



MEETING NOTICE: AGENDA FOR COMMITTEE OF THE WHOLE

A Committee of the Whole meeting will be held on **Monday, February 14, 2022 at 6:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

Meeting ID: 768 946 6740 Password: Tomah2020

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

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

AGENDA:

CALL TO ORDER – ROLL CALL

APPROVAL OF THE MINUTES:

- [1.](#) Approval of Minutes from January 17, 2022

REPORTS:

Treasurer

- [2.](#) January 31, 2022 Cash and Investments Report

Parks & Recreation

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

Public Works & Utilities

- [4.](#) Public Works And Utilities Director Report

Police Department

- [5.](#) January 2022 Police Department Monthly Report

GENERAL:

- [6.](#) Ordinance Amendment - Sec 38-122 Regarding Special Assessments
- [7.](#) ARPA Funds Approval for City Hall Remodel
- [8.](#) Special Event Outdoor Cabaret License for the Greater Tomah Area Chamber of Commerce
- [9.](#) Special Beer Permit Application for the Tomah Lions Club
- [10.](#) Appointment of 2022-2023 Election Officials
11. Park and Recreation Commission Appointment for Josephine Piper to fulfill the term of Jared Tessman ending April 2023
- [12.](#) Flare Ave. ballfield and park site plan
- [13.](#) Resolution for Payment of Monthly Bills
- [14.](#) Discussion on Committee of the Whole, purpose, and agenda items
- [15.](#) Ordinance Repealing Division 3, Article VII, Convention and Visitors Bureau based upon recent Tourism Entity Agreement with Greater Tomah Area Chamber of Commerce

Committee of the Whole – February 14, 2022

- [16.](#)Public Transit Lease Agreement between City of Tomah and Running Inc
- [17.](#)Comprehensive Plan amendment specific to Future Land Use Map
- [18.](#) Ordinance Amending Various Sections of Chapter 2, Chapter 10, and Chapter 42 of the City of Tomah Code of Ordinances Effectuating Implementation of the Senior Executive Team in lieu of City Administrator
- [19.](#)Approval of Revision of Public Works and Utilities Director Job Description
- [20.](#)Approval of Revision of Building Inspector Job Description
- [21.](#)Approval of Revision of City Clerk Job Description
- [22.](#)Approval of Revision to the City Treasurer Job Description
- [23.](#)Final Assessment Report: 2021 Street and Utility Improvements

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.

MINUTES FOR COMMITTEE OF THE WHOLE

A Committee of the Whole meeting was held on **Monday, January 17, 2022 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. Council President Adam Gigous called the meeting to order at 6:30 p.m. Present: Michael Murray, Adam Gigous, Richard Yarrington, Shawn Zabinski, John Glynn, Mitchell Koel (remote), Lamont Kiefer (remote), Nellie Pater, Dean Peterson, and Absent: None. Also Present: City Treasurer Molly Powell, City Clerk Becki Weyer, Director of Public Works Kirk Arity, Building Inspector Shane Rolff (remote), Parks and Rec Director Joe Protz, Public Safety Director/Fire Chief Tim Adler, and Police Chief Scott Holum. Greg Hagen videotaped the meeting. Members of the public were able to access the meeting via the following Zoom Link:

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

APPROVAL OF THE MINUTES:

Motion by Zabinski, second by Pater, to approve the Minutes from December 20, 2021. Motion carried.

REPORTS:

Treasurer

Powell presented the December 31, 2021 Cash and Investments Report. Motion by Zabinski, second by Pater, to recommend the Council approve the December 31, 2021 Cash and Investments Report. Motion carried.

Parks & Recreation

Protz provided a written report and covered the highlights with the Committee of the Whole. Freeze Fest will be February 4th-February 5th.

Reminder to park users that some parts of the park will be closed at times due to project maintenance while the new bathroom is being built. The goal is to have a grand re-opening of the Boy Scout cabin in the spring. Two part time positions will be filled in April or May.

Public Works & Utilities

Dir. Arity provided a written Public Works and Utilities Director Report.

Street: Currently gathering materials for improvements at City hall, and tree trimming through boulevards and alleys throughout town to get branches that are overhanging and interfere with pedestrians walking on sidewalks.

Sewer: Liquid waste from Ft. McCoy will generate additional unexpected revenue for the city.

Water: Operations are normal. They had inspections for radium filters, they are working as normal.

Lake: Next Meeting is at 5:00 p.m. on Thursday, January 20th. They will be discussing best methods for weed/vegetation control on the lake. They will be discussing weed harvesters at the next meeting.

