathing for at least 20 minutes a day people had lower blood pressure while performing a stressful task.

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SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT



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

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

02 EDUCATIONAL & HEALTH PROGRAMS, continued

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

EXERCISE PROGRAMS:

CONDITIONING WITH CHAD



DATE: Thursdays
TIME: 9:00am to 9:45am
COST: Free
PLACE: Kupper-Ratsch Senior Center
VOLUNTEER FACILITATOR: Chad Dobson

We have the weights, balls, stretch bands, & steps to use. Bring your water bottles.

WELLNESS EXERCISE



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

We have 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- 9:45am
COST: Free
PLACE: Senior Center

PHYSICAL ACTIVITY for LIFELONG SUCCESS (PALS)



6 to 12 people for the 10 week Exercise course, and 10 week follow up with 6 coaching sessions & 2 Booster classes

DATES: Course: ~~May~~ July – July Sept.
Coaching & Booster: July -Sept.
DAYS & TIMES: As Scheduled
Monday: 1:45-3:30 (class & exercise)
Thursday & Friday: 2:30-3:30 (exercise)
COST: This CLASS IS FREE and FUN!
PLACE: Kupper-Ratsch Senior Center
INSTRUCTOR: Pam Buchda, Director

To **Pre-register...**
See Pam to sign-up for class 608-374-7476 or pbuchda@tomahwi.gov

*-PRE-EVALS: in week before.
-10 week-POST-EVAL: Sept.
-20 wk-FOLLOW-UP EVAL: Dec.*

	<p><u>SENIOR & DISABLED SERVICES DEPARTMENT</u> <u>MONTHLY REPORT</u></p>	 <p>READY, SET ... GOALS!</p>
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02 EDUCATIONAL & HEALTH PROGRAMS, continued

TRAVELING OFFICE HOURS:

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

VISITING WITH OFFICER AUDRA GOMEZ, Community Service Officer



DATE: 2nd Tuesdays **TIME:** 12:30 – 1pm
COST: Free
PLACE: Kupper-Ratsch Senior Center



Tomah Police Dept.
'Serving the Community'

COFFEE TIME WITH ADRC DEMENTIA CARE SPECIALIST-TRAVELING OFFICE HOURS



DATE: 2nd Wednesday **TIME:** 9:00am–11:00am
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 MOMENTS HOSPICE CARE



DATE: 4th Thursday **TIME:** 12 noon–1:00pm
COST: FREE **PLACE:** Kupper-Ratsch Senior Center
CONTACT: Chad Dobson, Volunteer Coordinator



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

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



DATE: 3rd Wednesday **TIME:** 9:00am–11:00am
COST: FREE **PLACE:** Kupper-Ratsch Senior Center
CONTACT: 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.

COFFEE TIME WITH ADRC COMMUNITY HEALTH WORKER




DATE: 4th Wednesday **TIME:** 9:00am–11:00am
COST: FREE **PLACE:** Kupper-Ratsch Senior Center
CONTACT: 608-269-8636 or 608-219-1710



My role is to provide education and information on health issues.

COFFEE TIME WITH Tomah Health HOSPICE & PALLAITIVE CARE

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

BETTER HEARING

	DATE: Third Thursdays TIME: 9-11am or make appointment COST: As you discussed with Better Hearing staff. PLACE: Kupper-Ratsch Senior Center CONTACT: Tom Vierling at 608-781-6881 or 1-800-526-3298	
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	<h2 style="margin: 0;">SENIOR & DISABLED SERVICES DEPARTMENT</h2> <h2 style="margin: 0;">MONTHLY REPORT</h2>	
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03 DISABLED/SPECIAL NEEDS SERVICES

- GOAL(S):**
- A. MEDICAL EQUIPMENT NEEDS: To continue the Loan Closet free service.
 - B. GENERAL NEEDS: To continue the 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 Monroe County’s Dementia Friendly coalition.


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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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. Items may include incontinent products, miscellaneous personal care items <i>(diabetes care, guaze, 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 EYEGLOSS & HEARING AIDE 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>	
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READING MAGNIFIER FOR VISUALLY IMPAIRED

HELP WITH READING	The magnifier machine for reading is set up for use on the reading table	You are invited to come in and use it.
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MILITARY SERVICE PHOTO BOARD

	<p>We have a Military Service Board with pictures of people past and present who have served in the military.</p> <p>You are welcome to bring pictures of people who have served to add to the board.</p>	<p>Some of the pictures have no name on them. If you know who some of them are, please tell staff who they are and the correct spelling of the names, so we can label them.</p>
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	<p>SENIOR & DISABLED SERVICES DEPT. MONTHLY REPORT</p>	
<p>03 DISABLED/SPECIAL NEEDS SERVICES, continued</p>		


SPECIAL NEEDS ADVISORY GROUP

	<p>Committee formed in last quarter of 2018. They Volunteer their time for us.</p> <p>Meets 1st Tues. at 5:30 pm (Open to public) every other month. <i>(January, March, May, July, September, November).</i></p> <p>MISSION STATEMENT: To give the special needs community a fun time together, and their care-givers opportunities for support, education, and networking.</p>	
<p>Patty Ambort, Parent/Caregiver Ashley Gerke, Handishop Industries Program Manager, CHAIRPERSON. Francis (Trey) Hewuse, Family Caregiver/AHF Group Home/Former THS Special Education Teacher</p>	<p>Lauri Shumway, Parent/Caregiver, SECRETARY. Stephanie Squires, Handishop Industries Director of Programming. VICE-CHAIRPERSON Renee Stroh, Parent/Retired Educator/All Things Considered</p>	

SUNDAY-FUNDAY

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

PLEASE RSVP to Pam (so we know how much to plan for) at 608-374-7476 or pbuchda@tomahwi.gov

<p>DATE: Sunday, June 23, 2024 COST: FREE</p>	<p>TIME: 1:00 to 4:00pm PLACE: Butts Lake Park</p>	 <p>2024 DATES:</p> <table border="1" style="margin: auto;"> <tr><td>January 21</td><td>July 21</td></tr> <tr><td>February 18</td><td>August 18</td></tr> <tr><td>March 17</td><td>Sept.</td></tr> <tr><td>April 21</td><td>October</td></tr> <tr><td>May 19</td><td>Nov.</td></tr> <tr><td>June 23</td><td>Dec.---</td></tr> </table> <p><i>September thru December dates to be determined after 2023 Packer schedule is out.</i></p>	January 21	July 21	February 18	August 18	March 17	Sept.	April 21	October	May 19	Nov.	June 23	Dec.---
January 21	July 21													
February 18	August 18													
March 17	Sept.													
April 21	October													
May 19	Nov.													
June 23	Dec.---													
<p>PURPOSE: <i>Special needs persons for socialization and fun...</i> ACTIVITY: Visiting & PICNIC (at 1pm) & n.a.s.a. boat rides, & games, & bring own fishing gear for fishing.</p> <p style="text-align: center;">and</p> <p>PURPOSE: <i>Parents/Caregivers are invited to join us in visiting, support, networking, education, sharing of ideas, experiences, and resources.</i> TOPICS: Enjoying time with others...sharing experiences & resources.</p>														
<p>NOTE: At Butts Lake Park... June will be 1:00pm to 4:00pm & July & August will be 1:00pm to 3:00 pm.</p>														



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


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

Summer: 3:00 on Tuesdays., Wednesdays & Thursdays (June 18 to July 25).

	<p>DATE: See above. TIME: See above PLACE: Kupper-Ratsch Senior Center SPONSOR(S): A partnership with Goodwill. <i>(Started Nov. 29, 2021 at senior center).</i></p>	<p>A program for high school age students with special needs to learn basic living skills such as interacting with others, community involvement, recreation activities, shopping, cooking, cleaning, volunteer, etc.</p>
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ADAPTIVE FITNESS 4 ALL Class

<p>Limit of 12 people taking the class.</p> 	<p>DATE: FRIDAYS TIME: 12noon-12:45pm COST: FREE PLACE: Kupper Ratsch Senior Center FACILITATOR: Volunteers & Parents/Caregivers SIGN UP FOR EACH CLASS: Contact Pam at pbuchda@tomahwi.gov or 608-374-7475 or stop by the senior center.</p>	<p>Special needs exercise class.</p> 
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<p align="center">PROM DRESSES FOR SPECIAL NEEDS PROM</p>		
	<p>The organization and care of dresses is ongoing. (Found a home at the senior center in 2021).</p>	<p>Donations of prom dresses accepted.</p>

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	<p align="center"><u>SENIOR & DISABLED SERVICES DEPARTMENT</u> <u>MONTHLY REPORT</u></p>	
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<p>04</p>	<p><u>VOLUNTEER PROGRAM</u> GOAL(S): To maintain and build the volunteer program according to the needs of the department.</p>
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“One of the things I keep learning is that the secret to being happy is doing things for other people.”
 ~Dick Gregory

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.

-People who have volunteered since the last newsletter (was put together) to this newsletter are...


	<p align="center"><u>VOLUNTEERS</u> since last newsletter:</p> <p>June Abbott; Patty Ambort; John & Rose & Libby Berry; Karen Birkeness; Pat Block; Sandi Bloom; Duane & Paulette Bolton; Mary Boettcher; Nancy Close; Chad Dobson; John Dostal; Gary Felber; Becky Fitzpatrick; Renee Fletcher; Richard Gegenfurtner; Ashley Gerke; Deb Gilles; Kitty Gnewikow; Sue Greeno; Monica Haun; Alyson Hefner; Marvin Henricks; Siegrun Horst; Doris Kelley; Pat Koca; L.I.F.E After School Students & Staff; Blaine Meyer; Jill Montgomery; Jenna Moser; Sue O’Neil; Evelyn Noyes; Marvin Parker; Al Pasch; Anna Mae Rudolph; Doug Semrau; Lauri Shumway; Michael Slater; Stephanie Squires; Barb Stoda; Renee Stroh; & Shawn Zabinski.</p>
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	<p align="center">THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERNCE! YOU ARE APPRECIATED!</p> <p align="center"><i>NOTE: If I have misspelled anyone’s name, or missed someone on the list, I am so sorry. Please let me know.</i></p> <p align="center">~ Pam Buchda, Senior & Disabled Services Director</p>
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Volunteerism is one of the most selfless acts that we can become involved in!!!
Service Organizations and Nonprofits in Tomah area (includes the senior center) and around the world need more volunteers to carry out their missions and make the biggest difference possible.

	<p align="center"><u>VOLUNTEER OPPORTUNITIES</u> <u>You are needed</u></p>	
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BINGO VOLUNTEERS WANTED in Volunteer Caller Rotation

	<p>DATE: Mondays, Thursdays and/or Fridays TIME: 12:30 set-up / 1:00 Bingo PLACE: Kupper-Ratsch Senior Center CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov</p>	<p>Bingo Callers will teach you how we do bingo at the senior center.</p>
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	<p align="center"><u>FOLDING NEWSLETTERS</u></p> <p>DATE: Last Wednesday, Thursday &/or Friday of month. TIME: Open hours – 8:30am to 4:30pm</p>
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<p align="center">YOGA, T-CHAI and/or MEDITATION VOLUNTEER(S) INSTRUCTORS WANTED</p>	
	<p>We are looking for volunteer instructor(s) for Meditation, T-Chai and/or Yoga. CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov</p>


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	<p align="center"><u>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</u></p>	
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	<p align="center"><u>VOLUNTEER OPPORTUNITIES</u> <u>You are needed</u></p>	
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*“To be of use in this world is the only way to be happy.”
~Hans Christian Anderson, Danish writer/artist*

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

	<p align="center"><u>“Good Neighbor” DRIVERS</u></p>
<p>If you are driving yourself to the senior center for a group & would like to help others... There are some people wanting to come to the same groups as you do here at the senior center, but they need rides. If you are so inclined to be a “good neighbor” volunteer driver, check with Pam and/or Paulette on who might need a ride.</p>	

<p align="center">Make PUZZLE FRAMES with GLASS, BACKS & FITTINGS</p>		
	<p>We are looking for volunteers to make frames and/or complete the framing process for the puzzles – glass, backs, & hanging stuff. We would pay for the materials. CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov</p>	<p>FOR: Kupper-Ratsch Senior Center Fundraiser Project</p>

LOOKING AHEAD – SAVE THE DATES TO VOLUNTEER



CRAZY DAZE LUNCH FUNDRAISER

DATE: Saturday, August 03, 2024

TIME: Event: 9:00am to 2:00pm **Volunteers:** 8/8:30am to 3:00pm

PLACE: Kupper Ratsch Senior Center

Other Volunteer needs: Making craft items, baked goods, etc. before event.

Tomah Area Community HALLOWEEN PARTY

DATE: Thursday, October 31, 2024

TIME: Event: 4:30pm to 6:30pm **Volunteers:** 1:00pm to 7:00pm

PLACE: Recreation Building at Recreation Park



ART & CRAFT FAIR FUNDRAISER

DATE: Saturday, November 23, 2024 (Set-up: Friday, Nov. 22)

TIME: Event: 9:00am to 3:30am **Volunteers:** 8:30am to 4:30pm

PLACE: Recreation Building at Recreation Park

Set-up: Friday, Nov. 22 --- Volunteers: 12:30pm to 4:30/5pm

Other Volunteer needs: Making craft items, baked goods, etc. before event.

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SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



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

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
- Ongoing: Work on communication tool-information in Dept. section on City website.
- Ongoing: Work on communication with Tomah Chamber of Commerce.

NEWSLETTER



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

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).

FAMILY PROMISE PARTNERSHIP



DATE: 3rd Sunday to 4th Sunday

TIME: Approximately 4:00pm - 7:30am



PLACE: Kupper Ratsch Senior Center

PARTNERS: Family Promise & Volunteers from various churches & organizations

Taking a turn every month providing a week of shelter for homeless families in the Family Promise program.

COMMUNITY INVOLVEMENT

- Ongoing: Maintain existing and building new relationships, contacts, involvements and partnerships with community organizations and businesses.
- Ongoing: Senior Center involvement in community events such as Freeze Fest and Crazy Daze.
- Ongoing: Director is a member of Rotary Club of Tomah (1990).
- Ongoing: Director is a member of Lions Club of Tomah (2016).
- Ongoing: Director is an individual member of Chamber of Commerce (2020).
- Ongoing: Director is a member of American Association of University Women [AAUW] (2021).
- 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. 2022).
- Ongoing: Director is serving on TAMS (Montessori School) Governance Board (May 2023).
- Ongoing: Director is serving on Tomah Concert Association Board (March 2024).
- May 07: Director attended the Tomah Community Conversation with Mayo Health Clinic System.

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

HISTORY:

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

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

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

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

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

- 107 E. Milwaukee Street - **Housing Office:** Rental continues to present.
- 109 E. Milwaukee Street - **Apartment** above Housing office: Rental Nov. 4, 2021, to present.
- 1000 Superior Avenue -**Jensen Tax & Accounting:** Rental June 15, 2023, to present.
- 1002 Superior Avenue - **Senior Center**... Automatic door mechanisms fixed on 03-20- 2024.
Smoke/CO2 Detectors installed on all 3 floors in April 2024.
- Kitchen area – ADRC Meal Site:** Rental continues to present.

-4 Offices on 2nd floor-VAMC AFGE Local 0007 Union: Rented Oct.1, 2019 to present.

-Basement - Accessible by stairs.

1st Floor: -Senior Center

-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).

-Library/hall/food assembly area.

-Kitchenette – renovation in 2020.

-Loan Closet room- renovation 2019.

-Giving Closet – started 2019.

-Storage/Laundry room-Partial renovation 2019 & 2020.

-Workroom/storage/loan closet overflow
02-2024 new locking screen door.

-2 Bathrooms with toilets replaced in 2023.

OUTSIDE in Back:

-Garbage corral built 2019.

-Shed built 08-2020.

-Picnic Table with Umbrella. 2020.

-2nd floor - Accessible by stairs.

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

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

-Big Front room-Line dancing upstairs since 04-2024.

-Storage closet (for building supplies).

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

-Room for Family Promise storage.

-2 rooms for Special Needs Prom Dresses.

-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 on either side of front bench.

-1004 Superior Avenue – JNC Latin Grocery Store: Rental September 20, 2023, to present.



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



READY, SET ... GOALS!

06 BUILDINGS/MAINTENANCE, continued...

UPSTAIRS MEETING ROOMS & SITTING ROOM at the senior center



Meeting room at top of stairs



Break-out meeting room above back door



Line dance room above the office

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

POLICY – RENTAL USE OF SENIOR CENTER

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

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

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

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

PRIVATE APPLICANT

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

PRIVATE APPLICANT

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

PUBLIC APPLICANT

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

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

CLIENT: Regularly comes to the senior center.
RESIDENT: Lives in the City of Tomah

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

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

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

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

WISH LIST: ELEVATOR WANTED AT THE SENIOR CENTER FOR SENIOR & HANDICAP ACCESIBILITY

Our wish list has always had an elevator on it. We are growing to the point that we need to seriously consider putting an elevator in so the spacious upstairs is handicap accessible, and also for loan closet storage in the basement. Funding is an obstacle.

What we have upstairs and how we are currently using it: Upstairs we have a conference room that is used for meetings, and Family Promise shelter program (*here one week a month*); a smaller meeting/table game room; 4 offices rented to the VA Union; 2 rooms for the special-needs prom dresses; one room that is used for line dancing; 2 rooms used for medical equipment overflow for the Loan Closet (*one of which I see as a future pool table/darts/game room*); and several other rooms/spaces used for storage.

To support our current programming and to expand our programming to meet our citizen's needs, we need the second floor to be handicap accessible for people that cannot negotiate the stairs, including those with walkers, wheelchairs, and 'electric' wheelchairs.

Donations are welcome! Want to do a fundraiser for the cause? Come talk to staff at the senior center.



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



READY, SET ... GOALS!

07 INCOME/BUDGET/DONATIONS

GOAL(S):

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

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

-Ongoing: Worked on monthly bills/invoices & keeping track of income/expenses & the budgets.

-Ongoing: Planning of possible future capital budget projects.

-Ongoing: Donation of Bingo Bash Items for senior center and organization of them.

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



SENIOR CENTER FUNDRAISING

-Ongoing: In-House Fundraiser Projects:

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



SHOWCASE ITEMS

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

Shop for yourself or for a gift.

This is also a small year-round fundraiser for the Senior Center.

We also accept donations of items for showcase.

Volunteer needs: Donating/Making craft items, jewelry. Etc. for showcase sales.



GREETING CARDS

In our activity room, we have a have a greeting card tree rack with different kinds of greeting cards for sale for 25 cents each.

*NOTE: **We accept donations of greeting cards** to supply this fundraiser.*



LIGHTBULBS

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



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 pretty nice gifts and/or decorations for your home or business.

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

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

~Molly Friedenfeld

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SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



07. INCOME/BUDGET/DONATIONS, continued

SENIOR CENTER FUNDRAISING

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

LIVE MUSIC IS SCHEDULED WEEKLY AT THE SENIOR CENTER

Music is good for the soul.

It touches us and fills us.

It reminds us of past memories and creates new memories.

It brings us together.

It is a celebration of life.



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

~Creative Forecasting, March 2021



MUSIC SPONSORSHIPS NEEDED

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

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

WE NEED SPONSORS! Please be a sponsor of music!

DATE: Fridays TIME: 10:15am-11:15am

COST: FREE Admission

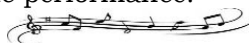
PLACE: Kupper Ratsch Senior Center

SPONSORS: Could this be you?!!!



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

Donations of any size are appreciated!



Please make check to:

City of Tomah's Senior & Disabled Services Dept. – Music Program.



2024 MUSIC SPONSORSHIPS

\$500 & up -	\$250-\$499 -	\$100-\$249 -Pam Buchda	Up to \$99 -
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MUSICIANS THAT SPONSOR THEMSELVES BY VOLUNTEERING are Gary Felber; Blaine Hackett; Shannon Hogie; Blaine Meyer; & Michale Slater.

2024 HALLOWEEN Fundraiser for Community Party-October 31			
SUPERHERO: \$500 & up -City of Tomah (Rec. Park & staff hours)	GENIE: \$250-\$499 -	MAGICIAN: \$100-\$249 -Pam Buchda	GREAT PUMPKIN: Up to \$99 -

<p>TOMAH'S ANNUAL FREE COMMUNITY HALLOWEEN PARTY October 31st. 4:30pm-6:30pm with games & game prizes & 5:15 Costume Judging Cutest-Most Original-Scariest (Ages categories: 0-3, 4-5, 6-9, 10-13, 14-17 & 18-100+) At Recreation Park, Recreation Building, 1625 Butts Ave. Tomah We need your help to sponsor this FREE event! <i>*Sponsors names are posted and announced at the event, as well as on our Facebook (Tomah Senior Center), and in the newspaper wrap-up article(s), and in the Senior Center monthly newsletter.</i> We will also send you a Thank You poster to put up at your place.</p>	 <p>Please be a SPONSOR* of this event.</p> <table border="0"> <tr><td>Super Hero</td><td>\$500 & Up</td></tr> <tr><td>Genie</td><td>\$250 - \$499</td></tr> <tr><td>Magician</td><td>\$100-\$249</td></tr> <tr><td>Great Pumpkin</td><td>Up to \$99</td></tr> </table> <p>Donations of any size are appreciated!</p> 	Super Hero	\$500 & Up	Genie	\$250 - \$499	Magician	\$100-\$249	Great Pumpkin	Up to \$99
Super Hero	\$500 & Up								
Genie	\$250 - \$499								
Magician	\$100-\$249								
Great Pumpkin	Up to \$99								

	<p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p>	 <p>READY, SET ... GOALS!</p>
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07. INCOME/BUDGET/DONATIONS, continued	SENIOR CENTER FUNDRAISING
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-Ongoing: Looking for and applying for available and appropriate **Grants**.

2024 GRANTS	
-	-

-Ongoing: **Fundraising Events:** Planning and coordinating that go on throughout the year (I.E: Crazy Daze Lunch Fundraiser, Art & Craft Fair, etc.).

2024 ART & CRAFT FAIR Fundraiser for Senior Center-Nov.			
-Sandi Bloom	-Nancy Close	- Pete & Trudi Peterson	-

2024 CRAZY DAZE LUNCH Fundraiser for Senior Center-Aug.			
-	-	-	-Senior & Disabled Services Board & Staff

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

2024 MEMORIALS	
-IN MEMORY of Rachel Muehlenkamp by Pam Buchda	-IN MEMORY of Jim Wallus by Anne Wallus

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

2024 MONETARY GIFTS				
\$500 & up -Dr. Richard Ahn	\$250-\$499 -John & Rose Berry	\$100-\$249 -Bible Study Fellowship (BSF) -Wayne & Linda Pasch	\$50 to \$99 -Sandi Bloom -Pat Koca -Gerald & Patricia Nadreau	\$Up to \$50 -Shirley Anderson -Terry Jefferson -Ed Olson -Eileen Richmond

DONATIONS since last newsletter:



Dr. Richard Ahn; Patty Ambort; American Association of University Women (AAUW); Kim Anderson; Sharon Anderson; *Anonymous*; Rose Berry; Sandi Bloom; Duane & Paulette Bolton; Imogene Bracsic; Jeri Brewer; Pam Buchda; Bill Cain; Faith Callahan; Barb Chandler; Leon & Pauline Clark; John Dostal; Rita Epps; Becky Fitzpatrick; Sue Gottbeheat; Diane Greeno; Robert Harrison; Teri Hayward; Hollis Herbison; Seigrun Horst; Pat Johnson; Ann Kerr; Bette Knutson; Tammy Leach; Dr. Lottmann; Moments Hospice via Chad Dobson; Jill Montgomery; Sara Mosely & Friends – Operation May Day via Jane Tessman; Carol Myer; Cathy Neumann; Neighbor For Neighbor Food Pantry; Sandy Nemitz; Ed Olson; Karen Otto; Bonnie Owen; Marilyn Peak; Pete & Trudi Peterson; Karen Rapp; Rikki Rodiguez; Larry & Ann Scheckel; Cathy Scherreicks; Mike Shoeny; Lauri Shumway; Gloria Spyrison; Mary Sullivan; Peggy Taylor; Beverly Thorp; AnnaMae Tralmer; Macy Van Kirk; Mary Wallus; Family of Al Woodworth; Richard Yarrington;



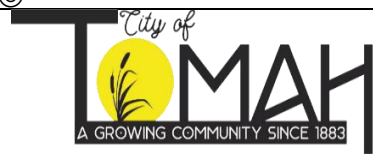
THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED!

~Pam Buchda, Senior & Disabled Services Director

“Kindness is the chain by which society is bound together.”

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

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SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



07. INCOME/BUDGET/DONATIONS, continued

SENIOR CENTER FUNDRAISING

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

<p>AAUW June Abbott Sherri Achterkirch Dr. Richard Ahn Connie Albert Gale Alderman Bill Allen Leann Allen American Assoc. of University Women Patty Ambort Terry Amundson Kim Anderson Sharon Anderson <i>Anonymous</i> George Arimond Bob & Vickie Baker Bonnie Baldwin Fran Baldwin Mike Barta Bert & Cheryl Baumgarten Dr John& Rose Berry Bible Study Fellowship Pat Block Sandi Bloom Mary Boettcher</p>	<p>Bill Cain Faith Callahan Cares Just 4 You Teresa Carnes Barb Chandler City of Tomah-Parks & Recreation Dept. Leon & Pauline Clark Cindy Clay Janice Cook Virginia Creed Dan Darlington Dollar Store John Dostal Carol Drysch Elvira Eckelberg Carol Ellis Rita Epps Tom Feldkamp Becky Fitzpatrick Shelby Frei Jack Garber Richard Gegenfurtner Geri Gerke Patty Gerke Ann Gerzel Tracy Gilson</p>	<p>Tammy Hewuse Siegrun Horst Sharon Jensen Diane Johns Pat Johnson Terry Juracich Eugene Kast Ann Kerr Bette Knutson Ruth Klug Pat Koca Karen & Terry Kopenhafer Renee&Jenny Kreizer Carla Kron Madonna Kuderer Darold & Monica Kukowski Tammy Leach Patty Liddane L.I.F.E. After School Dawn Linder Dr. Lottmann Lorraine Lowry Jillene Luedtke Richard McNeal Kim Mello</p>	<p>Sandy Nemitz Lavae Nietzel Cathy Neumann Vincent O’Loughlin Sue Olsen Ed Olson Priscillamae Olson Sue O’Neil Sharon Organ Karen Otto Bonnie Owen Marvin Parker Darlene Parkinson Al Pasch Marilyn Peak Pete & Trudi Peterson Steve Quast Karen Rapp Marilyn Ratliff Deb Reid Robin Rhoades Paul & Terri Rice Eileen Richmond Rikki Rodiguez Lora Roering St. Claire Clinic via Dr. Michael Saunders</p>	<p>Florence Shelter Donna Shuck Lauri Shumway Joyce Skogan Lavonne Smith Karen Snowberry Sports Booster Club Gloria Spyrison Dawn Steitz Mary Sullivan Peggy Taylor Jennifer Teasdale Beverly Thorp Tomah Hospice via Sandi Bloom Tomah Museum & Historical Society AnnaMae Tralmer VA Hospital via Becky Fitzpatrick Macy VanKirk Anne Wallus Mary Wallus Jean Ward Cheryl Weber Jordan Westphal Sue Wiegde</p>
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Duane & Paulette Bolton Imogene Bracsic Peggy Brenneke Jeri Brewer Melissa Brey Peggy Bronowski Liz Brown Pam Buchda Dan Burton	Sue Gottbeheat Great Rivers 211 Diane Greeno Gale Halderman Robert Harrison Teri Hayward Alyson Hefner Grace Heim Marvin Henricks Hollis Herbison	Gary Moe Moments Hospice via Chad Dobson Jill Montgomery Sara Moseley & Friends- Operation May Day via Jane Tessman Carol Myer Vern Nauman Neighbor For Neighbor Food Pantry	Tess Saunders Jeff & Roxanne Schwanz Savvy Sisters via Cindy Best Larry & Ann Scheckel Cathy Scherreicks Mike Schoeny Doug Semrau	Victoria Wilcox Family of Vicki Williams Bill Wilson Family of Al Woodworth Richard Yarrington Doris & Glenn Yates Shawn Zabinski
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	<p>THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED!</p> <p>~Pam Buchda, Senior & Disabled Services</p>
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	<p>SENIOR & DISABLED SERVICES DEPARTMENT</p> <p>MONTHLY REPORT</p>	 <p>READY, SET... GOALS!</p>
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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.

<p>TOMAH MEAL SITE</p> <p><i>The City of Tomah (Senior & Disabled Services Department) has a contract with the Aging & Disability Resource Center (ADRC) of Monroe County for the Tomah meal site to be at the Kupper-Ratsch Senior Center.</i></p>	
	<p>DATE: Monday thru Fridays, except holidays TIME: Arrive 11:15 or earlier for Lunch at 11:30am COST: Meal donation to ADRC is \$4 for 60 & older, younger is \$14.07 PLACE: Kupper Ratsch Senior Center SIGN-UP: Per ADRC sign up by NOON twos day before to reserve meal CONTACT: ADRC Tomah Meal Site Manager, Cathy Neumann at 608-372-7291 or come to Senior Center to see her. Or the ADRC of Monroe County Office at 608-269-8690. Join us at the Kupper Ratsch Senior Center. Good People–Good Place!</p>
<p><i>NOTE: Besides in-house meals, the Tomah meal site has some pick-up meals, and 3 meal delivery routes for home-bound people. For food safety, each route can serve about 20 places. There is usually a waiting list to get home delivery.</i></p>	

09 SENIOR & DISABLED SERVICES DEPARTMENT STAFF
GOAL(S):

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

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

MEETINGS:

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

PROFESSIONAL ORGANIZATION INVOLVEMENT

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

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

EDUCATIONAL OPPORTUNITIES:

- As they present themselves, are appropriate, & are within budget.
- April 24-25: **Aging, Disability & Independent Living Network [ADILN] Conference. “Rise and Shine”**. *Keynote Speakers: Leadership Ability; Sustainable Skills for Positive Impact by Lisa Haen; When Life Gives You Wheelchair, Make Lemonade by Zach Anner; Strengthen Civic Participation and Build Our Power for Inclusive, Healthy Communities by Jeanne Ayers. Breakout sessions: Leadership Agility -Sustainable Skills for Positive Impact by Lisa Haen; Advocacy Starts and Ends with You by Don Posh; Our Epidemic of Loneliness and Isolation: Wisconsin Coalition to End Social Isolation and Loneliness by Jill Renken; No Wrong Door: Taking Customer Service to the Next Level by Amos Besaw, Hazel Miller, & Catherine Moe.*
 - April 26-27: **American Association of University Women [AAUW] State Convention. “Architects of Our Future”**. *Keynote Speakers: “Influence the Evolution: The Push for Inclusion” by Melissa LaDuke; “Healing in Aftermath of Hate” by Pardeep Singh Kaleka; “ERA-Equality is Overdue” by Melissa Kissell, Nat’l AAUW Senior Director of Policy & Membership. Breakout sessions: District Meeting; Fundraising Panel; “The Wisconsin Model: A Glimmer of Hope” by luscelly flores villarreal, Director for the Wisconsin Fair Maps Coalition.*
 - May 02: **7th Annual Older Adult Mental Health Awareness Day (OAMHAD) Symposium**
National Council On Aging (NCOA). *Keynote Speakers: Jenifer Lewis – personal story; Older Adults Mental Health and Climate Connections by panel of speakers. Breakout Sessions: Supporting Grandfamilies to Build Resilience by panel; Suicide Prevention: What the Field Needs to Know About What Works by panel; Understanding Hoarding Related to Mental Health in Older Adults by panel.*
 - May 10: **2024 Caregiver Conference** by Kares-Just For You, Inc. *Speakers: Niki Bergler, Life Coach; Moments Hospice; Monroe Mental Health Coalition; Tomah Area Ambulance, Jennifer Dorn, RDH. Breakout Sessions: Caregiving with compassion; Balancing home and work life; The end of life and grieving; Senior Depression; Understanding medical emergencies; Geriatric oral health.*
 - May 17: **Healthy Aging Conference 2024 “Aging Strong”** by Gundersen Health System.
Keynote Speakers: Len Elmore, Sportscastrer, and former NBA player. Breakout Sessions: Importance of Exercise as We Age by Dr. Christine Jacobsen, Family Medicine, Gundersen Health system; Finding joy in our ordinary/mundane/hectic lives without losing ourselves in guilt by Heather Quackenboss, Human Development &

Relationship Educator, Extension La Crosse County;

-May 21: Teepa Snow: How Does Our GEMS State Affect Those We Serve?

Online training sponsored by Senior Helpers.

City of Tomah's SENIOR & DISABLED SERVICES BOARD

MISSION STATEMENT:

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



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

Meets 1st Tuesday every other month (Jan.-Mar.-May-July-Sept.-Nov.) **at 6:30pm** at the Kupper-Ratsch Senior Center.

2023-2025 TERM

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

2024-2026 TERM

Jenna Moser, Citizen
Lauri Shumway, Citizen, VICE-CHAIRPERSON
Paul Dwyer, Mayor
Nicole Hart, Alderperson
Shawn Zabinski, Alderperson, CHAIRPERSON

NAME	City of Tomah's SENIOR & DISABLED SERVICES EMPLOYEES		
Pam Buchda	Senior & Disabled Services Director (SDSD)	FT: Salary 40 hours week	07/02/2018
Paulette Bolton	Senior & Disabled Services Aide (SDSA)	PT: Budget 20 hours week	07/13/2021

STAFF HISTORY:

Senior & Disabled Services Directors: Maretta Budde 1999-2000. Delia Duncan 5/01/2000 to 05/31/2018.

Senior & Disabled Services Aides: Junior Noyes 02/10/2009 to 05/31/2018. Diane Behrens 10/02/2018 to 03/05/2021.

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

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

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☺ **SENIOR & DISABLED SERVICES DEPT. INFORMATION**

MISSION STATEMENT

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

KUPPER-RATSCH SENIOR CENTER INFORMATION

HOURS of Kupper-Ratsch SENIOR CENTER



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

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


DONATION OF ITEMS ONLY DURING OPEN HOURS

DONATIONS ACCEPTED DURING OPEN HOURS ONLY


Donations are welcome and should be brought to us during open hours – Monday through Friday 8:30am to 4:30pm, except holiday times. Names of donators and items donated should be reported to staff.

Please **DO NOT DROP OFF DONATIONS OUTSIDE THE DOOR(S)** of the senior center.


POLICY – NO AGE REQUIREMENT

 <p>Since 1-28-2019 Board Meeting</p>	<p>People of any age may participate in our senior center activities and events. That being said... the Senior Center encourages senior, disabled, and people with special needs of all ages to participate in our programs/events.</p>	<p>NOTE: There are age and/or residency requirements for Aging & Disability Resource Center (ADRC) of Monroe County services including senior dining & meal delivery, and for some WIHA courses such as PALS and Stand-Up 4 Your Health.</p>
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POLICY – NO MEMBERSHIP FEES

 <p>Since 1-28-2019 Board Meeting</p>	<p>There are NO membership fees, age, or residency requirements to participate in most programs and services* offered at the City of Tomah’s Kupper-Ratsch Senior Center.</p>	<p>Note:* There are age and/or residency requirements for Aging & Disability Resource Center (ADRC) of Monroe County services including senior dining & meal delivery.</p>
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POLICY - CODE OF CONDUCT



 <p>The Code of Conduct is posted in the senior center, and/or a copy may be obtained from the Director.</p>	<p>The purpose of the code of conduct is to establish a standard of behavior, which will ensure the safety and wellbeing of all involved at the senior center and its events.</p>	<p>Participation at the senior center is a privilege, not a right. All are expected to abide by the code of conduct.</p>
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PUBLICITY POLICY - PHOTOS/VIDEOS/ETC.

	<p>The City of Tomah’s Senior & Disabled Services Department (including the Kupper Ratsch Senior Center) reserves the right to utilize photos/videos/etc. of participants for publicity purposes. Participants not wanting their photo/video/etc. used must notify the Senior & Disabled Services Director in writing.</p>
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☺ **SENIOR & DISABLED SERVICES DEPT. INFORMATION**

	<p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p>	
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REVIEW on FALLS and/or ACCIDENTS

PROCEDURE: What is the protocol—the expectations of your actions:

- Occasionally someone falls or has an accident at the senior center. What do you do?
When a person has fallen...
- DO NOT HELP THEM UP** – even if they ask you to. Leave them exactly as they have fallen. Do not crowd around the person – one person is enough to reassure & keep them calm.
- For any accident and/or fall...
- GET STAFF RIGHT AWAY** – Pam and/or Paulette.
 - Staff will ASSESS THE SITUATION.** And then move forward with appropriate actions.

PARKING

<p>PARKING AREAS</p>	<p>You may park your cars in the parking lots behind the senior center building or in street parking stalls. The area outside the back door(s) of 1002 Superior Ave. (senior center) & 1004 Superior Ave. (JNC Latin Grocery Store) is for deliveries of food, people drop-off & pick-up,</p>	<p>The first two parking lanes behind us (senior center) off Milwaukee Street belong to the Western Technical College (WTC). We are fortunate and thankful they allow us at the senior center to park in their parking lot.</p>
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	& for our 'courtyard' area – it is NOT FOR PARKING.	The rest of the parking lanes further over behind us is a city parking lot for us to use.
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Permit Report

05/01/2024 - 05/31/2024

Parcel #	Permit Date	Permit #	Project Description	Notes
286027500000	5/29/2024	6832	Electrical for Maintenance Garage	Notes
286007450000	5/29/2024	6831	Replacing 2 existing RTUs and 1 split system, like for like	Notes
286027500000	5/28/2024	6830	Erecting a 2720 SF premanufactured metal building for equipment storage	
286016170000	5/28/2024	6829		Notes
286008610000	5/25/2024	6828	6' wood privacy fence in backyard	Judy is aware of fence permit and approved it on her property
286025463400	5/25/2024	6827	Installing and Extending original fence to encase backyard	
286016450000	5/24/2024	6826	new 2 bath house	Notes
286011780000	5/22/2024	6825		
286026731200	5/22/2024	6824	Adding a digital information sign to front yard of property, So that we can post hours and any other information that we need our clients and the public to know. Thank you	
286012780000	5/21/2024	6823	Installing grid-tied roof mounted solar PV array on home	Notes
286009210000	5/21/2024	6822	12' x 25' backside of garage	Notes
286006350000	5/21/2024	6821	Garden shed	LOMA Document attached
286008460000	5/20/2024	6820	Main floor bathroom remodel-replacing existing tub & surround	Notes
286026690000	5/19/2024	6819	Service Upgrade	Notes
286017318400	5/16/2024	6818	Intstalling a Zippity Newport vinyl picket fence with no-dig post in back yard	
286012790000	5/16/2024	6817	Installing grid-tied solar PV array on house	Notes
286012580000	5/16/2024	6816	Installing a 9x4 deck on the front of the home. Install an entry door.	

286013330000	5/16/2024	6815	replacing sewer lateral	Notes
286000640000	5/15/2024	6814	4 x 8 wall sign on North facade	96 sq ft wall sign proposed on North side of building. North side building length 133'=compliant
286017230000	5/15/2024	6813	Fencing Back yard	
286007390000	5/14/2024	6810	Replacing existing fence	
286016170000	5/14/2024	6809	Adding a driveway on Noth Ave for a storage building on the back of their property	Notes
286018220000	5/13/2024	6808	Replace and relocate main service. Install new 400 amp main disconnect with 14 meter sockets on the North East corner of the building facing the parking lot. Replace emergency panel and house panel with 1 200 amp 30 space QO load centers refeed from new main service Refeed each apartment load center from new main service	Notes
286013330000	5/13/2024	6807	storage shed	
286013330000	5/13/2024	6806	fence for yard	
286017400000	5/13/2024	6805	6ft Wood fence >2ft off property line	
286018060000	5/9/2024	6804	HVAC for new commercial building	Notes
286023560000	5/8/2024	6803	Fence to keep kids in	
286014100000	5/8/2024	6802	Install 6' tall white vinyl fence panels and posts. 54' length to be installed 12" inside property line beginning at back corner of house extnding to within 24" of rear property line. 45' of fence to be installed within 24" of rear property line and 16 ' of fence to be installed from back corner of shed to within 24" of rear property line.	
286022480000	5/7/2024	6801	Foundation repair- 7 powerbraces	Notes
286018410000	5/6/2024	6800	replacing cast sewer line	Notes
286018010000	5/6/2024	6799	HVAC for interior remodel	Notes
286016460000	5/2/2024	6798	Electrical for new single family	Notes
286016450000	5/2/2024	6797	Electrical for new single family	Notes

Total Records: 34

6/12/2024



Code Enforcement Violation Report

05/01/2024 - 05/31/2024

Case Date	Case #	Parcel Address	Violation Name	Violation Notes	Complaint Type	Status
5/30/2024	2024049	1503 SUPERIOR AVENUE	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	Issued Order to Correct
5/30/2024	2024050	418 E LA CROSSE STREET	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	Issued Order to Correct
5/20/2024	2024048	1813 GOODLAND AVENUE	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	TOT Snow & Weed Contractor
5/16/2024	2024047	1321 Lakeview Dr	48-65- Grass Mowed & Maintained	Grass/weeds >8 inches	Grass/Weeds	Issued Order to Correct
5/14/2024	2024040	112 W JACKSON STREET	48-65- Grass Mowed & Maintained	Grass/weeds >8 inches	Grass/Weeds	Issued Order to Correct
5/14/2024	2024041	120 W SARATOGA STREET	48-65- Grass Mowed & Maintained	Grass/Weeds > 8 inches	Grass/Weeds	Issued Order to Correct
5/14/2024	2024042	210 W BROWNELL STREET	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	TOT Snow & Weed Contractor
5/14/2024	2024043	507 MC LEAN AVENUE	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	Issued Order to Correct
5/14/2024	2024044	519 CLARK STREET	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	Issued Order to Correct
5/14/2024	2024045	530 NORTH STREET	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Grass/Weeds	Issued Order to Correct
5/14/2024	2024046	919 KING AVENUE	48-65- Grass Mowed & Maintained	Grass/weeds > 8 inches	Nuisance - Junk Accumulation	Issued Order to Correct
5/13/2024	2024039	429 FRANKLIN STREET	36-15 -Trees and Brushes	Tree branches and tree trunks covering the front lawn	Public Health Nuisance	Issued Order to Correct
5/10/2024	2024034	526 FRANKLIN STREET	36-20 - Solid Waste Violations	Property has at least a dozen black garbage bags outside of the tote on the boulevard for pick up.	Nuisance - Junk Accumulation	Issued Order to Correct
5/10/2024	2024036	1722 HOLLISTER AVENUE	36-20 - Solid Waste Violations	Property has a pile of wooden posts at the curb	Solid Waste	Issued Order to Correct

5/10/2024	2024037	318 E SARATOGA STREET	36-20 - Solid Waste Violations	Property has at least a dozen black garbage bags at the curb for pick up	Solid Waste	Issued Order to Correct
5/10/2024	2024038	818 DOGWOOD LN	Sec. 36-18 Large items	Property has construction material out for pick up	Solid Waste	Issued Order to Correct
5/10/2024	2024031	524 MC CAUL STREET	Sec. 36-18 Large items	More than 2 items out for pick up	Nuisance - Junk Accumulation	Completed
5/10/2024	2024032	522 W FOSTER STREET	Sec. 36-18 Large items	Owner has multiple furniture boxes out for pick up. The city does not pick up cardboard boxes during large item week.	Nuisance - Junk Accumulation	Issued Order to Correct
5/10/2024	2024033	521 Lori St	Sec. 36-18 Large items	Property has more than 2 items for pick up and has furniture cardboard boxes	Nuisance - Junk Accumulation	Issued Order to Correct
5/9/2024	2024030	959 Grandview Ave.	18-22 - Public Nuisances Affecting Peace and Safety		Nuisance - Junk Vehicle	Issued Order to Correct
5/8/2024	2024028	203 W LA CROSSE STREET	48-65- Grass Mowed & Maintained	Grass/Weeds >8" high	Grass/Weeds	TOT Snow & Weed Contractor
5/8/2024	2024029	1308 KILBOURN AVENUE	18-54 - Storage of Vehicles Restricted	Vehicle has expired plates as of 10/31/2022	Obstructions and Encroachments	Issued Order to Correct
5/8/2024	2024029	1308 KILBOURN AVENUE	38-145 Obstructions and Encroachments	Vehicle sticking out into the road while parked in driveway	Obstructions and Encroachments	Issued Order to Correct
5/1/2024	2024027	813 MAPLE GROVE STREET	10-34 Construction without permit	Owner has a constructed a chainlink fence without a permit and the fence does not meet ordinance. Owner has also put a shed on the property without a permit.	Construction without permit	Issued Order to Correct
	48576918					

Total Records: 24

6/11/2024

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

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

Renewal of Class “B” Fermented Malt Beverage Licenses

Renewal of “Class C” Wine Beverage Licenses

Summary and Background Information:

(Appropriate Documentation Attached)

See attached list of annual alcohol license renewal applications. All licenses are for the period July 1, 2024 to June 30, 2025.

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 \$3,300.

Recommendation:

The license applications and background checks have been reviewed and completed. It is requested that the Committee of the Whole recommend the Common Council approve the issuance of the alcohol license renewals for the license period of July 1, 2024 through June 30, 2025.

Respectfully submitted by:

Nicole Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: June 17 & 18, 2024

**CITY OF TOMAH
NOTICE OF APPLICATION FOR RENEWAL BEER AND/OR LIQUOR LICENSES
FOR THE LICENSE PERIOD OF: 7/1/2024 – 6/30/2025**

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

1. M&M Vending Amusements, LLC DBA The Bank Bar at 1015 Superior Ave
2. The Crow Bar, LLC. The Crow Bar at 1206 Superior Ave
3. Elmer W Grassman Post No. 201 DBA American Legion Post 201 at 800 Wisconsin Ave
4. T & J Hospitality LLC DBA Cran-Bear Pub at 319 Wittig Rd
5. 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. Area Community Theatre Inc. at 907 Kilbourn Ave
2. Lena's Cuisine DBA China Buffet at 115 W McCoy Blvd

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

1. Area Community Theatre Inc. at 907 Kilbourn Ave

Nicole Jacobs, Deputy City Clerk, Tomah, WI

License Fee: \$55.00

Date Received: 05/29/24

Receipt #: 9000043 Item B.

CITY OF TOMAH

APPLICATION FOR SPECIAL EVENT OUTDOOR CABARET LICENSE

(MUST HAVE LICENSE POSTED ON PREMISE BEFORE BEGINNING EVENT)

Legal/Real Name: North American Squirrel Association

Address of above: PO Box 123 TOMAH WI 54660

Trade name of business: nasa

Address of premises to be licensed: Winnebago Park

Business phone number: 608-343-7234

Date of Event: July 6, 2024 Time of Event: 10 AM to 6 PM

Description (Location) of Event Area: All of Winnebago Park
Stage will be in the baseball field

Number of People Attending the Event: 5,000

Premises are owned by: City of Tomah

Address of owner: 819 Superior Ave

Name of manager (First, Middle & Last): Dave Stutzman

Home address of manager: 21601 Knollwood RD Kendall WI 54638

Phone number: Daytime [REDACTED] Home same

Date of Birth: [REDACTED]

Other business to be conducted upon the premises: Kids games, raffles, music

Nature of entertainment: Free Family Festival.
2 Bands, Lumberjack show

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

ATTACH DETAILED DESCRIPTION OF EVENT AREA AND ATTACH A DIMENSIONAL DRAWING. Detailed description and dimensional drawing **MUST** include dimensions of area, where the fencing will be placed, where entrance(s) and exit(s) will be and size of each, dimensions of tent (if a tent is used), and placement of port-a-potties.

[Signature]
(Signature of applicant)

5/2/24
(Date)

INSURANCE REQUIRED ... MUST BE SUBMITTED WITH THE APPLICATION

Prior to the issuance of the Special Event Outdoor Cabaret License, the applicant shall furnish evidence of a 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 shall be endorsed naming the City of Tomah as additional insured in connection with said event. If an entity is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the City Clerk. **Note: The certificate of insurance must describe the event and the additional insured endorsement must accompany the certificate.**

OFFICE USE ONLY: cc: Inspection Dept., Police Chief & Fire Chief Upon Receipt of Application

[Signature]
Inspection Dept. Initials

[Signature]
Police Dept. Initials

[Signature]
Fire Chief Initials

Attach list of all property owners within 200 feet of the proposed licensed premises.

Granted: _____ License #: _____

PERSONAL DATA SHEET

(PLEASE PRINT ALL INFORMATION)

Each Officer AND Manager/Person in Charge must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none".

Name of Manager/Person in Charge: Stutzman, David Darrell
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: 21601 Knollwood Rd Kendall WI 54660
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: ~~_____~~ Home Phone: ~~_____~~ Daytime Phone: _____

Violations: None.

Name of Officer: ^{President} SAME AS ABOVE
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

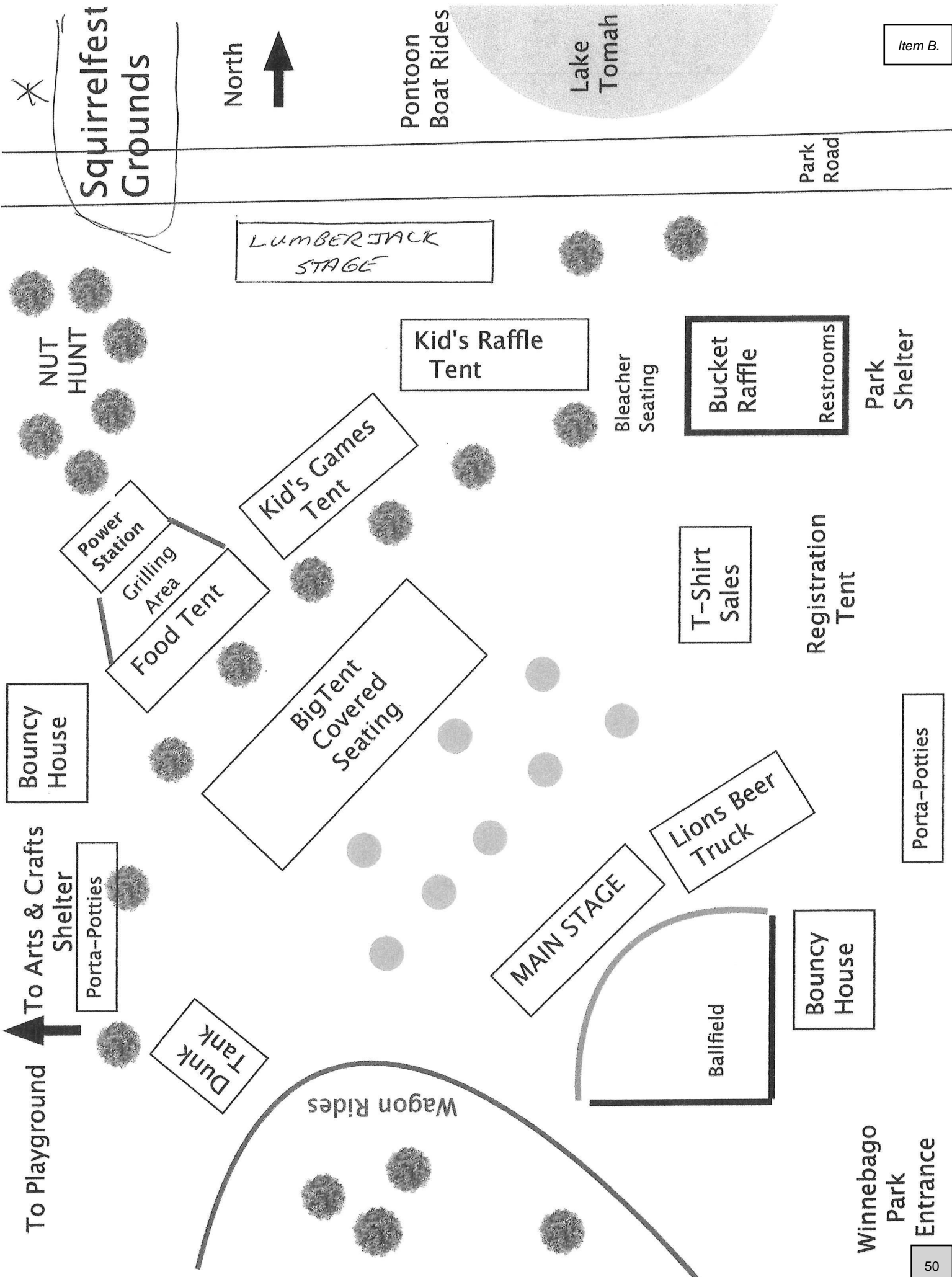
Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____



STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Event Outdoor Cabaret Licenses for North American Squirrel Association for Winnebago Park located on Brandon St. in Tomah, WI for an event on July 6th of 2024.