Police Department

Chief Holum presented the written 2021 Police Department Monthly Report for December. Holum covered training/staffing at the department. Officer Westpfahl is now actively working as Investigator. Last month, the water heater stopped working, and was replaced \$15,000 of unbudgeted money. They are starting a committee at the Police Department to improve processes using technology. The surveillance camera project is underway for the PD and for City Hall.

GENERAL:

Operator License Appeal - David R. Gervais

David R. Gervais was denied an alcohol server's license due to substantially related alcohol arrests. He did not appear. Motion by Murray, second by Pater, to deny the appeal. Motion carried.

Special Beer & Wine Permit Application for Tomah Warrens Sportsman's Alliance

Motion by Yarrington, second by Zabinski, to recommend the Council approve the Special Beer & Wine Permit Application for Tomah Warrens Sportsman's Alliance for their annual Ice Fisheries on February 12, 2022. Motion carried.

Special Beer & Wine Permit Application for North American Squirrel Association

Motion by Zabinski, second by Glynn, to recommend the Council approve the Special Beer & Wine Permit Application for North American Squirrel Association for their annual fund-raising banquet on March 26, 2022. Motion carried.

Large Item Ordinance Change - Sec. 36-18

Discussion ensued on what residents should do when they have more than 2 items to throw away. It was suggested that they put 2 items out one month and two items out the following month, or rent a dumpster to throw away more than two items at a time. Motion by Pater, second by Zabinski, to recommend the Council approve the presented ordinance change amending ordinance Sec. 36-18 to include the wording “maximum of two (2) items a month.” Motion carried.

Goose Management Approach

Dir. Protz requested the Committee of the Whole and Council approval to apply for a Canada Goose Nest and Egg Depredation permit and discussed consideration of early goose Hunting on Lake Tomah, along with use of a repellant within the park system. Kim Mello from the Lake Committee appeared to answer questions from the Committee. Motion by Yarrington, second by Glynn, to recommend the Council approve the application for a Canada Goose Nest and Egg Depredation permit. Motion carried.

Fire Department Fees associated to Fire Suppression/Alarm permits

Chief Adler requested the Committee of the Whole and Council approve the fire suppression/alarm permit fees to into a designated account for the fire department. Motion by Murray, second by Pater, to postpone this issue to the February meeting for more information to be supplied at that time. Motion carried.

Amendment of Assessment Services Contract

Milde Appraisal Service LLC has requested the City approve the termination of their contract with them in December of 2022 vs. December of 2023. Motion by Murray, second by Peterson, to recommend the Council approve the amendment of the contract with Milde Appraisal services to end in 2022 vs. 2023 and the Security Executive Team bring back recommendations to the Council for a replacement. Motion carried.

Sex Offender Residency ordinance

Chief Holum appeared to request the Committee of the Whole and Council adopt a new ordinance limiting where sex offenders can reside in the City of Tomah. This would not affect current residents who are already living in restricted areas, but only those who would move from place to another within the City, or are new to the City. The City of Sparta recently enacted a similar ordinance. There is a residence that non-residents may not move into the City if the offense was. Both the resident and the property owner (landlord) would be held accountable for not following the ordinance. Motion by Murray, second by Glynn, to recommend the Council adopt the sex offender residency ordinance. Motion carried with one negative vote. (Yarrington)

Election Worker Appointments

Clerk Weyer presented additional election inspector appointments for the 2022-2023 election cycle. Motion by Yarrington, second by Peterson, to recommend the Council approve the election inspector appointments as presented. Motion carried.

Central Wisconsin Ice Racing Lake Tomah Races

Motion by Murray, second by Zabinski, to recommend the Council approve the use of Lake Tomah for the Central Wisconsin Ice Racing Association’s annual ice race on January 29 and January 30, 2022. Motion carried.

Special Beer & Wine Permit Application for Tomah Rotary Club

Motion by Zabinski, second by Peterson, to recommend the Council approve the Special Beer & Wine permit application for Tomah Rotary Club for their Freeze Fest chili cookoff on February 5, 2022. Motion carried with one abstain. (Koel)

Approval of Adoption of CDC Guidelines for Covid-19 response

Motion by Murray, second by Kiefer, to recommend the Council approve the adoption of CDC guidelines regarding Covid-19 quarantine, masking, and testing requirements. Motion carried.

Warrens WIKCR Northeast Club Lake Tomah Ice Races

Motion by Murray, second by Yarrington, to recommend the Council approve the use of Lake Tomah for the Warren's WIKCR Northeast Club event on February 26, 2022. Motion carried.