Summary and Background Information:

(Appropriate Documentation Attached)

David Stutzman DBA North American Squirrel Association is applying for a Special Event Outdoor Cabaret License for Winnebago Park on Brandon St. for a free family festival, Squirrel Fest, to be held on July 6, 2024. Two live bands and a lumberjack show will perform during this event. Local organizations will be selling food and drinks. Many children’s games will provide additional activities for this free community event. The application, a diagram and certificate of insurance are attached for review.

Fiscal Note:

The City receives \$55 for each Special Event Outdoor Cabaret License. The revenue generated to the City of Tomah by issuance of this license is \$55.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Special Event Cabaret License for Squirrel Fest, their event held on July 6, 2024 in Winnebago Park.

Respectfully submitted by:

Mindy M. Scholze

Committee: Committee of the Whole & Common Council

Meeting Date: June 17 & 18, 2024

**City of Tomah
Cash and Investments
April 30, 2024**

Fund 01 - General Fund						
	Investment Description	Investment Type	C/D Rate	C/D Due	Beginning Balance 3/31/2024	Ending Balance 4/30/2024
Pershing	Alliant CR Chicago	C/D	5.00	01/30/26	103,000.00	103,000.00
Pershing	Corning Fed CR	C/D	5.35	04/04/24	105,000.00	-
Pershing	Spokane Teachers CU	C/D	5.00	11/25/24	115,000.00	115,000.00
Pershing	State Bank of India NY	C/D	1.05	06/10/25	245,000.00	245,000.00
Pershing	Global Fed Anchorage	C/D	5.20	06/16/25	120,000.00	120,000.00
Pershing	Texas Exchange Bk Crowley	C/D	1.00	06/19/25	155,000.00	155,000.00
Pershing	Texas Exchange Bk	C/D	0.85	04/10/22	200,000.00	200,000.00
Pershing	Live Oak Bk	C/D	0.60	10/08/26	100,000.00	100,000.00
Pershing	Rollstone Bank & Trust	C/D	3.55	08/23/27	165,000.00	165,000.00
Pershing	Bridgewater Bk	C/D	0.55	09/20/27	60,000.00	60,000.00
Pershing	Toyota Fin Svgs Bank	C/D	0.90	11/30/27	100,000.00	100,000.00
Pershing	Morgan Stanley Pvt Bank	C/D	0.75	01/27/28	70,000.00	70,000.00
Pershing	Frazer Bk Okla	C/D	1.10	06/26/28	50,000.00	50,000.00
Pershing	Federal Farm Credit	C/D	1.54	11/30/26	300,000.00	300,000.00
Pershing	Federal Farm Credit Bank	C/D	2.45	02/23/28	145,000.00	145,000.00
Pershing	Michigan State Hsg Dev Auth	Muni Bond	4.98	12/01/28	235,000.00	235,000.00
Pershing	US Govt MM Fund	MM			10,481.40	118,550.86
FMB	x706	C/D	0.40	01/15/22	119,856.06	119,856.06
LGIP	01	TF			6,423.90	6,452.20
Bank First	X6465	M/M	2.96		1,172,379.36	715,041.34
Bank First	ED X1194	M/M			169,697.95	171,938.38
CCF	ICS MM ACCOUNT	M/M			736,211.84	737,726.07
CCF	X768	M/M	0.10		28,093.06	28,154.62
TOTAL					4,511,143.57	4,060,719.53

Fund 02 - Lake						
	Investment Description	Investment Type	C/D Rate	C/D Due	Beginning Balance 3/31/2024	Ending Balance 4/30/2024
RIA	4337420053	C/D	1.85	03/03/21	15,594.28	15,626.24
LGIP	03	TF			29,450.95	29,580.71
RIA	44374202	M/M			206,661.12	206,864.39
TOTAL					251,706.35	252,071.34

Fund 04 - CDBG						
	Investment Description	Investment Type			Beginning Balance 3/31/2024	Ending Balance 4/30/2024
TACU		CK			1,142.91	1,142.95
TACU		SAVINGS			1,268.09	1,556.15
Bank First		CK			873.55	873.55
Bank First	X0822	SAVINGS			276,493.68	278,575.56
TOTAL					279,778.23	282,148.21

Fund 07 - Debt						
	Investment Description	Investment Type			Beginning Balance 3/31/2024	Ending Balance 4/30/2024
LGIP	06	T/F			8,097.23	8,132.90
Bank First	X6465	M/M	2.96		372,813.44	374,898.38
TOTAL					380,910.67	383,031.28

**City of Tomah
Cash and Investments
April 30, 2024**

Fund 08 - Capital								
		Investment			Beginning Balance	Ending Balance		
		Description	Type			3/31/2024	4/30/2024	
LGIP	02		T/F			90,095.57	90,492.51	
Pershing	2022A		M/M			2,077,089.57	1,197,456.34	
Pershing	2022A - US Treas Bills					13,000.00	-	
Pershing	2023A		M/M			2,074,911.99	2,636,395.55	
Pershing	2023A - Morgan Stanley		C/D	4.80			50,000.00	50,000.00
Pershing	2023A - Federal Farm Cons			4.75			1,090,000.00	-
Pershing	2023A - US Treas Bills			3.75			126,000.00	-
Bank First	X6465		M/M	2.96			86,089.76	86,571.21
CCF	X768		M/M	0.10			26,234.32	26,291.83
TOTAL						5,633,421.21	4,087,207.44	

Fund 10 - Library							
		Investment			Beginning Balance	Ending Balance	
		Description	Type			3/31/2024	4/30/2024
TrustPoint			MM			1,108,917.36	1,108,917.36
TOTAL						1,108,917.36	1,108,917.36

Sewer Department							
		Investment	Investment	C/D	C/D	Beginning Balance	Ending Balance
		Description	Type	Rate	Due	3/31/2024	4/30/2024
Pershing	First Natl Bk Amer East Lansing		C/D	0.75	04/30/26	115,000.00	115,000.00
Pershing	Sallie Mae Murray UTAH		C/D	0.90	06/30/26	180,000.00	180,000.00
Pershing	Mid American CU		C/D	5.25	07/03/25	240,000.00	240,000.00
Pershing	Pershing MM		M/M			2,406.36	464,210.01
Pershing	US Treasury Bills					499,150.00	-
LGIP	04		T/F			585,991.24	588,573.01
CCF	XX8352		M/M			414,949.26	415,858.74
CCF	ICS Sweep		M/M			269,742.10	270,296.97
Bank First	X6341		M/M			1,404,559.77	1,963,070.90
Bank First	CLEARING ACCT		M/M			1,298,820.70	306,694.82
TOTAL						5,010,619.43	4,543,704.45

Water Department							
		Investment	Investment	C/D	C/D	Beginning Balance	Ending Balance
		Description	Type	Rate	Due	3/31/2024	4/30/2024
Pershing	Texas Exchange		C/D	0.60	12/18/25	90,000.00	90,000.00
Pershing	Flagstar Bk Troy Mich.		C/D	0.45	08/14/24	245,000.00	245,000.00
Pershing	Toyota Fin Svgs Bank		C/D	0.90	11/30/27	145,000.00	145,000.00
Pershing	United Roosevelt Svgs		C/D	0.55	03/12/26	245,000.00	245,000.00
Pershing	First Natl Bk Amer East Lansing		C/D	0.75	04/30/26	40,000.00	40,000.00
Pershing	First Tech Fed CU		C/D	5.35	03/29/23	245,000.00	-
Pershing	Mid American CU		C/D	5.25	07/03/25	8,000.00	8,000.00
Pershing	Sunwest Bk Irvine		C/D	0.70	04/30/26	45,000.00	45,000.00
Pershing	US Bank Salt Lake City		C/D	0.95	09/22/26	100,000.00	100,000.00
Pershing	Pacific Western		C/D	5.50	09/30/24	245,000.00	245,000.00
Pershing	Centris Fed CR		C/D	5.65	03/24/25	130,000.00	130,000.00
Pershing	Affinity Fed CU		C/D	5.80	10/24/24	200,000.00	200,000.00
Pershing	California CU Glendale		C/D	5.65	10/27/25	200,000.00	200,000.00
Pershing	US Treasury Bills		C/D			170,850.00	-
Pershing	Pershing MM		M/M			10,005.81	486,989.25
LGIP	05		TF			11,004.68	11,053.16
CCF	x659		M/M			273,666.22	704,982.43
CCF	ISC SWEEP ACCOUNT 659		M/M			608,519.65	609,771.21
Bank First	CLEARING ACCT		M/M			1,019,679.31	217,560.92
TOTAL						4,031,725.67	3,723,356.97

**City of Tomah
Cash and Investments
April 30, 2024**

TOTAL BY INSTITUTION		
	3/31/2024	4/30/2024
Bank First	5,801,407.52	4,115,225.06
Pershing	10,864,895.13	9,344,602.01
Trust Point	1,108,917.36	1,108,917.36
CCF	2,357,416.45	2,793,081.87
Farmers & Merchants Bank Kendall	119,856.06	119,856.06
Local Government Investment Pool	731,063.57	734,284.49
RIA Federal Credit Union	222,255.40	222,490.63
Tomah Area Credit Union	2,411.00	2,699.10
TOTAL	21,208,222.49	18,441,156.58

**City of Tomah
Cash and Investments
May 31, 2024**

Fund 01 - General Fund						
	Investment Description	Investment Type	C/D Rate	C/D Due	Beginning Balance 4/30/2024	Ending Balance 5/31/2024
Pershing	Alliant CR Chicago	C/D	5.00	01/30/26	103,000.00	103,000.00
Pershing	Corning Fed CR	C/D	5.35	04/04/24	-	-
Pershing	Spokane Teachers CU	C/D	5.00	11/25/24	115,000.00	115,000.00
Pershing	State Bank of India NY	C/D	1.05	06/10/25	245,000.00	245,000.00
Pershing	Global Fed Anchorage	C/D	5.20	06/16/25	120,000.00	120,000.00
Pershing	Texas Exchange Bk Crowley	C/D	1.00	06/19/25	155,000.00	155,000.00
Pershing	Texas Exchange Bk	C/D	0.85	04/10/22	200,000.00	200,000.00
Pershing	Live Oak Bk	C/D	0.60	10/08/26	100,000.00	100,000.00
Pershing	Rollstone Bank & Trust	C/D	3.55	08/23/27	165,000.00	165,000.00
Pershing	Bridgewater Bk	C/D	0.55	09/20/27	60,000.00	60,000.00
Pershing	Toyota Fin Svgs Bank	C/D	0.90	11/30/27	100,000.00	100,000.00
Pershing	Morgan Stanley Pvt Bank	C/D	0.75	01/27/28	70,000.00	70,000.00
Pershing	Frazer Bk Okla	C/D	1.10	06/26/28	50,000.00	50,000.00
Pershing	Federal Farm Credit	C/D	1.54	11/30/26	300,000.00	300,000.00
Pershing	Federal Farm Credit Bank	C/D	2.45	02/23/28	145,000.00	145,000.00
Pershing	Michigan State Hsg Dev Auth	Muni Bond	4.98	12/01/28	235,000.00	235,000.00
Pershing	US Govt MM Fund	MM			118,550.86	123,375.28
FMB	x706	C/D	0.40	01/15/22	119,856.06	119,856.06
LGIP	01	TF			6,452.20	6,481.59
Bank First	X6465	M/M	2.96		715,041.34	718,008.46
Bank First	ED X1194	M/M			171,938.38	174,178.81
CCF	ICS MM ACCOUNT	M/M			737,726.07	739,294.07
CCF	X768	M/M	0.10		28,154.62	28,214.39
TOTAL					4,060,719.53	4,072,408.66

Fund 02 - Lake						
	Investment Description	Investment Type	C/D Rate	C/D Due	Beginning Balance 4/30/2024	Ending Balance 5/31/2024
RIA	4337420053	C/D	1.85	03/03/21	15,626.24	15,659.33
LGIP	03	TF			29,580.71	29,715.43
RIA	44374202	M/M			206,864.39	207,074.65
TOTAL					252,071.34	252,449.41

Fund 04 - CDBG						
	Investment Description	Investment Type			Beginning Balance 4/30/2024	Ending Balance 5/31/2024
TACU		CK			1,142.95	1,142.99
TACU		SAVINGS			1,556.15	1,844.22
Bank First		CK			873.55	873.55
Bank First	X0822	SAVINGS			278,575.56	278,750.56
TOTAL					282,148.21	282,611.32

Fund 07 - Debt						
	Investment Description	Investment Type			Beginning Balance 4/30/2024	Ending Balance 5/31/2024
LGIP	06	T/F			8,132.90	8,169.94
Bank First	X6465	M/M	2.96		374,898.38	376,454.06
TOTAL					383,031.28	384,624.00

**City of Tomah
Cash and Investments
May 31, 2024**

Fund 08 - Capital								
		Investment			Beginning Balance	Ending Balance		
		Description	Type			4/30/2024	5/31/2024	
LGIP	02		T/F			90,492.51	90,904.65	
Pershing	2022A		M/M			1,197,456.34	1,202,117.70	
Pershing	2023A		M/M			2,636,395.55	2,646,765.78	
Pershing	2023A - Morgan Stanley		C/D	4.80			50,000.00	-
Bank First	X6465		M/M	2.96			86,571.21	86,930.45
CCF	X768		M/M	0.10			26,291.83	26,347.67
TOTAL					4,087,207.44	4,053,066.25		

Fund 10 - Library							
		Investment			Beginning Balance	Ending Balance	
		Description	Type			4/30/2024	5/31/2024
TrustPoint			MM			1,108,917.36	1,108,917.36
TOTAL					1,108,917.36	1,108,917.36	

Sewer Department							
		Investment	Investment	C/D	C/D	Beginning Balance	Ending Balance
		Description	Type	Rate	Due	4/30/2024	5/31/2024
Pershing	First Natl Bk Amer East Lansing		C/D	0.75	04/30/26	115,000.00	115,000.00
Pershing	Sallie Mae Murray UTAH		C/D	0.90	06/30/26	180,000.00	180,000.00
Pershing	Mid American CU		C/D	5.25	07/03/25	240,000.00	240,000.00
Pershing	Pershing MM		M/M			464,210.01	467,120.39
LGIP	04		T/F			588,573.01	591,253.60
CCF	XX8352		M/M			415,858.74	416,741.73
CCF	ICS Sweep		M/M			270,296.97	270,871.54
Bank First	X6341		M/M			1,963,070.90	1,069,853.06
Bank First	CLEARING ACCT		M/M			306,694.82	529,586.38
TOTAL					4,543,704.45	3,880,426.70	

Water Department							
		Investment	Investment	C/D	C/D	Beginning Balance	Ending Balance
		Description	Type	Rate	Due	4/30/2024	5/31/2024
Pershing	Texas Exchange		C/D	0.60	12/18/25	90,000.00	90,000.00
Pershing	Flagstar Bk Troy Mich.		C/D	0.45	08/14/24	245,000.00	245,000.00
Pershing	Toyota Fin Svgs Bank		C/D	0.90	11/30/27	145,000.00	145,000.00
Pershing	United Roosevelt Svgs		C/D	0.55	03/12/26	245,000.00	245,000.00
Pershing	First Natl Bk Amer East Lansing		C/D	0.75	04/30/26	40,000.00	40,000.00
Pershing	Mid American CU		C/D	5.25	07/03/25	8,000.00	8,000.00
Pershing	Sunwest Bk Irvine		C/D	0.70	04/30/26	45,000.00	45,000.00
Pershing	US Bank Salt Lake City		C/D	0.95	09/22/26	100,000.00	100,000.00
Pershing	Pacific Western		C/D	5.50	09/30/24	245,000.00	245,000.00
Pershing	Centris Fed CR		C/D	5.65	03/24/25	130,000.00	130,000.00
Pershing	Affinity Fed CU		C/D	5.80	10/24/24	200,000.00	200,000.00
Pershing	California CU Glendale		C/D	5.65	10/27/25	200,000.00	200,000.00
Pershing	Pershing MM		M/M			486,989.25	491,242.09
LGIP	05		TF			11,053.16	11,103.50
CCF	x659		M/M			704,982.43	628,841.61
CCF	ISC SWEEP ACCOUNT 659		M/M			609,771.21	611,067.20
Bank First	CLEARING ACCT		M/M			217,560.92	406,633.39
TOTAL					3,723,356.97	3,841,887.79	

**City of Tomah
Cash and Investments
May 31, 2024**

TOTAL BY INSTITUTION		
	4/30/2024	5/31/2024
Bank First	4,115,225.06	3,641,268.72
Pershing	9,344,602.01	9,321,621.24
Trust Point	1,108,917.36	1,108,917.36
CCF	2,793,081.87	2,721,378.21
Farmers & Merchants Bank Kendall	119,856.06	119,856.06
Local Government Investment Pool	734,284.49	737,628.71
RIA Federal Credit Union	222,490.63	222,733.98
Tomah Area Credit Union	2,699.10	2,987.21
TOTAL	18,441,156.58	17,876,391.49

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.

Recommendation from:	Molly Powell
Minutes/staff report attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
Budget account:	Multiple wage accounts
Staff responsible for implementation:	Molly Powell
Economic impact:	No economic impact
Zoning/rezoning issues:	N/A
Supports organizational goals	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Questions from SET:	
Grants pursued/opportunity pursued:	
Reviewed by SET	Yes <input type="checkbox"/> No <input type="checkbox"/>

Initialed by: *BW*

Date: 6/11/24

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Tomah Transit Procurement Policy

Summary and Background Information:

As part of our compliance review for Tomah Transit, the DOT asked that we adopt the attached Procurement Policy for Tomah Transit. This policy is in compliance with the FTA and DOT requirements for procurement and keeps us eligible for federal and state grants.

Recommendation:

Adopt as recommended by DOT officials.

Molly Powell

Department Head/Director

Date

Committee: Committee of the Whole and/or Common Council

Meeting Date(s): June 11, 2024

**CITY OF TOMAH
TOMAH TRANSIT
FTA PROCUREMENT POLICY**

JUNE 18, 2024

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1. INTRODUCTION

1.1. Purpose

This policy establishes guidelines and minimum standards that Tomah Transit will use in the management of its third party contracts. This manual is intended to ensure that Tomah Transit complies with Federal Transit Administration (FTA) and the Wisconsin Department of Transportation's standards to ensure full and open competition and equitable treatment of all potential sources for all purchases made with funding derived from the Federal, state, and local governments. In all purchasing activity, the goal of Tomah Transit is to ensure maximum open and free competition consistent with:

- FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof;
- 2 CFR § 200.317 – 200.326
- WISDOT State Management Plan.

1.2. Applicability

This manual applies to all procurements undertaken and financed, in whole or in part, with FTA financial assistance provided to Tomah Transit to support **open market procurements**. An open market solicitation is used to purchase a good or service by soliciting from any available source. Most grantee procurement activity will be undertaken on the open market. Open market procurements exclude:

- Employment Contracts;
- Real Estate Contracts; and
- Intergovernmental Agreements.

The goal of this procurement policy is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. Tomah Transit will avoid the following situations considered to be restrictive of competition:

- Application of unreasonable requirements placed on firms in order for them to qualify to do business;
- Imposition of geographic preference standards in the selection of vendors;
- Imposition of unnecessary experience and excessive bonding requirements;
- Use of noncompetitive pricing practices between firms or between affiliated companies;
- Employment of noncompetitive awards to any person or firm on retainer contracts;
- Failure to recognize organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- Use of "brand name" specifications without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

Tomah Transit will conduct procurements in a manner that does not give in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt Wisconsin licensing laws from being considered in those disciplines that are regulated by the State of Wisconsin. Geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services if an appropriate number of qualified firms, given the nature and size of the project, are able to compete for the contract.

1.3. Third Party Contracting Capacity

FTA regulations (2 CFR § 200.319(c) and FTA Circular 4220.1F, Chapter III, § 3a) requires Tomah Transit to have written procurement procedures. This policy is designed to meet FTA and WISDOT's requirements in this regard.

1.4. Relationship to Other City Policies

The purpose of these purchasing policies and procedures are two-fold. First, the City has established these policies and procedures to conform to the provisions of Federal procurement regulations that govern the City's use of FTA and WISDOT funds. Second, these policies and procedures assure that materials, supplies, services and equipment required for efficient and effective operation of the transit program are procured with regard to an analysis of price, quality, quantity, terms and delivery specifications. These policies and procedures pertain only to the City's purchases made with FTA funds for the transit program; purchases with local funds and for purposes other than transit should follow the applicable Wisconsin Revised Statutes.

These policies may not answer all questions related to purchasing; if any employee of Tomah Transit has a question regarding these procedures, WISDOT should be contacted for clarification and guidance.

When Tomah Transit undertakes any purchase utilizing FTA funds, this policy shall supersede any existing purchasing policy promulgated by the City. When any conflict exists between this policy and the existing policies of the City, the procedures in this policy shall prevail. If any employee of Tomah Transit determines that a conflict exists between these policies and state and local law, Tomah Transit shall contact WISDOT and communicate the conflict.

2. CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

2.1. Purpose

Federal grant management rules (2 CFR § 200.318(c)(1)) require each recipient to maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. This policy must address:

- Personal conflicts of interest
- Gifts; and
- Violations.

2.2. Definition of Key Terms

As used herein, the following definitions apply:

Conflict of Interest – A situation in which an employee, alderperson, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between a person covered by this policy and their private interests and their professional obligations to the Tomah Transit such that an independent observer might reasonably question whether the individual’s professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Financial Interest – An officer, agent, alderperson, his or her partner, employee, or their immediate family, is considered as having a financial interest in a company if: they receive more than \$10,000 in consulting income, salaries, or equity in the company; they have more than 5 percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family – Immediate family includes an employee’s spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

2.3. Applicability

No employee, elected official, agent, or other individual under an employment contract with City of Tomah, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract supported with FTA assistance if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of those previously listed individuals has a financial or other interest in the firm selected for award.

2.4. Gifts

Any contractor, subcontractor, or supplier who has a contract with the City; has performed under such a contract within the past year; or anticipates bidding on such a contract in the future shall be prohibited from making gifts or to providing favors to any individual defined in Section 2.2. who is charged with the duty of:

- Preparing plans, specifications, or estimates for public contract; or
- Awarding or administering public contracts; or
- Inspecting or supervising construction.

Tomah Transit also prohibits all covered individuals defined in Section 2.2. who perform the functions listed above from receiving or accepting any such gift or favor.

2.5. Employee Conflicts of Interest

2.5.1. Conflicts of Interest

It shall be a breach of ethical standards for any Tomah Transit employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family, alderperson, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

2.5.2. Discovery of Actual or Potential Conflict of Interest (Disqualification and Waiver)

Upon discovery of an actual or potential conflict of interest, an employee participating directly or indirectly in a procurement shall:

- Promptly file a written statement of disqualification with the mayor; and
- Withdraw from further participation in the procurement.

The employee may, at the same time, request from the City Council, an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the City Council to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

2.5.3. Employee Disclosure Requirements

A Tomah Transit employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a Tomah Transit employee or by the official acts or actions of Tomah Transit, shall disclose the precise nature and value of such interest in a written disclosure statement to the Common Council. The employee's disclosure statement will be reviewed by the Common Council and the Common Council will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the Common Council has reason to believe that he/she or his/her immediate family has an interest that may be affected by his/her official acts or actions as a Tomah Transit employee or by the official acts or actions of Tomah Transit, he/she shall disclose the precise nature and value of such interest in a written disclosure statement to the mayor.

2.5.4. Confidential Information

A Tomah Transit employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with Tomah Transit.

2.5.5. Solicitation Provision

Tomah Transit shall insert the following provisions in all formal competitive solicitation documents for products and services:

These policies shall apply to Tomah Transit employees involved in procurement. It is a breach of ethical standards for any Tomah Transit employee to participate directly or indirectly in a procurement when the employee knows:

- *The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, the Common Council, or other City of Tomah employees other than the designated procurement officer."

2.6. Organizational Conflicts of Interest

The procurement officer and technical personnel are encouraged to work closely with the City Attorney to review all situations that appear to have the potential for an organizational conflict of interest.

Organizational conflicts of interest may result in bias and potentially provide an unfair competitive advantage to a potential offeror. An organizational conflict of interest occurs due to the type of work to be performed under a third-party contract, or because of other activities or relationships such as:

- A contractor is unable, or potentially unable, to render impartial assistance or advice to the City;
- A contractor's objectivity in performing contract work is or might otherwise be impaired; or
- A contractor has an unfair competitive advantage.

Bias arises when a contractor is placed in a situation where there may be an incentive to distort advice or decisions. Whenever a contract is awarded that involves the rendering of advice, the question must always be asked as to whether the potential for a conflict of interest exists for the contractor rendering the advice. Tomah Transit will utilize a "Conflict of Interest Disclosure Statement," in its solicitation when contracting for services of this nature.

3. TOMAH TRANSIT RESPONSIBILITIES UNDER FEDERAL LAW

3.1. Third-Party Contracting Capacity

Tomah Transit must maintain adequate technical capacity to carry out its FTA assisted projects and comply with Federal rules. Tomah Transit's third party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable Federal, state, and local requirements.

3.2. Contract Administration System

Tomah Transit must maintain a contract administration system to ensure that it and its third-party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and applicable Federal, state and local requirements.

3.2.1. Written Procurement Procedures

Tomah Transit must maintain and follow written procurement procedures that address:

- (a) Solicitations – Requirements for Tomah Transit solicitations are addressed in Section 5.
- (b) Necessity – Requirements related to Tomah Transit's need for products or services are addressed in Section 3.2.2.
- (c) Lease Versus Purchase – Requirements related to the use of lease or purchase alternatives to achieve an economical and practical procurement are addressed in Section 3.2.2
- (d) Metric Usage – Requirements related to the acceptance of products and services dimensioned in the metric system of measurement are addressed in Section 3.5.2.
- (e) Environmental and Energy Efficiency Preferences – Requirements related to preference for products and services that conserve natural resources, protect the environment, and are energy efficient are addressed in Sections 3.4.3 and 3.4.4.
- (f) Procurement Methods – Descriptions of the procurement methods that Tomah Transit may use are included in Section 5.
- (g) Legal Restrictions – Descriptions of Federal and state restrictions on Tomah Transit's acquisitions are included in Section 5.
- (h) Third Party Contract Provisions – Specific third-party contract provisions required for each third party contract and flow down requirements to subcontracts are included in Section 3.1 through 3.7.
 - (1) Sources – Descriptions of the availability and use of various sources of products and services are addressed in Section 4.

- (2) Resolution of Third-Party Contracting Issues – Procedures related to the resolution of third party contracting issues are included in Section 6.8.

3.2.2. Adequate Third-Party Contract Provisions

Tomah Transit must include provisions in all of its third-party contracts that are adequate to form a sound and complete agreement.

3.2.3. Industry Contracts

Tomah Transit shall not use an industry developed contract or a contract that is provided by a bidder or offeror unless it has first evaluated the benefits of the contract Tomah Transit shall ensure that such contracts include all required Federal provisions but do not include terms and conditions that may be unfavorable to Tomah Transit.

3.2.4. Revenue Contracts

Tomah Transit may enter into a revenue contract with a third party to generate revenues in connection with a transit related activity, or to create business opportunities utilizing an FTA funded asset. Any such said contract opportunity will follow a competitive selection procedures and principles outlined herein.

3.2.5. Record Keeping

Tomah Transit must prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. Tomah Transit must maintain these records for five (5) years after Tomah Transit and its subrecipients, if any, have made final payment and all other pending matters are closed. Specific record keeping requirements include:

- (a) Written Record of Procurement History – Tomah Transit must maintain and make available to WISDOT and FTA written records detailing the history of each procurement. For all procurements above the micro-purchase level Tomah Transit must maintain records relating to:
- (1) Procurement Method – Tomah Transit must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive;
 - (2) Contract Type – Tomah Transit must state the reasons for selecting the contract type it used;
 - (3) Contractor Selection – Tomah Transit must state its reasons for contractor selection or rejection;
 - (4) Contractor Responsibility – Tomah Transit must provide a written determination of responsibility for the successful contractor;
 - (5) Cost or Price – Tomah Transit must evaluate and state its justification for the contract cost or price; and
 - (6) Reasonable Documentation – Tomah Transit must retain documentation commensurate with the size and complexity of the procurement.

- (7) Vendor Verification – Tomah Transit must include verification of acceptance with a selected vendor/supplier/manufacturer through the Federal System of Award Management (SAM) for each project and associated project file.
- (b) Access to Records – Tomah Transit must provide FTA and WISDOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance.
- (c) Use of Technology/Electronic Commerce – Tomah Transit may use an electronic commerce system to conduct third party procurements. If Tomah Transit uses an electronic commerce system, then the following requirements apply:
- (1) Sufficient System Capacity – Tomah Transit's system must have sufficient system capacity necessary to accommodate all Federal requirements for full and open competition.
 - (2) Written Procedures – Before any solicitation takes place, Tomah Transit must establish adequate written procedures to ensure that all information FTA/WISDOT requires for project administration is entered into the system and can be made readily available to WISDOT as needed.

3.3. Determination of Needs

Tomah Transit must maintain and follow adequate procedures for determining the types and amounts of products and services it needs to acquire. Tomah Transit shall comply with the following requirements when determining the types and amounts of products and services it needs to acquire:

3.4. Eligibility

All products and services to be acquired with FTA funds must be eligible under the Federal law authorizing the FTA assistance award and any regulations thereunder. All products and services to be acquired with FTA funds must also be eligible for support within the scope of the underlying grant or cooperative agreement from which the FTA assistance to be used is derived.

3.5. Necessity

Tomah Transit shall adhere to the following standards for avoiding the purchase of duplicative and/or unnecessary products and services it does not need.

3.5.1. Unnecessary Reserves

Tomah Transit shall limit the acquisition of Federally-assisted property and services to the amount it needs to support its operations.

3.5.2. Acquisition for Assignment Purposes

Tomah Transit shall contract only for its current and reasonably expected public transportation needs and shall not add quantities or options to third party contracts solely to permit assignment to another party at a later date. These limits on assignments, however, do not preclude joint procurements that are entered into simultaneously by two or more parties to obtain advantages unavailable for smaller procurements.

- (a) General Prohibition – Tomah Transit may contract only for its current and reasonably expected public transportation needs and may not add quantities or options to third party contracts solely to permit assignment to another party at a later date.
- (b) Changes in the Recipient’s Needs – WISDOT and FTA recognize that the quantity of property or services a recipient reasonably believes it may need at the time of contract award may change. Tomah Transit's later needs might decrease due to changed circumstances or honest mistakes. In those situations, Tomah Transit may assign its unneeded contract authority to another entity that would like to acquire the property or services.
- (c) Exceptions – These limits on assignments, however, do not preclude:
 - (1) Joint Procurements – Tomah Transit and one or more other FTA recipients may enter into a single procurement at the same time to obtain advantages unavailable for smaller procurements.
 - (2) Participation in WISDOT Sponsored Vehicle Procurements – Tomah Transit may enter into contracts developed by the State of Wisconsin to acquire vehicles.
- (d) Procurement Size – For every procurement, Tomah Transit shall consider whether to consolidate or break out the procurement to obtain the most economical purchase. Absent efforts to foster greater opportunities for Disadvantaged Business Enterprises (DBEs), small and minority firms and women’s business enterprises, Tomah Transit shall not split a larger procurement merely to gain the advantage of micro-purchase or small purchase procedures.
- (e) Options – Tomah Transit shall justify, as needed, all option quantities included in every solicitation and contract. An option is a unilateral right in a contract by which, for a specified time, Tomah Transit may acquire additional equipment, supplies, or services than originally procured. An option may also extend the term of the contract.
- (f) Lease Versus Purchase – Tomah Transit shall review lease versus purchase alternatives for acquiring property and shall prepare or obtain an analysis to determine the most economical alternative. If Tomah Transit chooses to lease an asset then it must prepare a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset.
- (g) Specifications – Tomah Transit's procurement specifications shall clearly describe the products or services to be procured and shall state how the proposals will be evaluated.

Tomah Transit's procurement specifications shall not be exclusionary, discriminatory, unreasonably restrictive or otherwise in violation of Federal or Wisconsin laws or regulations.

3.6. Contractor Responsibilities

Tomah Transit, in awarding contracts, financed in whole or in part, with FTA financial assistance, shall follow guidance in this section to evaluate contractor capabilities to perform the contract.

In addition to the Federal rules (2 CFR § 200.318(h)) that require contract awards be made only to responsible contractors, Federal transit law at 49 U.S.C. § 5325(j) limits third party contractor awards to those contractors capable of successfully performing under the terms and conditions of the proposed contract. Before selecting a contractor for award, Tomah Transit must consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

3.6.1. Debarment and Suspension

Debarment and suspension regulations and guidance include the following provisions.

3.6.1.1. DOT Debarment and Suspension Regulations

U.S. Department of Transportation (DOT) regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200 apply to each third party contract at any tier of \$25,000 or more, to each third party contract at any tier for a federally required audit (irrespective of the contract amount), and to each third party contract at any tier that must be approved by an FTA official irrespective of the contract amount (2 CFR § 1200). Tomah Transit shall apply DOT's debarment and suspension requirements to itself and each third-party contractor at every tier to the extent required by DOT's regulations that incorporate the requirements of Office of Management and Budget (OMB), "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)" (2 CFR § 180).

3.6.1.2. System for Award Management

The System for Award Management (SAM) combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. SAM includes the functionality from the following systems:

- Central Contractor Registry (CCR)
- Federal Agency Registration (Fedreg)
- Online Representations and Certifications Application
- Excluded Parties List System (EPLS)

At its discretion, Tomah Transit may collect a debarment and suspension certification from the prospective third-party contractor or include a clause in the third party contract requiring

disclosure. Additionally, it shall be the policy of Tomah Transit to verify that the prospective third-party vendor is not listed as a debarred contractor on SAM.

3.6.2. Lobbying Certification and Disclosure

If a third-party contract will exceed \$100,000, before awarding the contract, Tomah Transit will obtain a lobbying certification, and if applicable, a lobbying disclosure from a prospective third-party contractor (see DOT regulations, “New Restrictions on Lobbying,” 49 CFR Part 20, modified as necessary by 31 U.S.C. Section 1352).

3.6.3. Additional Requirements

In addition to the requirements outlined above, there are various requirements that may apply to Tomah Transit’s third-party contracts, depending upon the type of procurement and the anticipated dollar value of said contract. It is the responsibility of Tomah Transit to assess each procurement and determine the applicable FTA third party terms and conditions that should be included in the solicitation and contract documents. FTA Circular 4220.1F, Appendix D, has a matrix stipulating these conditions. These conditions may include:

- Federal Civil Rights Laws and Regulations
 - Federal Equal Employment Opportunity (EEO) Requirements
 - Nondiscrimination on the Basis of Sex
 - Nondiscrimination on the Basis of Age
 - Nondiscrimination in Federal Public Transportation Programs
 - Title VI of the Civil Rights Act
 - Environmental Justice
 - Limited English Proficiency (LEP)
 - Nondiscrimination on the Basis of Disability
- Socio-Economic Development Regulations
 - Disadvantaged Business Enterprises (DBE)
 - Small and Minority Firms and Women’s Business Enterprises
 - Sensitive Security Information
 - Seat Belt Use
- Socio-Economic Requirements for the Acquisition of Property and Services
 - Labor Regulations
 - Wage and Hour Requirements
 - Fair Labor Standards
- Environmental Protections
 - Environmental Mitigation
 - National Environmental Policy Act (NEPA)
 - Protections for Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites
 - Clean Air
 - Clean Water
 - Recycled Products
 - Other Federal Environmental Protection Requirements
- Energy Conservation

- Preference for U.S. Property--Buy America
- Shipments of Property--U.S. Flag Requirements
 - Shipments by Ocean Vessel
 - Shipments by Air Carrier
 - Project Travel--Use of U.S. Flag Air Carriers
- Technical Restrictions on the Acquisition of Property and Services
 - Intelligent Transportation Systems (ITS)
 - Metric Measurements
 - Use of \$1 Coins
- Rolling Stock--Special Requirements
 - Accessibility
 - Transit Vehicle Manufacturer Compliance with DBE Requirements
 - Minimum Service Life
 - Spare Ratios
 - Air Pollution and Fuel Economy
 - Pre-award and Post Delivery Review
 - Bus Testing
 - In-State Dealers
 - Basis for Contract Award
 - Five-Year Limitation
- Public Transportation Services—Special Requirements
 - Protections for Public Transportation Employees
 - Drug and Alcohol Testing
 - Accessibility
 - Charter Service Restrictions
 - School Bus Restrictions
- Construction – Special Requirements
 - Bonding
 - Bid Guarantee
 - Performance Bond
 - Payment Bond
 - Anti-Kickback
 - Construction Safety
 - Labor Neutrality
 - Prevailing Wages

3.7. Bonding

Some procurements may require Tomah Transit to require the vendor to submit a bid bond, performance bond, or payment bond (typically construction projects). When bonding is required, the following conditions will apply.

3.7.1. Thresholds

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, WISDOT may accept the bonding policy and requirements of the City provided that WISDOT

has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

3.7.1.1. Bid Guarantee

A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

3.7.1.2. Performance Bond

A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

3.7.1.3. Payment Bond

A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3.7.2. Acceptable Sureties

Federal rules for non-governmental recipients requires the non-governmental recipient to obtain construction bonds from companies holding certificates of authority as acceptable sureties under Department of the Treasury regulations, “Surety Companies Doing Business with the United States,” (31 CFR Part 223). For a current list of approved sureties, see Department of the Treasury’s Listing of Approved Sureties (Department Circular 570). As FTA encourages governmental recipient to require similarly acceptable sureties, it shall be the policy of Tomah Transit to such accept sureties.

3.7.3. Reduced Bonding

Tomah Transit recognizes that bonding costs can be expensive. Tomah Transit will accept a local bonding policy that conforms to the minimums described in Section 3.4.1. If bonding levels are sought at levels less than these amounts, Tomah Transit must obtain the prior approval of WISDOT/FTA. WISDOT/FTA shall approve such requests only if it determines that Tomah Transit's bonding policy adequately protects the Federal interest in the project.

3.7.4. Excessive Bonding

Tomah Transit will adhere to FTA’s rules on excessive bonding requirements (FTA Circular 4220.1F, Chapter IV, § 2h(1)(f)). However, if Tomah Transit determines it has a material risk of loss because of a failure of the prospective contractor, bonding requirements may exceed those outlined in Section 3.7.1 only with the prior approval of WISDOT/FTA.

3.8. Preference for U.S. Property—Buy America

Any construction contract exceeding \$250,000 entered into by Tomah Transit with FTA assistance shall include provisions that require the third-party contractor to provide property produced or manufactured in the United States for use in the construction project that the recipient acquires, unless FTA has granted a waiver authorized by those regulations. FTA cautions that its Buy America regulations are complex and different from the Federal “Buy American Act” regulations in FAR Subparts 25.1 and 25.2.

Property that the contractor acquires to perform its construction activities for the recipient, such as tools, machinery, and other equipment or facilities, is not covered by FTA’s Buy America requirements unless the recipient intends to take possession of that property upon completion of the project. Thus, if a third party contractor is acquiring property for its general inventory of equipment or facilities to conduct its overall business affairs, Tomah Transit may enter the cost of that acquisition into its calculations of overhead amounts applicable to the FTA assisted project irrespective of whether that property would comply with FTA’s Buy America regulations.

3.9. Accessibility

Facilities to be used in public transportation service must comply with 42 U.S.C. Sections 12101 *et seq.* and DOT regulations, “Transportation Services for Individuals with Disabilities (ADA),” 49 CFR § 37; and Joint ATBCB/DOT regulations, “Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles,” 36 CFR § 1192 and 49 CFR § 38. Notably, DOT incorporated by reference the ATBCB’s “Americans with Disabilities Act Accessibility Guidelines” (ADAAG), revised July 2004, which include accessibility guidelines for buildings and facilities, and are incorporated into Appendix A to 49 CFR Part 37. DOT also added specific provisions to Appendix A modifying the ADAAG, with the result that buildings and facilities must comply with both the ADAAG and amendments thereto in Appendix A to 49 CFR Part 37.

4. SOURCES OF ACQUISITIONS

4.1. Force Account

Force account means use of Tomah Transit's own labor forces and equipment to undertake a project (typically construction, renovation, or repair). The use of force account labor is a project management function, rather than a procurement and contract administration function, except in the general sense of the City's ability to perform work with its own forces rather than contracting with another entity to acquire the property or services it needs, and the cost implications of the recipient's decision. Tomah Transit does not charge force account labor to its FTA grants.

4.2. Joint Procurements

Tomah Transit may participate in joint procurements whereby Tomah Transit and one or more other entities agree from the outset to use a single solicitation document and enter into a single contract with a vendor for delivery of products or services. The following requirements apply to Tomah Transit's participation in joint procurements:

- Solicitation documents may not be drafted for the purpose of accommodating the needs of other parties that may later want to participate in the benefits of the contract.
- Tomah Transit is responsible for ensuring that the joint procurement solicitation and contract complies with all Federal requirements and that the solicitation document and contract includes all required clauses and certifications.

4.3. State or Local Government Purchasing Schedules or Purchasing Contracts

4.3.1. Definition

FTA uses the term "state or local government purchasing schedule" to mean an arrangement that a State or local government has established with several or many vendors in which those vendors agree to provide essentially an option to the State or local government, and its subordinate government entities, to acquire specific property or services in the future at established prices. These arrangements are somewhat similar to the General Services Administration's (GSA) Cooperative Purchasing Program available for Federal Government use.

The Wisconsin Department of Administrative Services (DAS) helps the PTD contract for appropriate vehicles to meet the needs of public transportation providers. While WISDOT does not purchase vehicles directly, grantees are permitted to purchase vehicles from the online Wisconsin Procurement Information Network (ORPIN) system operated by DAS, which contains a list of qualified vendors for each vehicle type contracted. There are some vehicles on the contracts that do not fit within Wisconsin's useful life standards and are not eligible for reimbursement with grant funds. Therefore, PTD has created a crosswalk document that lists each vehicle within the state useful life categories. This document, posted on PTD's Web site, will assist agencies in selecting vehicles and documenting a process that meet all

Federal requirements for funding. The state price agreements were developed by DAS and WISDOT procurement and PTD staff with input from transit agencies.

4.3.2. Applicability of Federal Provisions

When obtaining property or services in this manner, Tomah Transit must ensure all Federal requirements, required clauses, and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the recipient's purchase document. While DAS and WISDOT take all precautions to ensure that such provision are in the original solicitation and contract documents, it is ultimately Tomah Transit's responsibility to ensure such documents and certifications are obtained.

If such requirements, clauses, and certifications were not included in the original purchase solicitation and contracts, Tomah Transit may request the vendor to append the required Federal clauses in the purchase order or other document that effects the Tomah Transit's procurement. When this method is used, Tomah Transit shall obtain Buy America certification before entering into the purchase order. This method cannot be used to circumvent FTA's Buy America requirements.

4.3.3. Federal Supply Schedules

Purchases by Tomah Transit from Federal Supply Schedules established by the U.S. General Services Administration (GSA) are limited to the purchase of information technology (IT) products and to products and services to facilitate recovery from a major disaster. The following requirements apply to Tomah Transit purchases from GSA schedules:

- Tomah Transit is authorized to use GSA schedules for purchases of products and services to facilitate recovery from a major disaster that is declared by the President of the United States. Upon declaration of a major disaster by the President, Tomah Transit may purchase products and services from GSA schedules both in advance and in the aftermath of the emergency event. Tomah Transit shall be responsible for ensuring that the products and services acquired will only be used for recovery.
- Tomah Transit must ensure that all Federal requirements, required clauses and certifications are properly followed and included, whether in the master intergovernmental contract or Tomah Transit's purchase document.
- Tomah Transit is required to evaluate the reasonableness of prices obtained from GSA schedules. GSA schedule pricing may not be used as a sole or single source for procurement. Tomah Transit may only use GSA schedule pricing as one of multiple pricing sources solicited in accordance with its requirements for small purchases described in Section 5.

4.3.4. Existing Contracts

Tomah Transit may use existing contract rights as an acquisition source. An "existing contract" means a contract that, when formed, was intended to be limited to the original parties thereto.

4.3.4.1. Permissible Actions

Within the conditions set forth below, Tomah Transit may use existing contract rights held by another recipient of FTA assistance:

- (a) Exercise of Options – Tomah Transit may use contract options held by another recipient of FTA assistance with the following limitations:
- (1) Consistency with the Underlying Contract – Tomah Transit must ensure that the terms and conditions of the option it seeks to exercise are substantially similar to the terms and conditions of the option as stated in the original contract at the time it was awarded.
 - (2) Price – Tomah Transit may not exercise an option unless it has determined that the option price is better than prices available in the open market, or that when it intends to exercise the option, the option is more advantageous.
 - (3) Awards Treated as Sole Source Procurements – The following actions constitute sole source awards:
 - i. Failure to Evaluate Options Before Awarding the Underlying Contract – If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.
 - ii. Negotiating a Lower Option Price – Exercising an option after Tomah Transit has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured.
- (b) Assignment of Contract Rights (“Piggybacking”) – If Tomah Transit finds that it has inadvertently acquired contract rights in excess of its needs, it may assign those contract rights to another WISDOT subrecipient if the original contract contains an assignability provision that permits the assignment of all or a portion of the specified deliverables under the terms originally advertised, competed, evaluated, and awarded, or contains other appropriate assignment provisions. Tomah Transit may use contractual rights through assignment from another recipient of FTA assistance after first determining the contract price remains fair and reasonable, and the contract provisions are adequate for compliance with all Federal requirements. Tomah Transit need not perform a second price analysis if a price analysis was performed for the original contract; however, Tomah Transit must determine whether the contract price or prices originally established are still fair and reasonable before using those rights. Tomah Transit shall be responsible for ensuring the contractor’s compliance with FTA’s Buy America requirements and execution of all the required pre-award and post-delivery Buy America review certifications. Before proceeding with the assignment, however, Tomah Transit shall review the original contract to be sure that the quantities the assigning recipient acquired, coupled with the quantities that Tomah Transit seeks, do not exceed the amounts available under the assigning recipient’s contract.

4.3.4.2. Impermissible Actions

Tomah Transit may not use Federal assistance to finance:

- (a) Improper Contract Expansion – A contract has been improperly expanded when it includes a larger scope, greater quantities, or options beyond the recipient’s reasonably anticipated needs. A contract has also been improperly expanded when excess capacity has been added primarily to permit assignment of those contract rights to another entity.

- (b) Cardinal Changes – A significant change in contract work that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract, is a cardinal change or “tag-on”. A change within the scope of the contract is not a cardinal change or “tag-on”.

4.4. The Open Market

Tomah Transit will acquire most of the property and services it needs through procurements in the open market using procedures described in Section 5 of this Manual.

5. PROCEDURES FOR OPEN MARKET PROCUREMENTS

5.1. Solicitation of Competitive Price Quotes, Bids or Proposals

Compliance with the solicitation procedures described in Section 5.4 below will fulfill FTA requirements for “full and open competition.”

5.2. Receipt and Evaluation of Unsolicited Proposals

Tomah Transit may enter into contracts based on an unsolicited proposal when authorized by applicable State law or regulation. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, Tomah Transit must seek competition. To satisfy the requirement for full and open competition, Tomah Transit must take the following actions before entering into a contract resulting from an unsolicited proposal:

- Publicize its receipt of the unsolicited proposal;
- Publicize an adequate description of the products or services offered without improperly disclosing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought;
- Publicize its interest in acquiring the products or services described in the proposal;
- Provide an adequate opportunity for interested parties to comment or submit competing proposals; and
- Publicize its intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication.

If it is impossible to describe the products or services offered without revealing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought, Tomah Transit may make a sole source award to the offeror. A sole source award may not be based solely on the unique capability of the offeror to provide the specific products or services proposed.

5.3. Prequalification

Tomah Transit may prequalify bidders, offerors, and products for procurement purposes; however, Tomah Transit is not required to do so. The decision of whether to require prequalification for eligibility to participate in procurement shall be made separately for every procurement and shall be approved by the City Treasurer .

If Tomah Transit opts to prequalify bidders, offerors, and products for procurement purposes, the following conditions apply:

- Tomah Transit must ensure that all prequalification lists it uses are current;
- Tomah Transit must ensure that all prequalification lists it uses include enough qualified sources to provide maximum full and open competition; and

- Tomah Transit must permit potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). Tomah Transit is not required to hold a particular solicitation open to accommodate a potential supplier that submits products for approval before or during that solicitation nor must Tomah Transit expedite or shorten prequalification evaluations of bidders, offerors, or products presented for review during the solicitation period.

5.4. Solicitation Requirements and Restrictions

Every procurement solicitation that Tomah Transit issues above the micro-purchase level (currently established in Federal guidance at \$10,000), must include the following information and be advertised in a manner that ensures adequate and open competition.

5.4.1. Description of the Property or Services

The solicitation and the contract awarded thereunder must include a clear and accurate description of Tomah Transit's technical requirements for the products or services to be acquired in a manner that provides for full and open competition.

5.4.1.1. Descriptive Elements

Tomah Transit will prepare descriptions of property, goods, or service in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. Detailed product specifications should be avoided if at all possible; however, there is no prohibition against their use when appropriate.

5.4.1.2. Quantities

Additional quantities or options above Tomah Transit's needs at the time of acquisition may not be added to contracts solely to allow assignment of those quantities or options at a later date.

5.4.1.3. Brand Name or Equal

When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a "brand name or equal" description may be used to define the performance or other salient characteristics of a specific type of property. The salient characteristics of the named brand that bidders or offerors must provide must be identified.

5.4.1.4. Prohibited Practices

Solicitations with requirements that contain features that unduly restrict competition may not be used. Tomah Transit shall not:

- Impose unreasonable business requirements for bidders or offerors.
- Impose unnecessary experience requirements for bidders and offerors.

- Use prequalification procedures that conflict with the prequalification standards described in Section 5.3.
- Make a noncompetitive award to any person or firm on a retainer contract with Tomah Transit if that award is not for the property or services specified for delivery under the retainer contract.
- Impose unreasonable restrictive bonding requirements on bidders and offerors in excess of FTA and state requirements.
- Specify only a “brand name” product without allowing offers of an “equal” product, or allowing an “equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.
- Specify in-state or local geographical preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by State or local laws or regulations. The only exception expressly mandated or encouraged by Federal law that may be applicable to Tomah Transit is the procurement of Architectural and Engineering (A&E) Services. Geographic location may be a selection criterion in the procurement of A&E services if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.
- Engage in practices that result in organizational conflicts of interest. An organizational conflict of interest occurs when any of the following circumstances arise:
 - Lack of Impartiality or Impaired Objectivity – When the bidder or offeror is unable, or potentially unable, to provide impartial and objective assistance or advice to Tomah Transit due to other activities, relationships, contracts, or circumstances.
 - Unequal Access to Information – When the bidder or offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
 - Biased Ground Rules – When during the conduct of an earlier procurement, the bidder or offeror has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.
- Support or acquiesce in noncompetitive pricing practices between firms or between affiliated companies.
- Take any arbitrary action in the procurement process.

5.4.2. Evaluation Factors.

All solicitations issued by shall identify all factors to be used in evaluating bids or proposals. At the discretion of the City Treasurer, the relative order of importance and/or weights may be communicated to prospective offerors.

5.4.3. Permissible Contract Types

Tomah Transit shall state the type of contract that will be awarded in all solicitation documents. The following types of contracts will typically be executed with the successful vendor:

5.4.3.1. Firm Fixed Price

A firm fixed price contract includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract. A firm fixed price contract may include an economic price adjustment provision, incentives, or both.

5.4.3.2. Cost Reimbursement

A cost-reimbursement contract provides for payment of the contractor's allowable incurred costs, to the extent prescribed in the contract. Allowable costs may include incentives if the recipient believes they can prove helpful. Cost-reimbursement contracts are suitable for use only when uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed price contract.

5.4.4. Prohibitive or Restricted Contract Types

The following contract types are prohibited or restricted:

5.4.4.1. Cost Plus Percentage of Cost

Cost plus Percentage of Cost type contracts are prohibited.

5.4.4.2. Time and Materials

Time and Materials type contracts may be used only after a written determination is made that no other contract type is suitable. In addition, the contract between Tomah Transit and the Contractor must specify a ceiling price that the Contractor may not exceed except at its own risk.

5.4.5. Other Federal Requirements Affecting the Property or Services to be Acquired

The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.

5.4.6. Other Federal Requirements Affecting the Bidder or Offeror and the Contractor

The solicitation and resulting contract must identify all Federal requirements that a bidder or offeror must fulfill before and during contract performance.

5.4.7. Reservation of Right to Award to Other Than the Low Bidder or Offeror

The solicitation must specifically reserve Tomah Transit right to award a contract to other than the low bidder or offeror. If the solicitation documents do not specify this right, Tomah Transit will be obligated to award the contract to the low bidder.

5.4.8. Reservation of Right to Reject All Bids or Offers

The solicitation must specifically reserve Tomah Transit's right to reject all bids or offers.

5.5. Methods of Procurement

Tomah Transit shall use competitive procedure(s) appropriate for the acquisition undertaken. The procedures used must comply with Wisconsin and local law as well as with Federal requirements. Federal restrictions vary with the type of procurement method used. The following guidance is based on the requirements of 2 CFR § 200.318 – 200.326, supplemented by FTA policies that address the needs of FTA recipients.

5.5.1. Micro-Purchases

5.5.1.1. Definition

Micro-purchases are those purchases of products and services that cost \$10,000 or less, as defined by 2 CFR §200.67 (or current threshold established by Federal Acquisition Regulations (FAR)); for purposes of this policy, Tomah Transit will use \$10,000 as the threshold for relatively simple purchases as a means to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

5.5.1.2. Approval Authority

Micro-purchases must be approved in writing by one of the following Tomah Transit employees:

- City Treasurer; or
- City Clerk.

5.5.1.3. Competition

Tomah Transit may acquire products and services valued at less than \$10,000 without obtaining competitive quotations. Micro-purchases should be distributed equitably among qualified suppliers.

Micro purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

5.5.1.4. Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the micro purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women's business enterprises in Tomah Transit's Federally-assisted procurements.

5.5.1.5. Documentation

Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made.

5.5.2. Small Purchases

5.5.2.1. Definition

FTA defines small purchases are those purchases of products and services, including construction services, that cost greater than \$10,000 but not more than \$250,000. For purposes of this policy, Tomah Transit will consider small purchase those that cost greater than \$10,000 but not more than \$250,000.

5.5.2.2. Approval Authority

Small purchases must be approved in writing by one of the following Tomah Transit employees:

- City Treasurer; and/or
- Common Council.

5.5.2.3. Required Competition

Price or rate quotations must be obtained from an adequate number of qualified sources. It is the responsibility of Tomah Transit to ensure that an adequate number of quotations, bids, or proposals are received

5.5.2.4. Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the small purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women's business enterprises in Tomah Transit's Federally-assisted procurements

5.5.2.5. Documentation

Every small purchase must be documented in the grantee's written procurement history file. The level of documentation is stipulated in Section 6.6.1.

For small purchases, price quotations may be oral or written.

5.5.2.6. Special Considerations

Tomah Transit may acquire products and services directly from State contract vendors in lieu of competitively procuring such products and services itself through the small purchase method of procurement.

Small purchases are exempt from FTA's Buy America requirements.

Tomah Transit reserves the right to use formal purchase methods, even if small purchase thresholds are met, if the City Treasurer believes it is in the best interests of the Tomah Transit to do so.

5.5.3. Formal Purchases

5.5.3.1. Definition

Formal purchases are those purchases of products and services that cost greater than the current Federal threshold of \$250,000, as defined in 2 CFR § 200.88. For purposes of this policy, Tomah Transit will use formal procedures for all purchases over \$250,000.

5.5.3.2. Approval Authority

Large purchases must be approved in writing by the following Tomah Transit employees or officials:

- Common Council

No further delegation of approval authority for large purchases may be made.

5.5.3.3. Procurement Methods

There are two primary methods of procurement for large purchases of products and services:

- Sealed Bid method; and
- Competitive Proposal method.

5.5.3.4. Required Competition

Formal bids and competitive proposals must be publicly advertised.

For formal purchases by the sealed bid method of procurement, two or more responsible bidders must be willing and able to compete effectively for the business.

For formal purchases by the competitive proposal method of procurement, two or more offerors must be willing and able to submit an offer or proposal.

5.5.3.5. Required Documentation

Every formal purchase must, at a minimum, be supported by a written independent cost estimate, formal bids or proposals, a written cost or price analysis as appropriate, a written justification and detailed rationale for contractor selection (including application of evaluation

criteria) and a written determination of the responsibility of the contractor. Additional documentation requirements are dependent upon the formal procurement method that is utilized to make the purchase.

5.5.3.6. Special Considerations

Tomah Transit may acquire products and services via state contract in lieu of competitively procuring such products and services itself through the sealed bid and competitive proposal methods of procurement.

5.5.3.7. Procedural Methods for Sealed Bids

The sealed bid method of procurement is a formal method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for Bids, is lowest in price. The vehicle through which bids are solicited is an Invitation for Bids (IFB). The IFB document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.

- (a) When Appropriate – The sealed bid method of procurement is the preferred method for acquiring products and services that, including construction services, cost greater than «Small_Threshold». The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate. The sealed bid method of procurement is appropriate if the following conditions apply:
- (1) Precise Specifications – A complete, adequate, precise, and realistic specification or purchase description is available.
 - (2) Adequate Sources – Two or more responsible bidders are willing and able to compete effectively for the business.
 - (3) Fixed Price Contract – The procurement generally lends itself to a firm fixed price contract.
 - (4) Price Determinative – The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
 - (5) Discussions Unnecessary – Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.
- (b) Requirements for Sealed Bids – The following requirements apply to the sealed bid method of procurement:
- (1) Publicity – The Invitation for Bids must be publicly advertised.
 - i. The City Treasurer shall ensure that sufficient time is allowed to prepare bids before the date of bid opening.

- ii. Notice of bidding opportunities may be provided in other ways in addition, but not as a substitute, to a published notice. The methods may include, but not necessarily be limited to:
 - a. Direct notice, based on compiled vendor lists or from pre-qualification list, sent to prospective offerors; or
 - b. Use of advertisement by electronic means.
- (2) Adequate Sources – Bids must be solicited from an adequate number of known suppliers.
- (3) Adequate Specifications – The Invitation for Bids, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
- (4) Sufficient Time – Bidders must be allowed sufficient time to prepare bids before the date of bid opening.
- (5) Public Opening – All bids must be publicly opened at the time and place prescribed in the Invitation for Bids.
- (6) Fixed Price Contract – A firm fixed price contract must be awarded in writing to the lowest responsive and responsible bidder unless the Invitation for Bids specifically allowed for award of a fixed price incentive contract or the inclusion of an economic price adjustment provision.
- (7) Rejection of Bids – Any or all bids may be rejected if there is a sound, documented business reason.

5.5.3.8. Competitive Proposals

The competitive proposal method of procurement is a formal method in which written proposals are publicly solicited and a contract is awarded to the responsible offeror whose proposal, taking into consideration price and other factors, is considered to be the most advantageous to Tomah Transit or that is considered to be the “best value” to Tomah Transit. The vehicle through which proposals are solicited is Request for Proposals (RFP). The RFP document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a proposal and the forms on which proposals must be submitted, if applicable.

- (a) When Appropriate – The competitive proposal method of procurement is appropriate for the acquisition of products and services that cost greater than \$250,000 when the nature of the procurement does not lend itself to sealed bidding and Tomah Transit expects that more than one source will be willing and able to submit a proposal. The competitive proposal method of procurement may also be used for small purchases if it is determined to be appropriate. The competitive proposal method of procurement may not be used for the procurement of construction services. The competitive proposal method of procurement is appropriate when any of the following circumstances are present:
 - (1) Type of Specifications – The products or services to be acquired are described in a performance or functional specification, or if described in detailed technical specifications, other circumstances such as the need for

discussions or the importance of basing contract award on factors other than price alone are present.

- (2) Uncertain Number of Sources – Uncertainty about whether more than one bid will be submitted in response to an Invitation for Bids.
 - (3) Price Alone Not Determinative – Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
 - (4) Discussions Expected – Separate discussions with individual offerors are expected to be necessary after they have submitted their proposals.
- (b) Requirements for Competitive Proposals – The following requirements apply to the competitive proposal method of procurement:
- (1) Publicity – The Request for Proposals must be publicly advertised.
 - (2) Evaluation Factors – All evaluation factors and their relative importance must be specified in the solicitation, but numerical or percentage ratings or weights need not be disclosed.
 - (3) Adequate Sources – Proposals must be solicited from an adequate number of qualified sources.
 - (4) Evaluation Method – A specific method must be established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.
 - (5) Price and Other Factors – An award must be made to the responsible offeror whose proposal is most advantageous to Tomah Transit or that represents the “best value” to Tomah Transit with price and other factors considered.
 - (6) Best Value – «Db_a_Name» may award a contract to the offeror whose proposal provides the greatest value to Tomah Transit. To do so, the solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. Tomah Transit must base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors.

5.5.3.9. Two-Step Procurements

Tomah Transit may use two-step procurement procedures in both sealed bid and competitive proposal procurements, provided the opportunity for full and open competition is retained.

- (a) Review of Technical Qualifications and Approach – The first step is a review of the prospective contractors’ technical approach to Tomah Transit's request and their technical qualifications to carry out that approach followed by the establishment of a competitive range consisting of prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.
- (b) Review of Bids and Proposals Submitted by Qualified Prospective Contractors – The second step consists of soliciting and reviewing complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent

exceptional circumstances, bids or proposals must be solicited from at least three qualified prospective contractors.

5.5.3.10. Architectural and Engineering (A&E) Services and Other Services

FTA's enabling legislation at 49 U.S.C. § 5325(b)(1) requires the use of the qualifications-based procurement procedures contained in the "Brooks Act," 40 U.S.C. § 1101 through 1104, to acquire A&E services.

- (a) Qualifications-Based Procurement Procedures Required – Tomah Transit must use qualifications-based procurement procedures to acquire architectural and engineering (A&E) services as well as certain other services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property. In addition to A&E services, other services that must be procured by qualifications-based procurement procedures include:

- Program management;
- Construction management;
- Feasibility studies;
- Preliminary engineering;
- Design, architectural, engineering;
- Surveying, mapping; and
- Other related services.

The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualifications-based procurement procedures may be used.

- (b) Qualifications-Based Procurement Procedures Prohibited – Unless FTA determines otherwise in writing, qualifications-based procurement procedures may not be used to acquire other types of services if those services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property. Qualifications-based procurement procedures may not be used for actual construction, alteration or repair to real property.
- (c) Qualifications-Based Procurement Procedures – The following procedures apply to qualifications-based procurements:
- (1) Qualifications – Unlike other two-step procurement procedures in which price is an evaluation factor, an offeror's qualifications are evaluated to determine contract award.
 - (2) Price – Price is excluded as an evaluation factor.
 - (3) Most Qualified – Price negotiations are first conducted with only the most qualified offeror.
 - (4) Next Most Qualified - Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if

necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price the recipient believes is fair and reasonable.

5.6. Procurement by Other Than Full and Open Competition

Normally, Tomah Transit must provide for full and open competition when soliciting bids or proposals. Federal regulations at 2 CFR § 200.320(f)(1) – (4), however, acknowledges that under certain circumstances, a recipient may conduct procurements without providing for full and open competition.

5.6.1. When Appropriate

Noncompetitive procurement procedures may only be used when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:

5.6.1.1. Competition Adequacy

After soliciting several sources and receiving an inadequate response, Tomah Transit shall review its specifications to determine if they are unduly restrictive or if changes can be made to encourage submission of more price quotes, bids or proposals. If Tomah Transit determines that the specifications are not unduly restrictive and changes cannot be made to encourage greater competition, Tomah Transit may determine the original competition adequate and complete the purchase from among the sources that submitted a price quote, bid or proposal. A cost analysis must be performed in lieu of a price analysis when this situation occurs.

5.6.1.2. Sole Source

When Tomah Transit requires products or services available from only one responsible source, and no other products or services will satisfy its requirements, Tomah Transit may make a sole source award. In addition, when Tomah Transit requires an existing contractor to make a change to its contract that is beyond the scope of that contract, Tomah Transit will consider the change a sole source award that must be justified. Sole source awards are only appropriate when one of the following conditions apply:

- (a) Unique Capability or Availability – The products or services are available from only one source if one of the conditions described below is present:
 - (1) Unique or Innovative Concept – The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to Tomah Transit only from one source and has not in the past been available to Tomah Transit from another source.

- (2) Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition.
 - (3) Substantial Duplication Costs – In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
 - (4) Unacceptable Delay – In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Tomah Transit's needs.
- (b) Single Bid or Proposal – Upon receiving a single bid or proposal in response to a solicitation, Tomah Transit should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
- (1) Adequate Competition – Competition is adequate when the reasons for a single response were caused by conditions beyond Tomah Transit's control.
 - (2) Inadequate Competition – Competition is inadequate when the reasons for a single response were caused by conditions within Tomah Transit's control.
- (c) Unusual and Compelling Urgency – Tomah Transit may limit the number of sources from which it solicits bids or proposals when Tomah Transit has such an unusual and urgent need for the products or services that Tomah Transit would be seriously injured unless it were permitted to limit the solicitation. Tomah Transit may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the products or services.
- (d) Authorized by WISDOT – Tomah Transit may request permission from WISDOT to allow it to use noncompetitive proposals for a particular procurement.
- (e) When Prohibited – Less than full and open competition is not justified based on:
- (1) Failure to Plan – Tomah Transit's lack of advance planning, resulting in limited competition, is not justification for a sole source or single bid award.
 - (2) Limited Availability of Federal Assistance – Concerns about the amount of Federal assistance available to support the procurement;
- (f) Procurement Procedures – The following requirements apply when Tomah Transit completes a procurement utilizing less than full and open competition:
- (1) Potential Sources – Tomah Transit must solicit offers from as many potential sources as is practicable under the circumstances.
 - (2) Sole Source Justification – Tomah Transit must justify all sole source procurements in writing. Sole source procurement justifications must describe the reasons for why a sole source procurement is appropriate, state which of

the authorized justifications listed in Section 5.6.1.2 are applicable, include a cost analysis and be signed by the City Treasurer. If Tomah Transit decides to solicit an offer from only one source, Tomah Transit must justify its decision in writing. The written justification must include the same elements as a sole source justification except that it must state which of the authorized justifications listed in Section 5.6.1.2 are applicable to the sole source purchase.

(3) Cost Analysis – Tomah Transit must prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits. A price analysis shall not be adequate to justify a sole source purchase.

(g) Exception for Procurement Activities Using Non-FTA Funds – When it is determined by the City Treasurer to be in the best interest of Tomah Transit, noncompetitive procurement procedures may be utilized to acquire professional or other transportation-related services that do not involve the use of FTA financial assistance. Any such determination must be made in writing and signed by the City Treasurer.

5.7. Evaluation Requirements

The following standards shall apply to all evaluations of bids or proposals conducted by Tomah Transit.

5.7.1. General

When evaluating bids or proposals received in response to a solicitation, Tomah Transit shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids or offers proposals only on the evaluation factors included in those solicitation documents. Tomah Transit may not modify its evaluation factors after bids or proposals have been received without re-opening the solicitation.

5.7.2. Options

The following standards shall apply when awarding contracts that include options:

5.7.2.1. Evaluation Required

In general, Tomah Transit must evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.

5.7.2.2. Evaluation Not Required

Tomah Transit need not evaluate bids or offers for any option quantities when Tomah Transit does not intend to exercise those options after the contract is awarded or if it determines that evaluation would not otherwise be in its best interests.

5.7.2.3. Evaluators

In addition to evaluators with experience in technical or public policy matters related to the procurement, other evaluators may also include auditors and financial experts to the extent that the City Treasurer determines would be necessary or helpful. If Tomah Transit lacks qualified personnel within its organization, it may solicit evaluators from other transit organizations or may contract for evaluation services. If it does so, the procurement procedures in this policy will apply to those contracts and to those contractors selected to perform evaluation functions on behalf of the recipient.

5.8. Contract Award Requirements

The following standards shall apply to all contract award decisions made by Tomah Transit:

5.8.1. Award to Other Than the Lowest Bidder or Offeror

Tomah Transit may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs. Tomah Transit may also award a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, Tomah Transit must include a statement in its solicitation document reserving the right to award the contract to other than the low bidder or offeror.

5.8.1.1. Award Only to a Responsible Bidder or Offeror

Tomah Transit may only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. Tomah Transit must consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. Tomah Transit must also ensure that the contractor is not listed as a debarred or suspended contractor on the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on SAM may not be determined to be responsible contractors by Tomah Transit. For every procurement action above the micro-purchase level, Tomah Transit must make a written determination of the responsibility of the contractor and include such determination in the applicable contract file (See Section 3.6).

To designate a prospective contractor “responsible” as required by 49 U.S.C. § 5325, Tomah Transit, at a minimum, must determine and ensure that the prospective contractor satisfies the following criteria described herein. In addition to being otherwise qualified and eligible to receive the contract award under applicable laws and regulations, a responsible contractor:

- (a) Integrity and Ethics – Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).

- (b) Debarment and Suspension – Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.
- (c) Affirmative Action and DBE – Is in compliance with the Common Grant Rules’ affirmative action and FTA’s Disadvantaged Business Enterprise requirements.
- (d) Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).
- (e) Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
- (f) Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.
- (g) Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).
- (h) Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (i) Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (j) Performance Record – Is able to provide a:
- (1) Current Performance – Satisfactory current performance record; and
 - (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
 - i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,
 - ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient’s solicitation, and
 - iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror’s control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure

to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. WISDOT expects Tomah Transit to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

5.8.1.2. Rejection of Bids and Proposals

Tomah Transit may reject all bids or proposals submitted in response to an Invitation for Bids or Request for Proposals. Tomah Transit must include a statement in its solicitation document reserving the right to reject all bids or proposals.

- (a) Extent and Limits of Contract Award – The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor's wholly owned affiliates to perform other work in connection with the project.

5.9. Independent Cost Estimate and Cost and Price Analysis

5.9.1. Independent Cost Estimate

For every procurement, Tomah Transit shall make a written independent estimate of cost prior to receiving price quotes, bids or proposals.

5.9.2. Cost or Price Analysis

Tomah Transit shall perform a cost or price analysis in connection with every procurement over \$250,000 and for all contract modifications.

5.9.2.1. Price Analysis

If Tomah Transit determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

5.9.2.2. Cost Analysis

Tomah Transit must perform or obtain a cost analysis when:

- (a) A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
- (b) When the offeror submits elements of the estimated cost.
- (c) When only a sole source is available, even if the procurement is a contract modification.
- (d) In the event of a change order.

5.9.3. Approval of Contracts

All contracts must be signed by the City Treasurer.

6. CONTRACT ADMINISTRATION REQUIREMENTS AND CONSIDERATIONS

6.1. Tomah Transit Staff Responsibilities

Prior to execution of third party contracts, Tomah Transit shall designate a Project Manager to serve as Tomah Transit's principal contact with the contractor and as the primary administrator of the contract. The designated Project Manager for each contract shall have responsibility for directing and overseeing the work performed by the contractor; reviewing and approving deliverables and invoices from the contractor; determining percentage of contract completion for progress payments (if applicable); making recommendations on the exercise of contract options (if applicable); recommending contract changes; preparing justifications for contract changes; performing independent cost estimates and cost or price analyses for contract changes; making recommendations on approval or rejection of subcontractors; assisting with the resolution of contract disputes; making recommendations on contract termination or other contractor disciplinary actions; maintaining complete contract files; and other contract administration duties that may be necessary.

6.2. Administrative Restrictions on the Acquisition of Property and Services

The following Federal laws and regulations impose administrative requirements, many of which will affect specific third-party procurements.

6.2.1. Legal Eligibility

The property or services acquired must be eligible for support under the restrictions accompanying the Federal statute authorizing the Federal assistance to be used.

6.2.2. Scope of the Project

The property or services acquired must be eligible for support within the scope of the underlying grant or cooperative agreement from which the Federal assistance to be used is derived.

6.2.3. Period of Performance

Tomah Transit will use sound business judgment and be judicious in establishing and extending a contract's period of performance.

6.2.3.1. General Standards

The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract. Tomah Transit will also consider competition, pricing, fairness, and public perception. Tomah Transit's procurement files will document its rationale for determining the performance period designated for each contract.

6.2.3.2. Time Extensions

Consistent with the general tone of FTA Circular 4220.1F, contract time extensions shall be considered in light of whether they are permissible changes or impermissible cardinal changes. Once Tomah Transit awards a third-party contract, an extension of the contract term length that amounts to a cardinal change will require a sole source justification.

6.2.3.3. Authority to Extend

The City Treasurer has the sole authority to approve and execute contract modifications. The City Treasurer for the contract shall recommend all contract time; prior to making a recommendation for a contract time extension. The City Treasurer shall prepare a written justification and cost analysis (if applicable) for the contract time extension and shall negotiate the appropriate contract modification with the contractor.

6.3. Federal Cost Principles

Federal rules require project costs to conform to applicable Federal cost principles for allowable costs. In general, costs must be necessary and reasonable, allocable to the project, authorized or not prohibited by Federal law or regulation, and must comply with Federal cost principles applicable to the recipient.

OMB guidance for grants and agreements, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR § 200, applies to project costs incurred Tomah Transit.

6.4. Payment Provisions

Tomah Transit will follow the provisions of this section when using FTA funds to support its third party contracts.

6.4.1. Financial Support for the Project

Costs may only be incurred by Tomah Transit if WISDOT has awarded a financial assistance contract to Tomah Transit.

6.4.1.1. Progress Payments

Progress payments are payments for contract work that has not been completed. Tomah Transit may use WISDOT assistance to support progress payments provided the recipient obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.

6.4.1.2. Adequate Security for Progress Payments

Adequate security for progress payments may include taking title or obtaining a letter of credit or taking equivalent measures to protect the recipient’s financial interest in the progress payment. Adequate security should reflect the practical realities of different procurement scenarios and factual circumstances. Tomah Transit should always consider the costs associated

with providing security (for example, the recipient may need to acquire bonds or letters of credit in the commercial marketplace) and the impact of those costs on the contract price, as well as the consequences of incomplete performance.

6.4.1.3. Adequate Documentation

Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made.

6.4.1.4. Percentage of Completion Method

Federal rules require that any progress payments for construction contracts be made on a percentage of completion method described therein. Tomah Transit, however, may not make progress payments for other than construction contracts based on this percentage method.

6.5. Protections Against Performance Difficulties

Tomah Transit shall include provisions in its third-party contracts that will reduce potential problems that might occur during contract performance, as follows:

6.5.1. Changes

Tomah Transit shall include provisions that address changes and changed conditions in all third-party contracts except for routine supply contracts.

6.5.2. Remedies

Tomah Transit shall include provisions that address remedies in its third-party contracts. Provisions related to remedies may include provisions for:

6.5.2.1. Liquidated Damages

Tomah Transit may use liquidated damages if Tomah Transit reasonably expects to suffer damages through delayed contract completion, or if weight requirements are exceeded, and the extent or amount of such damages are uncertain and would be difficult or impossible to determine. Rate and measurement standards must be calculated to reasonably reflect Tomah Transit 's costs should the standards not be met, and must be specified in the solicitation and contract. The assessment for damages may be established at a specific rate per day for each day beyond the contract's delivery date or performance period. A measurement other than a day or another period of time, however, may be established if that measurement is appropriate, such as weight requirements in a rolling stock purchase. The contract file must include a record of the calculation and rationale for the amount of damages established. Any liquidated damages recovered must be credited to the project account.

6.5.2.2. Violation or Breach

Third party contracts exceeding \$100,000 must include administrative, contractual, or legal remedies for violations or breach of the contract by the third-party contractor.

6.5.2.3. Suspension of Work

Tomah Transit may include provisions pertaining to suspension of work in its third-party contracts.

6.5.2.4. Termination

Termination for cause and termination for convenience provisions must be included in third party contracts exceeding \$10,000.

6.6. Contents of Complete Contract Files

The following documents shall comprise the contents of a complete contract file for procurements above the micro-purchase level:

6.6.1. Written Record of Procurement History

Tomah Transit shall maintain written records detailing the history of the procurement, including records relating to:

6.6.1.1. Procurement Method

Tomah Transit must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive.

6.6.1.2. Contract Type

Tomah Transit must state the reasons for selecting the contract type it used.

6.6.1.3. Contractor Selection

Tomah Transit must state its reasons for contractor selection or rejection, including written justification and evaluation documents.

6.6.1.4. Contractor Responsibility

Tomah Transit must provide a written determination of responsibility for the successful contractor.

6.6.1.5. Cost or Price

Tomah Transit must evaluate and state its justification for the contract cost or price, including the independent cost estimate and cost or price analysis.

6.6.1.6. Reasonable Documentation

Tomah Transit must retain documentation commensurate with the size and complexity of the procurement, including documents related to solicitation, receipt and evaluation of offers, and contract award, negotiation and execution.

6.7. Access to Records

Federal rules (49 U.S.C. § 5325(g)) provide FTA and WISDOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance authorized by 49 U.S.C. Chapter 53.

6.8. Contract Administration and Close-Out Documents

Tomah Transit shall maintain written records detailing the performance and close-out of the contract, including records relating to:

6.8.1. Contractor Performance

Tomah Transit must maintain documents related to contractor adherence to budget and schedule, compliance with contract terms and conditions, DBE participation, progress reports, disputes and disciplinary actions.

6.8.2. Contract Deliverables

Tomah Transit must maintain copies of all contract deliverables and records relating to approval, rejection and requested modifications of contract deliverables.

6.8.3. Contract Changes

Tomah Transit must maintain copies of all contract modifications, including documentation related to the determination of need, written justification and rationale, cost analysis, negotiation and execution.

6.8.4. Contract Payments

Tomah Transit must retain documentation of invoices, approval of payments, requests for modifications to invoices, determination of percentage of contract completion for partial payments (if applicable), and ownership of title to partial work products.

6.8.5. Contract Close-Out

Tomah Transit must retain documentation related to contractor performance and evaluation, approval of final deliverables and payments, transfer of title to complete work products to Tomah Transit, and contract audit and final reconciliation.

6.9. Protest Procedures

6.9.1. Statement of Policy

Tomah Transit is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising out of its third-party procurements using good administrative practices and sound business judgment.

In general, WISDOT will not substitute its judgment for that of Tomah Transit unless the matter is primarily a Federal concern. Nevertheless, WISDOT and FTA can become involved in Tomah Transit's administrative decisions when a Tomah Transit protest decision is appealed to WISDOT.

Tomah Transit shall give timely notification to WISDOT when it receives a third-party procurement protest and will keep FTA informed about the status of any such protest. Tomah Transit shall disclose all information about any third-party procurement protest to WISDOT upon request.

Tomah Transit's procedure for addressing third party procurement protests is described in Paragraph 6.9.2 below. Tomah Transit shall insert its protest procedure in all solicitation documents for products and services having an estimated value of \$100,000 or greater.

6.9.2. Tomah Transit Staff Responsibilities

The following staff responsibilities shall be assigned in all protests:

- City Treasurer – Responsibilities include: ensuring that the Tomah Transit Protest Procedure is included in all solicitation documents; and providing information to and assisting the Common Council and City Attorney with the resolution of protests.
- City Attorney – Responsibilities include: reviewing all procurement protests; and advising and assisting the Tomah Transit as needed with the resolution of all procurement protests.

6.9.3. Solicitation Provision

Tomah Transit shall insert the following provision in all solicitation documents:

6.9.3.1. Pre-Proposal Protests

All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency

letterhead or by electronic mail) to the City Treasurer as specified below not later than ten (10) business days prior to the deadline for submission of bids/proposals.

The City Treasurer may, within his or her discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the City Treasurer as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the City Treasurer shall be the final agency decision on the matter but shall be subject to judicial review as set forth by FTA below.

6.9.3.2. Pre-Award Protests

With respect to protests made after the deadline for submission of bids/proposals but before contract award by Tomah Transit, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, Tomah Transit's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the City Treasurer as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by Tomah Transit.

The City Treasurer may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that Tomah Transit shall announce the contract award.

The decision by the City Treasurer shall be the final agency decision on the matter but shall be subject to judicial review as set forth or review by WISDOT as specified below.

6.9.4. Requirements for Protests

All protests must be submitted to Tomah Transit in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by Tomah Transit.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the City Treasurer at the address shown in the solicitation documents.

6.9.5. Protest Response

The City Treasurer shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, Tomah Transit will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official Tomah Transit response to the protest and Tomah Transit will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

6.9.6. Review of Protests by WISDOT

All protests involving contracts financed with Federal assistance shall be disclosed to WISDOT. Protesters shall exhaust all administrative remedies with Tomah Transit prior to pursuing protests with WISDOT. WISDOT limits its reviews of protests to: a grantee's failure to have or follow its protest procedures; a grantee's failure to review a complaint or protest when presented an opportunity to do so; or violations of Federal law or regulation. Appeals to WISDOT must be received within five (5) working days of the date the Protester has received actual or constructive notice of Tomah Transit final decision or within five (5) working days of the date the Protester has identified other grounds for appeal to WISDOT.

RESOLUTION NO : _____

RESOLUTION AUTHORIZING
PAYMENT OF MONTHLY BILLS

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

1. Pre-Paid Checks:	2024	\$257,672.67	Check #'s:	144916	144951
				144973	145060
2. Payroll:		\$320,713.12	Dir Dep #'s:	9302612	9302837
3. Wire/ACH Transfers:		\$633,242.39			
4. Invoices:		\$6,218.06			
Total:		<u>\$1,217,846.24</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

June 17, 2024

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
144916										
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	0108530000	1	01-55200-2210	.00	78.14	78.14
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	0296130000	1	01-55200-2210	.00	27.39	27.39
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	0308030000	1	01-55200-2210	.00	43.20	43.20
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	0448140000	1	01-55200-2210	.00	1,008.82	1,008.82
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	0513010000	1	01-55200-2210	.00	18.42	18.42
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	0806110000	1	01-55200-2210	.00	97.19	97.19
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	1392750000	1	01-55200-2210	.00	21.41	21.41
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	1681000000	1	01-52900-2210	.00	19.91	19.91
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	2131000000	1	01-55200-2210	.00	33.23	33.23
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	2243740000	1	01-55200-2210	.00	18.42	18.42
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	2447130000	1	12-55500-2210	.00	646.42	646.42
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	3229430000	1	01-55200-2210	.00	18.42	18.42
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	3674180423	1	01-55200-2210	.00	36.84	36.84
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	3781840000	1	01-55200-2210	.00	159.35	159.35
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	3966840000	1	01-55200-2210	.00	139.52	139.52
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	4309800000	1	01-55200-2210	.00	109.94	109.94
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	4452240000	1	01-55402-2210	.00	101.07	101.07
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	4519646155	1	01-55200-2210	.00	26.96	26.96
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	4819750000	1	01-55200-2210	.00	670.93	670.93
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5098920000	1	01-55200-2210	.00	41.48	41.48
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5122340000	1	01-55200-2210	.00	74.45	74.45
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5276700000	1	01-55200-2210	.00	27.63	27.63
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5305120000	1	01-55200-2210	.00	17.27	17.27
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5400530000	1	01-55200-2210	.00	27.63	27.63
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5491010000	1	01-55200-2210	.00	22.82	22.82
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5563800000	1	01-55200-2210	.00	27.63	27.63
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5582240000	1	01-55200-2210	.00	57.68	57.68
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	5730840000	1	01-55200-2210	.00	42.85	42.85
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	6198210000	1	01-55200-2210	.00	38.96	38.96
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	6301650000	1	01-55200-2210	.00	17.27	17.27
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	6617650000	1	12-55500-2210	.00	56.25	56.25
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7127140000	1	01-55200-2210	.00	95.20	95.20
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7312600000	1	01-55200-2210	.00	27.39	27.39
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7625640000	1	01-55200-2210	.00	18.42	18.42
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7699530000	1	01-55402-2210	.00	37.14	37.14
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7845440000	1	01-55200-2210	.00	15.20	15.20
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7892520000	1	01-55200-2210	.00	19.08	19.08
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7906820000	1	01-55200-2210	.00	36.77	36.77

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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
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	7916150000	1	01-55200-2210	.00	169.16	169.16
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	8098330000	1	01-55200-2210	.00	60.06	60.06
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	8270300000	1	01-55200-2210	.00	21.19	21.19
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	8935750000	1	01-55200-2210	.00	33.61	33.61
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	9101020000	1	01-55200-2210	.00	110.33	110.33
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	9303554588	1	01-55200-2210	.00	21.83	21.83
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	9815010000	1	12-55500-2210	.00	124.67	124.67
05/24	05/16/2024	144916	30	ALLIANT ENERGY/WPL	Acct #32195	1	01-52100-2210	.00	1,646.38	1,646.38
Total 144916:								.00		6,163.93
144917										
05/24	05/16/2024	144917	2430	AT&T MOBILITY - AMBULANCE	2873036156	1	03-52300-2230	.00	398.87	398.87
Total 144917:								.00		398.87
144918										
05/24	05/16/2024	144918	2431	AT&T MOBILITY - FIRE DEPT.	2873030555	1	01-52200-2230	.00	206.03	206.03
Total 144918:								.00		206.03
144919										
05/24	05/16/2024	144919	96	BOUND TREE MEDICAL LLC	85335311	1	12-55500-3400	.00	85.23	85.23
05/24	05/16/2024	144919	96	BOUND TREE MEDICAL LLC	85340157	1	03-52300-3402	.00	1,077.35	1,077.35
05/24	05/16/2024	144919	96	BOUND TREE MEDICAL LLC	85340158	1	03-52300-3402	.00	117.72	117.72
Total 144919:								.00		1,280.30
144920										
05/24	05/16/2024	144920	191	DEMCO INC	7478628	1	10-55110-3100	.00	86.94	86.94
Total 144920:								.00		86.94
144921										
05/24	05/16/2024	144921	226	EVEREST EMERGENCY VEHICL	P07257	1	03-52300-3500	.00	90.63	90.63
Total 144921:								.00		90.63

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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
144922										
05/24	05/16/2024	144922	375	KWIK TRIP CREDIT DEPT	00349111 05.	1	01-55200-3400	.00	292.94	292.94
05/24	05/16/2024	144922	375	KWIK TRIP CREDIT DEPT	00421945 04	1	03-52300-3401	.00	5,168.81	5,168.81
05/24	05/16/2024	144922	375	KWIK TRIP CREDIT DEPT	00474557 04	1	01-52200-3400	.00	594.05	594.05
Total 144922:								.00		6,055.80
144923										
05/24	05/16/2024	144923	1391	LOFFLER COMPANIES	4694234	1	01-51420-2900	.00	41.33	41.33
Total 144923:								.00		41.33
144924										
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	631700 05.2	1	01-53510-2240	.00	100.59	100.59
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	1	01-52100-2230	.00	685.13	685.13
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	2	01-51200-2230	.00	57.82	57.82
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	3	01-51520-2230	.00	61.04	61.04
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	4	01-51415-2230	.00	15.22	15.22
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	5	01-51420-2230	.00	58.18	58.18
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	6	01-51100-2230	.00	15.22	15.22
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	7	01-51530-2230	.00	15.22	15.22
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	8	01-51410-2230	.00	25.95	25.95
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	9	01-52400-2230	.00	46.80	46.80
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	10	01-53100-2230	.00	58.94	58.94
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	11	01-15610	.00	29.84	29.84
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	12	01-15620	.00	46.61	46.61
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	13	01-55200-2230	.00	16.67	16.67
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	14	01-52100-2230	.00	175.00	175.00
05/24	05/16/2024	144924	2328	LYNXX NETWORKS	690500 05.2	15	01-51450-2900	.00	175.00	175.00
Total 144924:								.00		1,583.23
144925										
05/24	05/16/2024	144925	442	MISSISSIPPI WELDERS SUPPL	509538	1	03-52300-3400	.00	84.82	84.82
Total 144925:								.00		84.82
144926										
05/24	05/16/2024	144926	499	OAKDALE ELECTRIC COOPERA	30198001 05	1	01-53420-2900	.00	333.00	333.00

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05/24	05/16/2024	144926	499	OAKDALE ELECTRIC COOPERA	30198002 05	1	01-53420-2900	.00	41.00	41.00
Total 144926:								.00		374.00
144927										
05/24	05/16/2024	144927	990	O'REILLY AUTOMOTIVE STORE	2034-342602	1	01-52200-3400	.00	239.80	239.80
Total 144927:								.00		239.80
144928										
05/24	05/16/2024	144928	538	QUILL CORPORATION	38313354	1	03-52300-3400	.00	29.78	29.78
05/24	05/16/2024	144928	538	QUILL CORPORATION	38419432	1	03-52300-3400	.00	38.99	38.99
Total 144928:								.00		68.77
144929										
05/24	05/16/2024	144929	547	REGISTRATION FEE TRUST	TITLE AND L	1	11-57350-8400	.00	359.00	359.00
Total 144929:								.00		359.00
144930										
05/24	05/16/2024	144930	2636	SHAWN ZABINSKI	TOM WOPAT	1	05-55120-3400	.00	170.91	170.91
Total 144930:								.00		170.91
144931										
05/24	05/16/2024	144931	2451	SHINTIA THOMAS	REIMBURSM	1	10-55111-3100	.00	59.08	59.08
Total 144931:								.00		59.08
144932										
05/24	05/16/2024	144932	603	STREICHERS INC	#11698528	1	01-52100-1390	.00	149.00	149.00
05/24	05/16/2024	144932	603	STREICHERS INC	11698578	1	01-52100-1390	.00	85.00	85.00
Total 144932:								.00		234.00
144933										
05/24	05/16/2024	144933	1732	TELEFLEX LLC	9508401555	1	03-52300-3402	.00	677.50	677.50

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Total 144933:								.00		677.50
144934										
05/24	05/16/2024	144934	633	TKK ELECTRONICS LLC	#141695	1	05-57210-8300	.00	3,082.74	3,082.74
Total 144934:								.00		3,082.74
144935										
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	1751.00 05.2	1	01-55200-2220	.00	42.75	42.75
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	1917.05 05.2	1	01-55401-2220	.00	8.22	8.22
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	1945.00 05.2	1	01-55200-2220	.00	42.75	42.75
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2049.01 05.2	1	01-55200-2220	.00	24.54	24.54
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2064.00 05.2	1	01-55401-2220	.00	121.65	121.65
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2196.01 05.2	1	01-55200-2220	.00	63.79	63.79
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2289.00 05.2	1	01-55200-2220	.00	88.43	88.43
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2289.01 05.2	1	01-55200-2220	.00	42.75	42.75
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2547.00 05.2	1	01-55200-2220	.00	24.54	24.54
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2937.00 05.2	1	01-55401-2220	.00	184.77	184.77
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	2943.01 05.2	1	01-55200-2220	.00	42.75	42.75
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3114.00 05.2	1	01-55200-2220	.00	94.74	94.74
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3255.00 05.2	1	01-55401-2220	.00	394.91	394.91
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3304.00 05.2	1	01-55402-2200	.00	307.52	307.52
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3353.00 05.2	1	01-55200-2220	.00	24.54	24.54
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3439.00 05.2	1	01-55401-2220	.00	162.07	162.07
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3521.00 05.2	1	01-55402-2220	.00	65.08	65.08
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	3582.00 05.2	1	01-55200-2220	.00	24.54	24.54
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	809.05 05.24	1	01-55200-2220	.00	179.51	179.51
05/24	05/16/2024	144935	658	TOMAH WATER & SEWER UTILI	854.00 05.24	1	01-55200-2220	.00	81.60	81.60
Total 144935:								.00		2,021.45
144936										
05/24	05/16/2024	144936	721	WE ENERGIES	0708538032-	1	10-55110-2200	.00	839.79	839.79
Total 144936:								.00		839.79
144937										
05/24	05/16/2024	144937	770	WOLF CONCRETE & CONSTRU	2024-03	1	17-57331-8553	.00	3,469.55	3,469.55

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05/24	05/16/2024	144937	770	WOLF CONCRETE & CONSTRU	2024-04	1	08-57331-8500	.00	3,469.55	3,469.55
Total 144937:								.00		6,939.10
144938										
05/24	05/22/2024	144938	2638	ANTHEM BLUE CROSS & BLUE	LETTER ID:	1	03-13100	.00	1,045.33	1,045.33
Total 144938:								.00		1,045.33
144939										
05/24	05/22/2024	144939	96	BOUND TREE MEDICAL LLC	85343130	1	03-52300-3402	.00	238.05	238.05
Total 144939:								.00		238.05
144940										
05/24	05/22/2024	144940	1388	CASH	2024 K9 GO	1	01-52140-3400	.00	500.00	500.00
Total 144940:								.00		500.00
144941										
05/24	05/22/2024	144941	2639	FLOCK SAFETY	#INV-39792	1	05-57210-8300	.00	12,600.00	12,600.00
05/24	05/22/2024	144941	2639	FLOCK SAFETY	#INV-39792	2	01-52100-3400	.00	700.00	700.00
Total 144941:								.00		13,300.00
144942										
05/24	05/22/2024	144942	274	GERKE EXCAVATING INC	67547	1	01-53311-2900	.00	1,812.50	1,812.50
Total 144942:								.00		1,812.50
144943										
05/24	05/22/2024	144943	967	KIEFER, LAMONT	MILEAGE F	1	02-56910-3350	.00	120.60	120.60
Total 144943:								.00		120.60
144944										
05/24	05/22/2024	144944	447	MONROE CO CLERK OF COUR	WARRANT 2	1	01-23301	.00	500.00	500.00

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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 144944:								.00		500.00
144945										
05/24	05/22/2024	144945	2305	QTPOD	1317-SP202	1	01-53510-2900	.00	1,675.00	1,675.00
Total 144945:								.00		1,675.00
144946										
05/24	05/22/2024	144946	672	TRI-STATE BUSINESS MACHINE	601095	1	03-52300-2900	.00	95.00	95.00
Total 144946:								.00		95.00
144947										
05/24	05/22/2024	144947	2319	TRUGREEN	192113750	1	01-55200-3400	.00	814.08	814.08
Total 144947:								.00		814.08
144948										
05/24	05/22/2024	144948	2637	UNITED HEALTHCARE INSURA	BILLING NO.	1	03-13100	.00	159.13	159.13
Total 144948:								.00		159.13
144949										
05/24	05/22/2024	144949	721	WE ENERGIES	0707349941-	1	01-55200-2200	.00	176.50	176.50
05/24	05/22/2024	144949	721	WE ENERGIES	0715526790-	1	01-55401-2200	.00	339.15	339.15
05/24	05/22/2024	144949	721	WE ENERGIES	0715711655-	1	01-55401-2200	.00	769.31	769.31
Total 144949:								.00		1,284.96
144950										
05/24	05/22/2024	144950	749	WI SCTF	PP #10 2024	1	01-21590	.00	683.35	683.35
Total 144950:								.00		683.35
144951										
05/24	05/22/2024	144951	2640	WISCONSIN LAKES	RENEWAL	1	02-56910-3200	.00	750.00	750.00

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Total 144951:								.00		750.00
144973										
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	1 01-51450-2900	.00	1,050.00	1,050.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	2 01-51450-2900	.00	750.00	750.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	3 01-51450-2900	.00	150.00	150.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	4 01-51450-2900	.00	1,250.00	1,250.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	5 01-51450-2900	.00	78.00	78.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	6 01-51450-2900	.00	87.00	87.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	cw35700	cw3	7 01-51450-2900	.00	1,080.00	1,080.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	CW35702		1 01-51450-2900	.00	150.00	150.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	CW35702		2 01-51450-2900	.00	600.00	600.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	CW35702		3 01-51450-2900	.00	540.00	540.00
05/24	05/30/2024	144973	2131	3RT NETWORKS	CW35702		4 01-51450-2900	.00	2,150.00	2,150.00
Total 144973:								.00		7,885.00
144974										
05/24	05/30/2024	144974	2621	ALLIED COOPERATIVE	3215032	.1	1 01-53311-3502	.00	72.00	72.00
05/24	05/30/2024	144974	2621	ALLIED COOPERATIVE	3215113	.1	1 01-53311-3502	.00	64.80	64.80
05/24	05/30/2024	144974	2621	ALLIED COOPERATIVE	3215162	.1	1 01-53311-3502	.00	27.00	27.00
Total 144974:								.00		163.80
144975										
05/24	05/30/2024	144975	41	AMERICAN TEST CENTER	2240901		1 01-52200-2100	.00	1,173.00	1,173.00
Total 144975:								.00		1,173.00
144976										
05/24	05/30/2024	144976	218	BAUMGART, EMIL	MAY 2024		1 01-52400-2100	.00	500.00	500.00
Total 144976:								.00		500.00
144977										
05/24	05/30/2024	144977	96	BOUND TREE MEDICAL LLC	85350724		1 03-52300-3402	.00	1,859.97	1,859.97
05/24	05/30/2024	144977	96	BOUND TREE MEDICAL LLC	85350725		1 03-52300-3402	.00	911.23	911.23

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Total 144977:								.00		2,771.20
144978										
05/24	05/30/2024	144978	2365	Brightspeed	#301310967	1	01-52100-2230	.00	30.00	30.00
05/24	05/30/2024	144978	2365	Brightspeed	301313471 0	1	01-53510-2230	.00	34.10	34.10
05/24	05/30/2024	144978	2365	Brightspeed	301313476 0	1	02-56910-2230	.00	68.20	68.20
05/24	05/30/2024	144978	2365	Brightspeed	301313477 0	1	01-53311-2230	.00	173.85	173.85
Total 144978:								.00		306.15
144979										
05/24	05/30/2024	144979	2287	CANON FINANCIAL SERVICES I	31946591	1	01-51420-2900	.00	49.86	49.86
05/24	05/30/2024	144979	2287	CANON FINANCIAL SERVICES I	32665031	1	03-52300-2900	.00	73.00	73.00
05/24	05/30/2024	144979	2287	CANON FINANCIAL SERVICES I	32671660	1	01-51420-2900	.00	49.86	49.86
Total 144979:								.00		172.72
144980										
05/24	05/30/2024	144980	1777	DELTA DENTAL	2155002	1	01-21597	.00	1,597.40	1,597.40
05/24	05/30/2024	144980	1777	DELTA DENTAL	2158098	1	01-21596	.00	673.70	673.70
Total 144980:								.00		2,271.10
144981										
05/24	05/30/2024	144981	1557	LEXISNEXIS RISK DATA MANAG	1679640-202	1	01-51520-2900	.00	100.00	100.00
05/24	05/30/2024	144981	1557	LEXISNEXIS RISK DATA MANAG	1679640-202	2	03-52300-2900	.00	100.00	100.00
Total 144981:								.00		200.00
144982										
05/24	05/30/2024	144982	849	MARSHALL, MELANIE	Reimb meals	1	01-52100-3350	.00	20.22	20.22
Total 144982:								.00		20.22
144983										
05/24	05/30/2024	144983	416	MATHY CONSTRUCTION COMP	5700007156	1	17-57331-8553	.00	759.05	759.05

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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 144983:								.00		759.05
144984										
05/24	05/30/2024	144984	442	MISSISSIPPI WELDERS SUPPL	509561	1	03-52300-3400	.00	69.77	69.77
Total 144984:								.00		69.77
144985										
05/24	05/30/2024	144985	469	PENNY J. PRECOUR ATTORNE	MAY 2024	1	01-51300-2100	.00	2,700.00	2,700.00
Total 144985:								.00		2,700.00
144986										
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	1	03-52300-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	2	03-52300-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	3	03-52300-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	4	03-52300-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	5	03-52300-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	6	01-53100-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	7	01-51200-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	8	10-55110-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	9	01-52100-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	10	01-52100-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	11	01-52100-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	12	01-15620	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	13	12-55500-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	14	01-51520-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	15	01-15610	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	16	01-15610	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	17	01-52100-1340	.00	5.50	5.50
05/24	05/30/2024	144986	2607	POINT C HEALTH	PCH903417	18	01-52400-1340	.00	5.50	5.50
Total 144986:								.00		99.00
144987										
05/24	05/30/2024	144987	538	QUILL CORPORATION	38530960	1	03-52300-3400	.00	151.16	151.16

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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 144987:								.00		151.16
144988										
05/24	05/30/2024	144988	2641	RYAN KOBEY	REFUND TRI	1	01-23301	.00	114.00	114.00
Total 144988:								.00		114.00
144989										
05/24	05/30/2024	144989	2567	SPECTRUM INSURANCE GROU	12519	1	01-51931-5140	.00	445.00	445.00
05/24	05/30/2024	144989	2567	SPECTRUM INSURANCE GROU	12519	2	01-51932-5140	.00	540.00	540.00
05/24	05/30/2024	144989	2567	SPECTRUM INSURANCE GROU	12519	3	01-15610	.00	483.00	483.00
05/24	05/30/2024	144989	2567	SPECTRUM INSURANCE GROU	12519	4	03-52300-5140	.00	2,459.00	2,459.00
Total 144989:								.00		3,927.00
144990										
05/24	05/30/2024	144990	9	SUMMIT COMPANIES	#182016126	1	01-52100-3400	.00	27.05	27.05
Total 144990:								.00		27.05
144991										
05/24	05/30/2024	144991	2350	TK ELEVATOR CORPORATION	5002461832	1	01-52100-3550	.00	642.00	642.00
Total 144991:								.00		642.00
144992										
05/24	05/30/2024	144992	637	TOMAH AREA SCHOOL DISTRIC	APRIL 2024	1	01-24600	.00	2,923.17	2,923.17
Total 144992:								.00		2,923.17
144993										
05/24	05/30/2024	144993	672	TRI-STATE BUSINESS MACHINE	601918	1	01-51200-2900	.00	23.00	23.00
Total 144993:								.00		23.00
144994										
05/24	05/30/2024	144994	684	UNIVERSAL TRUCK EQUIPMEN	63279	1	01-53311-3512	.00	3,716.50	3,716.50

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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 144994:								.00		3,716.50
144995										
05/24	05/30/2024	144995	698	VAN NORMAN SUPPLY CO INC	32979	1	01-53311-3408	.00	79.30	79.30
Total 144995:								.00		79.30
144996										
05/24	05/30/2024	144996	721	WE ENERGIES	#070651524	1	01-52100-2200	.00	583.07	583.07
05/24	05/30/2024	144996	721	WE ENERGIES	0735582192-	1	03-52300-2200	.00	351.92	351.92
05/24	05/30/2024	144996	721	WE ENERGIES	0735582192-	2	01-52200-2200	.00	150.82	150.82
Total 144996:								.00		1,085.81
144997										
05/24	05/30/2024	144997	749	WI SCTF	PP # 11 2024	1	01-21590	.00	343.30	343.30
Total 144997:								.00		343.30
144998										
05/24	05/30/2024	144998	770	WOLF CONCRETE & CONSTRU	2024-04.1	1	08-57331-8500	.00	1,125.70	1,125.70
Total 144998:								.00		1,125.70
144999										
05/24	05/30/2024	144999	779	ZARNOTH BRUSH WORKS INC	0198193-IN	1	01-53311-3502	.00	1,861.80	1,861.80
Total 144999:								.00		1,861.80
145000										
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	621987	1	01-53311-3408	.00	21.99	21.99
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622177	1	01-53311-3405	.00	110.96	110.96
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622180	1	01-53311-3405	.00	38.56	38.56
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622292	1	01-53311-3405	.00	94.99	94.99
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622463	1	01-51600-3400	.00	40.48	40.48
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622478	1	01-53311-3405	.00	294.96	294.96
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622579	1	01-53311-3508	.00	58.95	58.95
06/24	06/06/2024	145000	11	ACE HARDWARE (PUBLIC WOR	622689	1	01-51600-3400	.00	17.99	17.99

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 145000:								.00		678.88
145001										
06/24	06/06/2024	145001	2339	ACE HARDWARE (SENIOR)	622452	1	12-55500-3500	.00	281.07	281.07
Total 145001:								.00		281.07
145002										
06/24	06/06/2024	145002	27	ALL AMERICAN DO-IT CENTER	61727/3	1	01-53311-3405	.00	23.99	23.99
Total 145002:								.00		23.99
145003										
06/24	06/06/2024	145003	2403	ASSOCIATED APPRAISAL CON	174709	1	01-51530-2100	.00	3,877.03	3,877.03
Total 145003:								.00		3,877.03
145004										
06/24	06/06/2024	145004	2444	AT&T - POLICE DEPT.	#6012024	1	01-52100-2230	.00	978.06	978.06
Total 145004:								.00		978.06
145005										
06/24	06/06/2024	145005	2430	AT&T MOBILITY - AMBULANCE	2873036156	1	03-52300-2230	.00	398.87	398.87
Total 145005:								.00		398.87
145006										
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	2873030559	1	01-15610	.00	514.54	514.54
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	1	01-15620	.00	1,417.37	1,417.37
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	2	01-51600-2230	.00	38.03	38.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	3	01-53311-2230	.00	38.03	38.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	4	01-53311-2230	.00	34.03	34.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	5	01-52200-2230	.00	37.03	37.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	6	01-52200-2230	.00	8.03	8.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	7	01-53100-2230	.00	25.69	25.69
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	8	01-53100-2230	.00	12.68	12.68
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	9	01-51415-2230	.00	43.03	43.03

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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
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	10	01-51415-2230	.00	38.03	38.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	11	01-51415-2230	.00	38.03	38.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	12	01-52400-2230	.00	43.03	43.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	13	01-52400-2230	.00	34.03	34.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	14	01-52400-2230	.00	38.03	38.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	15	01-55200-2230	.00	38.02	38.02
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	16	01-55200-2230	.00	34.03	34.03
06/24	06/06/2024	145006	1960	AT&T MOBILITY - PUBLIC WOR	3873030559	17	01-55200-2230	.00	34.03	34.03
Total 145006:								.00		2,465.69
145007										
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522264702.1	1	01-53311-3408	.00	83.80	83.80
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522267202	1	01-53311-3502	.00	24.99	24.99
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522267717	1	01-53311-3512	.00	14.51	14.51
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522268189	1	01-53311-3502	.00	21.94	21.94
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522268261	1	01-53311-3408	.00	12.99	12.99
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522268390	1	01-53311-3512	.00	129.43	129.43
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522269020	1	01-53311-3512	.00	1,151.04	1,151.04
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522269234	1	01-53311-3502	.00	96.00	96.00
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522269268	1	01-53311-3408	.00	134.03	134.03
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522269412	1	01-53311-3512	.00	44.44-	44.44-
06/24	06/06/2024	145007	2341	AUTO VALUE TOMAH (STREET)	522269414	1	01-53311-3408	.00	36.98	36.98
Total 145007:								.00		1,661.27
145008										
06/24	06/06/2024	145008	218	BAUMGART, EMIL	JUNE 2024	1	01-52400-2100	.00	500.00	500.00
06/24	06/06/2024	145008	218	BAUMGART, EMIL	JUNE 2024	2	01-23031	.00	864.00	864.00
Total 145008:								.00		1,364.00
145009										
06/24	06/06/2024	145009	1210	BELCO VEHICLE SOLUTIONS L	#9352	1	08-57210-8400	.00	11,126.12	11,126.12
06/24	06/06/2024	145009	1210	BELCO VEHICLE SOLUTIONS L	#9354	1	08-57210-8400	.00	327.04	327.04
06/24	06/06/2024	145009	1210	BELCO VEHICLE SOLUTIONS L	#9364	1	08-57210-8400	.00	9,944.06	9,944.06
06/24	06/06/2024	145009	1210	BELCO VEHICLE SOLUTIONS L	#9365	1	08-57210-8400	.00	438.50	438.50

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Total 145009:								.00		21,835.72
145010										
06/24	06/06/2024	145010	2365	Brightspeed	301313485 0	1	12-55500-2230	.00	77.99	77.99
Total 145010:								.00		77.99
145011										
06/24	06/06/2024	145011	2287	CANON FINANCIAL SERVICES I	32693969	1	01-51420-2900	.00	49.86	49.86
Total 145011:								.00		49.86
145012										
06/24	06/06/2024	145012	1388	CASH	2024 POOL	1	01-55402-3400	.00	300.00	300.00
Total 145012:								.00		300.00
145013										
06/24	06/06/2024	145013	2563	CHARTER COMMUNICATIONS	1715396010	1	12-55500-2240	.00	198.23	198.23
Total 145013:								.00		198.23
145014										
06/24	06/06/2024	145014	132	CHASING DAYLIGHT ANIMAL S	MAY 2024	1	01-52100-3400	.00	150.00	150.00
Total 145014:								.00		150.00
145015										
06/24	06/06/2024	145015	2302	CINTAS CORPORATION	5213884417	1	01-53311-2900	.00	82.94	82.94
Total 145015:								.00		82.94
145016										
06/24	06/06/2024	145016	2642	CONTECH ENGINEERED SOLU	PICK UP OR	1	14-57331-8553	.00	2,309.18	2,309.18
Total 145016:								.00		2,309.18

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145017										
06/24	06/06/2024	145017	1146	DATCP	MUNI000233	1	01-52400-2100	.00	6,000.00	6,000.00
Total 145017:								.00		6,000.00
145018										
06/24	06/06/2024	145018	220	EO JOHNSON CO	INV1536004	1	10-55110-2900	.00	26.35	26.35
Total 145018:								.00		26.35
145019										
06/24	06/06/2024	145019	225	EVANS PRINT + MEDIA GROUP	#14502	1	05-52140-3400	.00	420.00	420.00
Total 145019:								.00		420.00
145020										
06/24	06/06/2024	145020	226	EVEREST EMERGENCY VEHICL	P07279	1	03-52300-3500	.00	123.06	123.06
Total 145020:								.00		123.06
145021										
06/24	06/06/2024	145021	250	FIRELINE SPRINKLER CORPOR	60447-24	1	01-51600-2900	.00	420.00	420.00
06/24	06/06/2024	145021	250	FIRELINE SPRINKLER CORPOR	60636-24	1	01-52100-3550	.00	420.00	420.00
Total 145021:								.00		840.00
145022										
06/24	06/06/2024	145022	255	FIRST SUPPLY LLC-LA CROSSE	#3568632-01	1	01-52100-3550	.00	1,272.64	1,272.64
06/24	06/06/2024	145022	255	FIRST SUPPLY LLC-LA CROSSE	2nd entry #3	1	01-52100-3550	.00	3.45	3.45
Total 145022:								.00		1,276.09
145023										
06/24	06/06/2024	145023	275	GHD SERVICES INC	340-0109211	1	01-53630-2100	.00	11,207.68	11,207.68
Total 145023:								.00		11,207.68
145024										
06/24	06/06/2024	145024	634	GREATER TOMAH AREA CHAM	MARCH 202	1	16-21101	.00	28,236.27	28,236.27

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Total 145024:								.00		28,236.27
145025										
06/24	06/06/2024	145025	299	HAGEN SPORTS NETWORK	JUNE 2024	1	01-51100-3200	.00	375.00	375.00
Total 145025:								.00		375.00
145026										
06/24	06/06/2024	145026	2574	HAMILTON MEDICAL INC	23334745	1	03-52300-3402	.00	1,013.07	1,013.07
Total 145026:								.00		1,013.07
145027										
06/24	06/06/2024	145027	2538	HEATHER MINOR	034863	1	10-55110-2900	.00	752.00	752.00
Total 145027:								.00		752.00
145028										
06/24	06/06/2024	145028	311	HILLSBORO EQUIPMENT INC	331885	1	01-53311-3508	.00	441.31	441.31
Total 145028:								.00		441.31
145029										
06/24	06/06/2024	145029	2523	HOTSY CLEANING SYSTEMS, I	0002777-IN	1	03-52300-3400	.00	564.75	564.75
Total 145029:								.00		564.75
145030										
06/24	06/06/2024	145030	2616	INDUSTRIAL CHEM LABS & SER	393544	1	01-53311-3405	.00	473.80	473.80
Total 145030:								.00		473.80
145031										
06/24	06/06/2024	145031	2373	Kathleen M. Roberts	06.14.24 MU	1	12-55500-3410	.00	150.00	150.00
Total 145031:								.00		150.00

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145032										
06/24	06/06/2024	145032	375	KWIK TRIP CREDIT DEPT	000410435 0	1	01-53311-3401	.00	6,507.16	6,507.16
06/24	06/06/2024	145032	375	KWIK TRIP CREDIT DEPT	00421945 05	1	03-52300-3401	.00	4,800.82	4,800.82
06/24	06/06/2024	145032	375	KWIK TRIP CREDIT DEPT	00474557 05	1	01-52200-3400	.00	407.88	407.88
06/24	06/06/2024	145032	375	KWIK TRIP CREDIT DEPT	MAY 2024	1	01-52100-3400	.00	3,658.99	3,658.99
Total 145032:								.00		15,374.85
145033										
06/24	06/06/2024	145033	1391	LOFFLER COMPANIES	4703314	1	01-51420-2900	.00	163.56	163.56
Total 145033:								.00		163.56
145034										
06/24	06/06/2024	145034	2484	LVC COMPANIES INC.	141548	1	03-52300-2900	.00	380.00	380.00
Total 145034:								.00		380.00
145035										
06/24	06/06/2024	145035	2328	LYNXX NETWORKS	631700 06.2	1	01-53510-2240	.00	100.59	100.59
06/24	06/06/2024	145035	2328	LYNXX NETWORKS	802300 06.2	1	03-52300-2230	.00	667.86	667.86
06/24	06/06/2024	145035	2328	LYNXX NETWORKS	809500 06.2	1	01-53311-2230	.00	100.59	100.59
06/24	06/06/2024	145035	2328	LYNXX NETWORKS	842100 06.2	1	10-55110-2230	.00	121.96	121.96
06/24	06/06/2024	145035	2328	LYNXX NETWORKS	842100 06.2	2	10-55110-2900	.00	79.95	79.95
06/24	06/06/2024	145035	2328	LYNXX NETWORKS	897700 06.2	1	12-55500-2230	.00	17.54	17.54
Total 145035:								.00		1,088.49
145036										
06/24	06/06/2024	145036	416	MATHY CONSTRUCTION COMP	5700007167	1	08-57331-8500	.00	2,950.40	2,950.40
Total 145036:								.00		2,950.40
145037										
06/24	06/06/2024	145037	441	MINUTEMAN PRESS OF TOMAH	31748	1	01-53620-3400	.00	251.88	251.88
06/24	06/06/2024	145037	441	MINUTEMAN PRESS OF TOMAH	31759	1	01-52200-3400	.00	345.00	345.00
Total 145037:								.00		596.88

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
145038										
06/24	06/06/2024	145038	442	MISSISSIPPI WELDERS SUPPL	1764403	1	03-52300-3400	.00	13.02	13.02
06/24	06/06/2024	145038	442	MISSISSIPPI WELDERS SUPPL	509583	1	03-52300-3400	.00	95.12	95.12
Total 145038:								.00		108.14
145039										
06/24	06/06/2024	145039	444	MODERN DISPOSAL SYSTEMS	500.163766	1	01-53635-2900	.00	6,081.79	6,081.79
Total 145039:								.00		6,081.79
145040										
06/24	06/06/2024	145040	461	MONROE CO SOLID WASTE	1063	1	01-53630-5300	.00	17,903.74	17,903.74
Total 145040:								.00		17,903.74
145041										
06/24	06/06/2024	145041	454	MONROE CO TREASURER	MAY 24 MUN	1	01-24300	.00	1,983.36	1,983.36
Total 145041:								.00		1,983.36
145042										
06/24	06/06/2024	145042	2117	PAUL SLOAN	Education Re	1	01-52100-3360	.00	600.93	600.93
Total 145042:								.00		600.93
145043										
06/24	06/06/2024	145043	469	PENNY J. PRECOUR ATTORNE	JUNE 2024	1	01-51300-2100	.00	2,700.00	2,700.00
Total 145043:								.00		2,700.00
145044										
06/24	06/06/2024	145044	864	PERKINS, ADAM	NAPWDA me	1	05-52140-3400	.00	25.45	25.45
Total 145044:								.00		25.45
145045										
06/24	06/06/2024	145045	2166	RANDALL, JUSTIN	BOOTS 2024	1	01-53311-3409	.00	184.99	184.99
06/24	06/06/2024	145045	2166	RANDALL, JUSTIN	BOOTS 2024	1	01-53311-3409	.00	184.99-	184.99- V

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 145045:								.00		.00
145046										
06/24	06/06/2024	145046	557	RIVER CITY READY MIX INC	13852	1	01-53311-3406	.00	168.00	168.00
Total 145046:								.00		168.00
145047										
06/24	06/06/2024	145047	1009	ROBARGE, ADAM	05202024	1	03-52300-3400	.00	71.51	71.51
Total 145047:								.00		71.51
145048										
06/24	06/06/2024	145048	2151	SINGIN "N" SWINGIN BAND	JUNE 7 2024	1	12-55500-3410	.00	150.00	150.00
Total 145048:								.00		150.00
145049										
06/24	06/06/2024	145049	2008	STANARD & ASSOCIATES, INC	#SA0000581	1	01-52100-2100	.00	43.00	43.00
Total 145049:								.00		43.00
145050										
06/24	06/06/2024	145050	599	STATE OF WISCONSIN-COURT	MAY 24 MUN	1	01-24240	.00	5,001.16	5,001.16
Total 145050:								.00		5,001.16
145051										
06/24	06/06/2024	145051	603	STREICHERS INC	#11700091	1	01-52100-1390	.00	85.00	85.00
Total 145051:								.00		85.00
145052										
06/24	06/06/2024	145052	611	TAPCO	1779552	1	01-51600-2900	.00	736.52	736.52
Total 145052:								.00		736.52

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
145053										
06/24	06/06/2024	145053	639	TOMAH CASH STORE	46 - JOE KU	1	01-53311-3409	.00	200.00	200.00
06/24	06/06/2024	145053	639	TOMAH CASH STORE	5 JUSTIN RA	1	01-53311-3409	.00	184.99	184.99
Total 145053:								.00		384.99
145054										
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	2050.00 06.2	1	01-53311-2220	.00	105.87	105.87
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	2067.00 06.2	1	01-51600-2220	.00	235.25	235.25
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	2189.00 06.2	1	10-55110-2220	.00	153.21	153.21
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	2263.01 06.2	1	01-53311-2220	.00	53.27	53.27
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	2541.00 06.2	1	01-53311-2220	.00	22.60	22.60
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	2901.02 06.2	1	01-53311-2220	.00	24.54	24.54
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	5403.01 06.2	1	12-55500-2220	.00	69.13	69.13
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	854.01 06.24	1	01-53311-2220	.00	22.60	22.60
06/24	06/06/2024	145054	658	TOMAH WATER & SEWER UTILI	967.01 06.24	1	01-53311-2220	.00	24.54	24.54
Total 145054:								.00		711.01
145055										
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	1	01-53311-2200	.00	736.24	736.24
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	2	01-51600-2200	.00	644.92	644.92
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	3	01-53510-2200	.00	39.88	39.88
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	4	01-53510-2200	.00	63.25	63.25
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	5	01-53311-2200	.00	184.53	184.53
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	6	01-53311-2200	.00	198.51	198.51
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	7	01-53311-2200	.00	192.31	192.31
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	8	01-53311-2200	.00	736.24	736.24
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	9	01-55402-2200	.00	9.57	9.57
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	10	01-55200-2200	.00	9.57	9.57
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	11	01-55402-2200	.00	521.97	521.97
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	12	01-55402-2200	.00	468.91	468.91
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	13	01-55200-2200	.00	89.06	89.06
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	14	01-55200-2200	.00	149.85	149.85
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	15	01-55200-2200	.00	120.17	120.17
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	16	01-55200-2200	.00	52.89	52.89
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	17	01-55200-2200	.00	47.39	47.39
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	18	01-55401-2200	.00	377.55	377.55
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	19	01-55401-2200	.00	532.94	532.94

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
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	20	01-55401-2200	.00	54.35	54.35
06/24	06/06/2024	145055	721	WE ENERGIES	0701404176-	21	01-55401-2200	.00	21.03	21.03
06/24	06/06/2024	145055	721	WE ENERGIES	0717659443-	1	12-55500-2200	.00	89.88	89.88
06/24	06/06/2024	145055	721	WE ENERGIES	0717659443-	2	12-55500-2200	.00	26.35	26.35
Total 145055:								.00		5,367.36
145056										
06/24	06/06/2024	145056	728	WESTERN TECHNICAL COLLEG	0000000014	1	03-52300-3350	.00	34.90	34.90
Total 145056:								.00		34.90
145057										
06/24	06/06/2024	145057	1252	WI DEPT OF TRANSPORTATION	#395-000035	1	01-52100-3350	.00	385.00	385.00
Total 145057:								.00		385.00
145058										
06/24	06/06/2024	145058	768	WISCONSIN METAL SALES INC	470988	1	01-53311-3405	.00	1,621.85	1,621.85
Total 145058:								.00		1,621.85
145059										
06/24	06/06/2024	145059	770	WOLF CONCRETE & CONSTRU	2024-05	1	08-57331-8500	.00	10,567.50	10,567.50
06/24	06/06/2024	145059	770	WOLF CONCRETE & CONSTRU	2024-05	2	14-57331-8553	.00	4,350.00	4,350.00
Total 145059:								.00		14,917.50
145060										
06/24	06/06/2024	145060	783	ZOLL MEDICAL CORPORATION	3976139	1	03-52300-3402	.00	258.30	258.30
Total 145060:								.00		258.30
Grand Totals:								.00		257,672.67

Dated: _____

Mayor: _____

Dwyer, Paul

City Council: _____

Glynn, John

Pater, Nellie

Peterson, Dean

Devine, Patrick

Scholze, Travis

Hart, Nicole

Yarrington, Richard

Zabinski, Shawn

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
ACE HARDWARE (AMBULANCE)							
2410	ACE HARDWARE (AMBULANCE)	621021	STREET ELBOW 45 DEG1/4" LF	03/21/2024	03-52300-3400 AMBULANCE OPERATI	7.98	
Total ACE HARDWARE (AMBULANCE):						7.98	
ACE HARDWARE (FIRE)							
2346	ACE HARDWARE (FIRE)	621863	FASTENERS	05/14/2024	01-52200-3400 FIRE PROTECTION OP	8.80	
2346	ACE HARDWARE (FIRE)	622517	DH CHARGER/MAINTAINER	05/29/2024	01-52200-3400 FIRE PROTECTION OP	39.99	
Total ACE HARDWARE (FIRE):						48.79	
ACE HARWARE (POLICE)							
2352	ACE HARWARE (POLICE)	#622539	AIR FILTER BLDG USE	05/23/2024	01-52100-3350 LAW ENFORCE TRAINI	20.97	
2352	ACE HARWARE (POLICE)	#622669	12 FASTNERS FOR BUILDING	05/29/2024	01-52100-3550 LAW ENFORCE BUILDI	4.00	
Total ACE HARWARE (POLICE):						24.97	
BAKER & TAYLOR LLC							
69	BAKER & TAYLOR LLC	2038261992	2038261992	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	54.36	
69	BAKER & TAYLOR LLC	2038267359	2038267359	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	315.85	
69	BAKER & TAYLOR LLC	2038267359	2038267359	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	17.70	
69	BAKER & TAYLOR LLC	2038270769	2038270769	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	862.94	
69	BAKER & TAYLOR LLC	2038279700	2038279700	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	4.33	
69	BAKER & TAYLOR LLC	2038279700	2038279700	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	16.92	
69	BAKER & TAYLOR LLC	2038284977	2038284977	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	69.00	
69	BAKER & TAYLOR LLC	2038284977	2038284977	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	89.15	
69	BAKER & TAYLOR LLC	2038290039	2038290039	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	132.59	
69	BAKER & TAYLOR LLC	2038290039	2038290039	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	45.97	
69	BAKER & TAYLOR LLC	2038308963	2038308963	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	225.36	
69	BAKER & TAYLOR LLC	2038308963	2038308963	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	45.90	
69	BAKER & TAYLOR LLC	2038318055	2038318055	06/19/2024	10-55110-3420 LIBRARY ADULT DEPT	76.45	
69	BAKER & TAYLOR LLC	2038318055	2038318055	06/19/2024	10-55110-3460 LIBRARY CHILDRENS	62.45	
Total BAKER & TAYLOR LLC:						2,018.97	
CAPITAL ONE							
2159	CAPITAL ONE	12/31/2022 12:	WM SUPERCENTER #1277 1277 BLAC	11/26/2022	10-55110-3100 LIBRARY OFFICE SUP	12.56	
2159	CAPITAL ONE	12/31/2022 12:	WM SUPERCENTER #1277 1277 BLAC	11/26/2022	10-55110-3100 LIBRARY OFFICE SUP	12.56	
2159	CAPITAL ONE	4/27/2023 12:0		05/19/2023	10-55110-3100 LIBRARY OFFICE SUP	92.56	11/13/2023
2159	CAPITAL ONE	4/27/2023 12:0		05/19/2023	05-52110-3400 COMM SERVICE OPER	50.36	11/13/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
2159	CAPITAL ONE	4/27/2023 12:0		05/19/2023	01-52100-3550 LAW ENFORCE BUILDI	44.56	11/13/2023
2159	CAPITAL ONE	4/27/2023 12:0		05/19/2023	01-52100-3100 LAW ENFORCE OFFIC	21.93	11/13/2023
2159	CAPITAL ONE	5/10/2023 12:0		05/19/2023	01-52100-3400 LAW ENFORCE OPER	25.52	11/13/2023
2159	CAPITAL ONE	5/10/2023 12:0		05/19/2023	01-52100-3100 LAW ENFORCE OFFIC	14.77	11/13/2023
2159	CAPITAL ONE	5/10/2023 12:0		05/19/2023	05-52110-3400 COMM SERVICE OPER	30.46	11/13/2023
2159	CAPITAL ONE	5/16/2023 12:0		05/19/2023	10-55110-3420 LIBRARY ADULT DEPT	39.92	11/13/2023
2159	CAPITAL ONE	5/2/2023 12:00:		05/19/2023	10-55110-3420 LIBRARY ADULT DEPT	34.92	11/13/2023
2159	CAPITAL ONE	5/2/2023 12:00:		05/19/2023	01-52100-3400 LAW ENFORCE OPER	23.48	11/13/2023
2159	CAPITAL ONE	5/4/2023 12:00:		05/19/2023	01-52100-3400 LAW ENFORCE OPER	14.77	11/13/2023
2159	CAPITAL ONE	5/9/2023 12:00:		05/19/2023	10-55110-3420 LIBRARY ADULT DEPT	52.88	11/13/2023
Total CAPITAL ONE:						471.25	
CULLIGAN							
29	CULLIGAN	588097558104	588097558104	06/19/2024	01-51600-3400 GENERAL BLDGS OPE	12.60	
29	CULLIGAN	588100147697	588100147697	06/19/2024	01-51600-3400 GENERAL BLDGS OPE	17.45	
Total CULLIGAN:						30.05	
EVANS PRINT + MEDIA GROUP							
225	EVANS PRINT + MEDIA GROUP	DE9B27EA-00	NOTICE	10/24/2022	01-56900-3200 OTH CONSV & DEV PU	24.32	11/10/2022
225	EVANS PRINT + MEDIA GROUP	DE9B27EA-00	NOTICE	11/22/2022	01-56900-3200 OTH CONSV & DEV PU	24.32	12/02/2022
Total EVANS PRINT + MEDIA GROUP:						48.64	
LEXISNEXIS RISK DATA MANAGEMENT INC							
396	LEXISNEXIS RISK DATA MANAG	1378284-2024	APRIL 2024 CONTRACT FEE, 5 REAL-	04/30/2024	01-52100-2900 LAW ENFORCE SERVI	35.50	
1557	LEXISNEXIS RISK DATA MANAG	1679640-2022	JULY 2022	08/03/2022	01-51520-2900 TREASURER'S SERVIC	71.03	
1557	LEXISNEXIS RISK DATA MANAG	1679640-2022	JULY 2022	08/03/2022	03-52300-2900 AMBULANCE SERVICE	71.03	
Total LEXISNEXIS RISK DATA MANAGEMENT INC:						177.56	
LOFFLER COMPANIES							
1391	LOFFLER COMPANIES	4553619	4553619	06/19/2024	01-51420-2900 CITY CLERK SERVICE	46.24	
1391	LOFFLER COMPANIES	4582190	4582190	06/19/2024	01-51420-2900 CITY CLERK SERVICE	42.00	
1391	LOFFLER COMPANIES	4619988	4619988	06/19/2024	01-51420-2900 CITY CLERK SERVICE	128.57	
Total LOFFLER COMPANIES:						216.81	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
SECURIAN FINANCIAL GROUP INC							
577	SECURIAN FINANCIAL GROUP I	002832L JULY	002832L JULY 2024	06/19/2024	01-21530 LIFE INSURANCE PAYABLE	2,820.98	
Total SECURIAN FINANCIAL GROUP INC:						2,820.98	
SHON ABBAS							
2560	SHON ABBAS	LIFEGUARD R	LIFEGUARD REIMBURMENT	12/14/2023	01-55402-3400 AQUATIC CENTER OP	214.00	12/28/2023
Total SHON ABBAS:						214.00	
TITAN MACHINERY							
632	TITAN MACHINERY	STATEMENT C	SALES ORDER 4177399 1091015	07/30/2021	01-48900 OTHER MISCELLANEOUS	93.50-	
Total TITAN MACHINERY:						93.50-	
TOMAH WATER & SEWER UTILITY							
658	TOMAH WATER & SEWER UTILI	67101.01 06.24	67101.01	06/19/2024	12-55500-2220 SR & DISAB UTIL-W&S	45.58	
Total TOMAH WATER & SEWER UTILITY:						45.58	
TRACTOR SUPPLY CREDIT PLAN							
665	TRACTOR SUPPLY CREDIT PLA	603530120749	6035301207491901	06/19/2024	01-53311-3502 HWY/ST MAINT R&M -	169.99	
665	TRACTOR SUPPLY CREDIT PLA	603530120749	6035301207491901	06/19/2024	01-53311-3512 HWY/ST MAINT R&M -	15.99	
Total TRACTOR SUPPLY CREDIT PLAN:						185.98	
Grand Totals:						6,218.06	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
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Dated: _____

Mayor: _____ Dwyer, Paul

City Council: _____ Glynn, John

_____ Pater, Nellie

_____ Peterson, Dean

_____ Devine, Patrick

_____ Scholze, Travis

_____ Hart, Nicole

_____ Yarrington, Richard

_____ Zabinski, Shawn

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Alternate Parade Route

Summary and Background Information: For many years, the parade route in Tomah has been on Superior Avenue that normally starts at Foster Street and ends on Holton Street. This route has historically presented challenges to police and DPW resources because there are approximately 24 access points to the parade route at intersections. Additionally, McLean Avenue is currently used as the staging area for parade vehicles. This presents even more challenges because a large amount of pedestrians are walking in the street around parade vehicles while the motoring public is traveling on McLean Avenue.

At the conclusion of many parades, the police department routinely hears feedback from the public about how they didn't feel safe due to various non-parade vehicles either crossing the parade route on Superior Avenue or on McLean Avenue prior to the parade beginning. This feedback has caused members of the police department and DPW to look for a solution.

After much discussion, we believe that moving the parade route to Butts Avenue would help mitigate risk factors to citizens attending the parade. Parade vehicles would stage/line up in the gravel lot just off of Fair Street near the fairgrounds. The parade would start on Butts Avenue at Fair Street and travel north to Packard Street. Once parade vehicles pass Packard Street they would be free to disperse from that point.

Utilizing this route would virtually eliminate risk factors for parade vehicles staging because they would be completely off the roadway while preparing for the parade. Additionally, the Butts Avenue parade route would reduce the amount of access points at intersections from the current 24 down to 12, which is much more manageable for city resources.

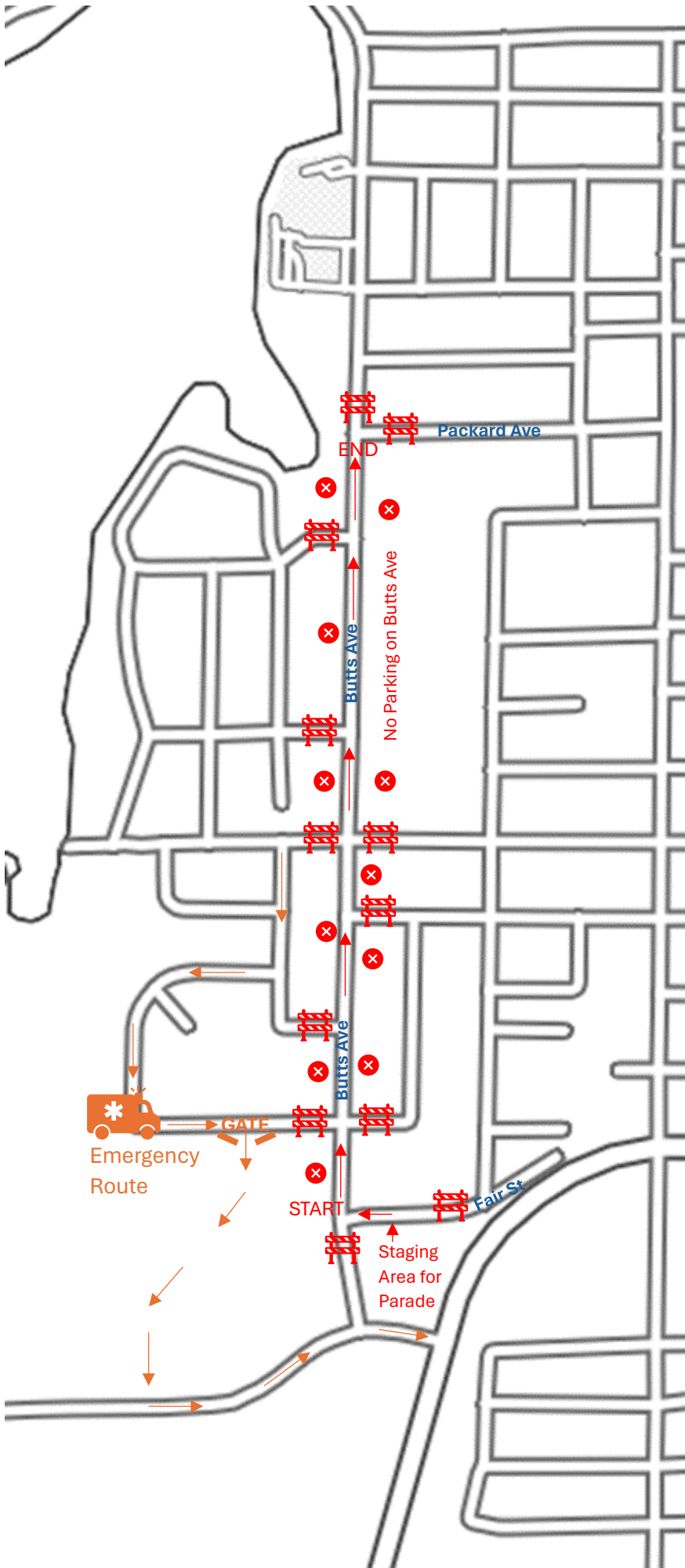
Recommendation: The police department and DPW would like the council to consider the alternative parade route over the next month, weigh the pros and cons, and then make a decision at the June council meeting so we can prepare for the 4th of July parade.



Department Head

5-7-24

Date



Timestamp As a Tomah community member, what are your thoughts, concerns, or comments on the location of the parade route?

2024/06/06 12:43:32 PM EST This is a Test - Berta

2024/06/06 1:08:33 PM EST Zero concerns, it's laughable that are people who think so

2024/06/06 1:11:33 PM EST Whatever is safest for everyone

I believe that the parade route should be the same as it always has been. I feel that it causes more congestion of people going to park in smaller neighborhoods/ etc and doesn't seem suitable to hold that many people on butts ave to attend a parade . also the parades are an hour long tops, there has been no issues in the past rerouting traffic for that long through tomah. Yes you loose the downtown business but no one would be downtown anyways if you move the parade and isn't that the point to get downtown involved and be featured as well to people who potentially are out of towners that come to visit.

2024/06/06 1:12:38 PM EST If the parade has to move from downtown, then we should not be able to hold any even that blocks off superior Ave.

At first read, of the survey title, I thought NO WAY but after seeing the proposed alternative, I think it would be a great idea. Still a nice main roadway feel, where you can still get a sense of community all gathered together, but not

2024/06/06 1:13:56 PM EST the main route through town.

2024/06/06 1:16:23 PM EST I love the idea and the new, proposed route

2024/06/06 1:24:11 PM EST This is silly, a big part of parades is seeing the way downtown decorates and visit the shops after. This would no doubt decrease business for those businesses on superior ave.

2024/06/06 1:24:29 PM EST I think it's a great idea to move it off superior ave. Maybe bring it down to pearl st to accommodate more people since parking on butts could become an issue for viewing.(superior there was only parking on one viewing side)

I think it's a nice idea. No parking either side of butts and send the parade right up Middle of road. Much safer than superior for spectators and kids. Great staging area for parade with Fairgrounds and parking area. Could it go

2024/06/06 1:30:31 PM EST further than Packard St? Maybe to Jackson? But great idea!

Another thought if you end the parade route at Winnebago park maybe there could be event held at park to keep the crowd around. Santa could go straight to the sleigh and take pictures after holiday parade. Maybe some fun

2024/06/06 1:33:22 PM EST activities after 4th of July for families.

2024/06/06 1:35:06 PM EST Move it

2024/06/06 1:43:54 PM EST Butts Avenue fair grounds to end of high school then back

2024/06/06 1:44:51 PM EST I don't understand how that route is any safer. What does that change? Also - this negatively affects the businesses and I would be concerned about parking in those areas.

Leave it on the main drag as if a safety concern can use garbage trucks ect like they did after the Waukesha parade incident. Everyone knows the route of downtown and has plenty of parking as well as ppl are more likely to spend money at local businesses as they want a warm drink(Christmas parade,hot cocos at Dino's or when they use the bathroom may buy food/drinks). I know for the 4th parade we enjoy stopping at breakroom for a soda or beer before

2024/06/06 1:49:05 PM EST finding place along the route.

2024/06/06 1:54:11 PM EST Just move them back onto McLean

2024/06/06 1:54:29 PM EST I support this!

2024/06/06 2:06:51 PM EST Absolutely don't change it.

2024/06/06 2:21:52 PM EST Will parking be allowed in the high school? I feel like traffic getting to those locations will be worse than downtown. And then you may have peoples yards be trampled on. Downtown has less homes. I don't feel this is any safer.

2024/06/06 2:29:00 PM EST Safety first. If this is safer for all involved then that is what it should

2024/06/06 2:34:39 PM EST I say move it to Butts avenue!! However, seating arrangements are better on Superior. Butts avenue though!

2024/06/06 2:38:41 PM EST Prefer downtown Superior Ave.

2024/06/06 2:52:39 PM EST Parades should remain downtown on main street (superior)

2024/06/06 3:05:15 PM EST What about the businesses that benefit from the parade route? If it's not safe to go thru with a parade, is Downtown Friday nights safe? Careful what can of worms you open.

2024/06/06 3:23:04 PM EST Please leave the route as it is.

2024/06/06 3:39:44 PM EST Excellent idea!

Not a good idea.. Superior Ave 4 lane, mostly business, parking on side streets both east and west, thru ways to by pass parade route both east and west. Butts Ave, single lane road with a parking lane, residential vehicles would have to be moved forcing them to side streets, mostly to the east of Butts Ave, add parking for parade participants and parade watchers. No easy exits except to the East. Emergency vehicle routes difficult if needed any incident on or near Butts Ave would mean stopping the parade and crowd control issues.

2024/06/06 4:18:45 PM EST I like having it on Main Street

2024/06/06 4:25:59 PM EST That's a great plan. Plenty of alternate routes to use while Butts Ave is occupied by parades.

2024/06/06 4:42:25 PM EST This would be further abandonment of Downtown. Don't pull additional activity from Downtown. Look at Sparta's concentration on their downtown, with a majority of chamber leaders from Downtown Sparta. If you think Thursday

2024/06/06 5:20:58 PM EST Nights define Tomah's Downtown, it is fun and I love it, but it does nothing for continued commerce.

2024/06/06 5:22:45 PM EST No. It's always been a tradition to go down mainstreet.

2024/06/06 5:32:36 PM EST Leave it the way it is. Shut down Mclean to rogue traffic. Put Tina out there to direct traffic to other routes.

2024/06/06 5:34:05 PM EST That wouldn't be bad. If all cars could not park on the street route during that time. That gets very frustrating when people park their vehicles on the parade route. When they park there it eliminates sitting spots.

I think this would be a lot better. There would be more parking space with the care Center and the high school parking lot and even the Methodist Church parking lot. There's a sidewalk most of the way for people to sit on with their chairs, and I'm sure the homes that don't have sidewalks in front of them wouldn't mind if people set up some chairs And watch the parade. And it would be a lot less hassle for the police department to reroute

2024/06/06 5:43:16 PM EST highway 12 to a two-lane Road.

2024/06/06 6:06:53 PM EST I favor leaving the parades on Superior Ave

2024/06/06 6:58:34 PM EST By having it in a residential area, people will block off their lawn/ property and you will lose places for people to sit. Also, there are many cluttered and run down looking properties, is that how you want people to see Tomah?

Going down Butts avenue is the wrong answer. Very limited parking, no viewing area, congested area on Packard for float dismantle. Let alone from the care center to the ball fields is one of the most unattractive parts of the city.

2024/06/06 7:32:48 PM EST No

2024/06/06 7:45:38 PM EST Leave it!

2024/06/06 8:02:29 PM EST It should stay downtown.

2024/06/06 8:40:45 PM EST I like it downtown where the businesses are located. It is good for local economy.

2024/06/06 8:45:51 PM EST Keep it on Superior Ave.

2024/06/06 8:59:48 PM EST I'm a member of the Tomah band, and I've been in many parades on Main Street. I personally think that it's just fun to March on the Main Street, but I understand the concerns.

More people may come if a parade is on superior rather than butts avenue. I might be wrong, but people have more space other than on the side of the road, such as inside buildings or on the balcony of Murray's on main.

There are many homes along the new parade route. This could also cause a concern, as we'd be disturbing people in their homes who don't expect the parade.

I understand the concerns about safety, but we have the road closed, and I've never seen or heard of an incident during a parade on superior. I don't have many reasons that we should take either route, and I'm probably very uninformed, but I feel that the new route may cause more problems than solutions. Either way, I'll honestly be fine with the route. I just would prefer superior avenue.

2024/06/06 10:05:02 PM EST

2024/06/06 10:25:02 PM EST leave it alone butts is a terrible idea

2024/06/06 10:27:01 PM EST you people have nothing better to worry about leave the parade on Superior.

2024/06/06 10:37:43 PM EST Keep it where it is

2024/06/06 10:40:26 PM EST Safety first!

This is so sad to even consider moving this parade elsewhere from Main Street. I understand the safety on this behalf. It would also need the same support just a few blocks down. Why would the city move this away from majority of Tomah businesses and all the history it holds ? I have a business on Superior myself. My family, along with many others meet there for every Christmas, July 4th & Homecoming parade's to watch our children, friends and

2024/06/06 10:55:21 PM EST neighbors. We also eat before or after the parade and do some local shopping. This does zero benefit for all Tomah businesses and changes the history of our town. What a shame. 100% no

2024/06/06 11:02:55 PM EST Don't change it! Keep it on Superior Ave!

2024/06/06 11:44:44 PM EST No

I like the current route since it brings people into town not sure what the benefit would be to move it. Would be nice to know what the actual concerns are about the current route. It would bring more traffic and parking problems to a residential neighborhood.

2024/06/07 7:26:46 AM EST

Keep route on Main Street. Residents don't want people in their lawn and it also would take away seating. Street is too small and parking would be very limited.

2024/06/07 7:40:30 AM EST

2024/06/07 7:50:30 AM EST

This would take away from our local businesses. Many people get food and drinks. Keep it on Main street.

2024/06/07 8:09:23 AM EST

Keep it the same!

2024/06/07 8:23:41 AM EST

Keep it down Superior Ave.

2024/06/07 9:18:49 AM EST

NO don't change

You would be putting a lot of people in the front yards of people who live on Butts Avenue, I can't imagine they will be happy about that. What are the specific safety concerns? Leaving out details doesn't provide enough context to know if there is a need to move or just a few people on council that don't like it downtown. There is also parking downtown which doesn't exist on Butts Avenue, besides the HS parking lot and maybe some in the park. Are you going to clear all of the parked cars on Butts Avenue? Is the safety concern related to the burnt out buildings? If so, why hasn't that been taken care of already? It's been 3 months to over a year for some of those. They need to be cleaned up and fixed. We have ordinances for everything else isn't there one to force the insurance companies or whoever is causing a delay to pay a fine after a month or 2.

2024/06/07 11:23:39 AM EST

I think that route is a good alternative

2024/06/07 9:17:34 PM EST

Superior Ave should NEVER be shut down for parades or Music (Thursday Nights)

The negative issues against businesses along with safety at parades.

2024/06/09 9:42:45 AM EST

The neighborhood people will also have to deal with the mess left behind and damage to yards.

2024/06/09 1:47:37 PM EST

Nice that it goes right thru downtown

2024/06/10 12:44:24 PM EST

Rec Park to Packard

2024/06/10 2:00:25 PM EST

No

2024/06/10 7:44:40 PM EST

Leave as is

ORDINANCE NO. _____

Ordinance Amending Chapter 16 of the City of Tomah Municipal Code

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

SECTION ONE: **Section 16-1 Joint action emergency government** is hereby amended to read as follows:

A joint action ordinance of the county board providing for a county-municipal joint action emergency government plan of organization adopted by the county board on September 6, 1972, has been ratified and accepted by the city. This ratification and acceptance of the Joint Action Ordinance shall constitute a mutual agreement between the city and the county as provided by section VIII of the Joint Action Ordinance, and as amended by Res. No. 04-24-04 on April 24, 2024.

SECTION TWO: **16-2 County emergency management coordinator** is hereby amended to read as follows:

The county emergency management coordinator, appointed and employed by the county board as provided in the referred-to ordinance, as amended, is hereby designated and appointed emergency management coordinator for the city, subject to the duties, conditions, and provisions set forth in the state statutes and the Monroe County Joint Action Emergency Management Ordinance, as amended. The decision-making authority as it relates to emergency responses, which are not otherwise considered emergency management as defined in sec. 323.02(8) of the state statutes, shall remain with the City.

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

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

Paul Dwyer, Mayor

ATTEST:

Rebecca Weyer, Clerk

READ:

PASSED:

PUBLISHED:



RECREATION PARK EMERGENCY OPERATIONS PLAN

AMENDED JUNE 18, 2024

INTRODUCTION

The complexity of an event on various sizes at Recreation Park requires the full support of the Monroe County Ag Society, NTPA, Law Enforcement, Fire, EMS agencies and other event organizers. The implementation of this plan will play an integral part in the success of the potential emergency incidents. This emergency operations plan is to serve as a guide to assist in all who participate in the incident process.

Participating Emergency Service Organizations include:

- Tomah Police Department
- Tomah Fire Department
- Tomah Area Ambulance Service
- Monroe County Emergency Management
- Monroe County Sheriff's Office
- Oakdale Fire Department

AREAS OF CONCERN

Vendor Areas

Parking Lot east of Butts Ave.

Barns (Fair)

Animals

Pits (Tractor Pull)

Hot Pit and Track (Tractor Pull)

Campground

EMERGENCY OPERATING PROCEDURES

Acts of Nature (Weather)

If hazardous weather affects the area, it may be difficult to offer shelter to all attendees. Event organizers and attendees will be best served by being vigilant to weather conditions and proactively moving to available buildings for shelter as soon as a threat is determined.

Monitoring & Notification:

- Prior to the event date, Monroe County Emergency Management will be in contact with the National Weather Service (NWS) and begin to advise event organizers of any hazardous weather that may affect the event at Recreation Park
- Upon the threat of severe weather, Monroe County Emergency Management, Tomah Police, and Tomah Public Safety Director/Fire Chief and event organizers will be continuously briefed by the NWS.
- Weather will be monitored via on-scene equipment located in the fair office. NWS forecasters are available for 24/7 weather support at 608-784-8292.
- After all Public Safety personnel have been briefed, announcements will be made via the on-site PA system and different social media platforms.

Plan of Action:**Severe Thunderstorm/Tornado Warning:**

The safest place to be in a thunderstorm is in a sturdy building. Hard topped vehicles are also an option if neither extreme winds nor a tornado are expected.

- On-site staff and attendees will be notified via the PA system of the storm. If there is a severe thunderstorm with winds greater than 70 miles per hour or a tornado warning issued the outdoor weather siren will also sound. Provided, however, during events where animals are predominately featured, the City of Tomah Public Safety Director/Fire Chief or his/her designee shall have the authority to direct that other available methods of notification (other than the weather siren) are utilized to avoid causing unnecessary alarm to the animals which in turn could create safety concerns for participants and/or attendees.
- If a tornado warning is issued to include the area of Recreation Park, an evacuation order will be given by either the City of Tomah Public Safety Director/Fire Chief or his/her designee, or the City of Tomah Police Department.
- Event organizers will notify attendees of the impending weather event and recommend taking shelter in one of the various buildings on the Recreation Park grounds.
 - Shelter Locations on Recreation Park are the white Exhibit Building located directly behind the grandstands on the west end of the park.
 - The Ice Center which is located behind the gold building used for vendors.
 - The Gold Building even if vendors are set-up in this area can still be used for temporary shelter.

Heavy Winds:

- In the event of winds greater than 40 MPH, the event organizer will make an announcement that heavy winds are expected.
- An announcement by event organizer should be made for vendors and other people on-site to anchor and secure any tents or other light weight items to prevent flying projectiles.

Lightning:

- On-site personnel will be monitoring incoming storms that contain lightning.
- Once lightning has been confirmed anywhere within 8 miles of Recreation Park, an announcement will be made via the PA to alert attendees of the event and recommend taking shelter in one of the various buildings on-site listed above.
- If the storm warrants, evacuation of the grandstands may become necessary. This will be a decision based on information from the NWS and local public safety officials. The determination to evacuate shall be made by as determined by the City of Tomah Public Safety Director/Fire Chief or his/her designee, or the City of Tomah Police Department.
- Once the storm has passed and lightning has cleared the 8 mile radius, another announcement will be made for the all clear.

Campground Notifications:

- In the event of severe weather or other event that affects the safety of the campground location, notifications will be made via PA system from emergency services or other available methods of notification.
- Law enforcement will travel through the campground roads with the siren activated for the first round and then make a PA notification of severe weather on the second round.
- Those staying in the campground can go to the main Recreation Park area to take shelter in either the white Exhibit Building or the Ice Center
- Security staff will be available to unlock the buildings needed for sheltering.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$2,640,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024A

WHEREAS, on May 28, 2024, the Common Council of the City of Tomah, Monroe County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Promissory Notes, Series 2024A (the "Notes") for public purposes, including paying the cost of facility improvements, including to the Police Station, City Hall, Street Shop and Senior Center, street improvements, parks improvements, including for Tomah Ice Center, the acquisition of equipment for the Parks and Recreation Department and the acquisition of two squad cars for the Police Department (collectively, the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, it is the finding of the Common Council that it is in the best interest of the City to direct its financial advisor, Ehlers & Associates, Inc. ("Ehlers"), to take the steps necessary for the City to offer and sell the Notes at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to each of the City Treasurer and the City Clerk (each an "Authorized Officer") of the City the authority to accept on behalf of the City the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the City is authorized to borrow pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed TWO MILLION SIX HUNDRED FORTY THOUSAND DOLLARS (\$2,640,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 17 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed TWO MILLION SIX HUNDRED FORTY THOUSAND DOLLARS (\$2,640,000). The purchase price to be paid to the City for the Notes shall not be less than 98.75% nor more than 107.0% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2024A"; shall be issued in the aggregate principal amount of up to \$2,640,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that: (a) the Authorized Officer shall determine the amount of principal due in the year 2025 so that the amount the City is required to levy in the year 2024 to pay debt service on all general obligation debt, including the Notes, in the year 2025 will be approximately \$2,065,000; (b) the principal amount of each maturity or mandatory redemption amount in the years 2026-2044 may be increased or decreased by up to \$50,000 per maturity or mandatory redemption amount and (c) the aggregate principal amount of the Notes shall not exceed \$2,640,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$2,640,000.

<u>Date</u>	<u>Principal Amount</u>
05-01-2025	\$175,000
05-01-2026	120,000
05-01-2027	120,000
05-01-2028	120,000
05-01-2029	120,000
05-01-2030	115,000
05-01-2031	120,000
05-01-2032	120,000
05-01-2033	125,000
05-01-2034	125,000
05-01-2035	125,000
05-01-2036	130,000
05-01-2037	130,000
05-01-2038	135,000
05-01-2039	135,000
05-01-2040	135,000
05-01-2041	140,000
05-01-2042	145,000
05-01-2043	150,000
05-01-2044	155,000

Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2025. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 5.25%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall be subject to optional redemption as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes shall be subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2024 through 2043 for the payments due in the years 2025 through 2044 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2024A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the

proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by Ehlers.

Section 17. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by an Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, the Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 18. Official Statement. The Common Council hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 19. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 20. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 18, 2024.

Paul Dwyer
Mayor

ATTEST:

Rebecca Weyer
City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

The undersigned of the City of Tomah, Monroe County, Wisconsin (the "City"), hereby certifies that:

1. Resolution. On June 18, 2024, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$2,640,000 General Obligation Promissory Notes, Series 2024A of the City (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and the bids set forth on the Bid Tabulation attached hereto as Schedule I and incorporated herein by this reference were received. The institution listed first on the Bid Tabulation (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule II and incorporated herein by this reference (the "Proposal"). Ehlers & Associates, Inc. recommends the City accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$2,640,000 approved by the Resolution, and shall mature on May 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule III and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes (i) has been determined by me for the year 2025 so that the amount the Village is required to levy in 2024 to pay debt service on all general obligation debt, including the Notes, in the year 2025 will be approximately \$2,065,000 and (ii) is not more than \$50,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below in the years 2026-2044:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
05-01-2025	\$175,000	\$ _____
05-01-2026	120,000	_____
05-01-2027	120,000	_____
05-01-2028	120,000	_____
05-01-2029	120,000	_____
05-01-2030	115,000	_____
05-01-2031	120,000	_____
05-01-2032	120,000	_____
05-01-2033	125,000	_____
05-01-2034	125,000	_____
05-01-2035	125,000	_____
05-01-2036	130,000	_____

05-01-2037	\$130,000	\$ _____
05-01-2038	135,000	_____
05-01-2039	135,000	_____
05-01-2040	135,000	_____
05-01-2041	140,000	_____
05-01-2042	145,000	_____
05-01-2043	150,000	_____
05-01-2044	155,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 5.25%, as required by the Resolution.

3. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$ _____, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 98.75% nor more than 107.0% of the principal amount of the Notes, as required by the Resolution.

4. Redemption Provisions of the Notes. The Notes maturing on May 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on May 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Schedule MRP and incorporated herein by this reference.]

5. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule IV.

6. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrevocable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on June 27, 2024 pursuant to the authority delegated to me in the Resolution.

[_____
Molly Powell
City Treasurer]

[_____
Rebecca Weyer
City Clerk]

COPY

SCHEDULE I TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE IV TO APPROVING CERTIFICATE
Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

[SCHEDULE MRP

Mandatory Redemption Provision

The Notes due on May 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on May 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on May 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on May 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on May 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on May 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT B

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	MONROE COUNTY	
NO. R-____	CITY OF TOMAH	\$_____
	GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2024A	

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
May 1, _____	July 16, 2024	_____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Tomah, Monroe County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2025 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$2,640,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of facility improvements, including to the Police Station, City Hall, Street Shop and Senior Center, street improvements, parks improvements, including for Tomah Ice Center, the acquisition of equipment for the Parks and Recreation Department and the acquisition of two squad cars for the Police Department, as authorized by a

resolution adopted on June 18, 2024, as supplemented by an Approving Certificate, dated _____, 2024 (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on May 1, 20__ and thereafter are subject to redemption prior to maturity, at the option of the City, on May 1, 20__ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Resolution, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent

duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Tomah, Monroe County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF TOMAH
MONROE COUNTY, WISCONSIN

By: _____
Paul Dwyer
Mayor

(SEAL)

By: _____
Rebecca Weyer
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Tomah, Monroe County, Wisconsin.

BOND TRUST SERVICES CORPORATION,
ROSEVILLE, MINNESOTA

By _____
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)