Senior Executive Team Discussion

The Senior Executive Team has been effectively taking care of business as needed within City Hall. Compensation was discussed. The proposed compensation for the team will be emailed to all the Council members and discussed at the City Council meeting. The completed ordinance will be proposed at the February meeting for adoption. A two year rotation for the SET leader was discussed.

Resolution Authorizing Payment of Monthly Bills

Motion by Zabinski, second by Yarrington, to recommend the Council approve the resolution authorizing the payment of monthly bills in the amount of \$1,409,855.02. Motion carried.

ADJOURN

Motion by Peterson, second by Koel, to adjourn. Motion carried. Meeting adjourned at 7:19 p.m.

Respectfully Submitted,

Rebecca Weyer

To be approved February 14, 2022

**City of Tomah
Cash and Investments
January 31, 2022**

Fund 01 - General Fund						
	Investment Description	Investment Type	C/D Rate	Due	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
MBS	Wells Fargo Bk West LV	C/D	1.80	12/13/22	100,000.00	100,000.00
MBS	Wells Fargo Bk West LV	C/D	1.90	01/17/23	100,000.00	100,000.00
MBS	Texas Exchange Bk	C/D	0.85	09/10/20	200,000.00	200,000.00
MBS	Sallie Mae Bk Salt Lake	C/D	1.95	08/22/22	100,000.00	100,000.00
MBS	MM Fund	MM			102,390.78	102,849.41
RBC	Morgan Stanley Pvt Bank	C/D	0.75	01/27/28	70,000.00	70,000.00
RBC	Bridgewater Bk	C/D	0.25	09/20/27	60,000.00	60,000.00
RBC	Live Oak Bk	C/D	0.60	10/08/26	100,000.00	100,000.00
RBC	Comenity Cap Bk Utah	C/D	2.85	02/15/22	80,000.00	80,000.00
RBC	Capital One Bk USA Natl Assn	C/D	2.35	06/20/22	30,000.00	30,000.00
RBC	Merric Bk South Jordan UT	C/D	1.80	08/22/22	130,000.00	130,000.00
RBC	BMW Bk North Amer Salt Lake	C/D	1.85	10/11/22	100,000.00	100,000.00
RBC	Synchrony	C/D	1.05	03/27/23	100,000.00	100,000.00
RBC	State Bank of India NY	C/D	1.05	06/10/25	245,000.00	245,000.00
RBC	Texas Exchange Bk Crowley	C/D	1.00	06/19/25	155,000.00	155,000.00
RBC	Toyota Fin Svgs Bank	C/D	0.90	11/30/27	100,000.00	100,000.00
RBC	Frazer Bk Okla	C/D	1.10	06/26/28	50,000.00	50,000.00
RBC	US Govt MM Fund	MM			361,549.00	362,331.08
FMB	x706	C/D	0.40	01/15/22	118,308.47	118,308.47
LGIP	01	TF			5,933.38	5,933.72
Bank First	x8095	C/D	0.80	06/19/22	175,540.85	175,540.85
Bank First	x3439	C/D	2.25	05/22/21	170,216.47	170,216.47
Bank First	X6465	M/M			735,241.93	735,273.16
Bank First	Tax Account	M/M			4,086.02	4,360.18
Bank First	ED X1194	M/M			108,892.34	111,132.77
CCF	ICS SWEEP ACCOUNT	M/M			714,359.10	714,541.12
CCF	X768	M/M			21,459.49	21,461.31
TOTAL					4,237,977.83	4,241,948.54

**City of Tomah
Cash and Investments
January 31, 2022**

Fund 07 - Debt				
Investment Description		Investment Type	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
LGIP	06	T/F	7,478.92	7,478.92
Bank First	X6465	M/M	349,186.27	349,201.10
TOTAL			356,665.19	356,680.02

Fund 08 - Capital				
Investment Description		Investment Type	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
LGIP	02	T/F	83,215.75	83,220.53
Bank First	X6465	M/M	80,633.40	80,636.82
CCF	X768	M/M	25,522.53	25,524.70
TOTAL			189,371.68	189,382.05

Fund 02 - Lake						
Investment Description		Investment Type	C/D Rate	C/D Due	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
RIA	4337420053	C/D	1.85	03/03/21	14,882.55	14,888.24
LGIP	03	TF			27,202.06	27,203.62
RIA	44374202	M/M			202,600.61	202,686.65
TOTAL					244,685.22	244,778.51

Fund 04 - CDBG				
Investment Description		Investment Type	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
TACU		CK	1,433.48	836.06
TACU		SAVINGS	92,586.24	82,754.59
Bank First		CK	873.55	873.55
Bank First	X0822	SAVINGS	236,821.76	234,050.20
TOTAL			331,715.03	318,514.40

City of Tomah
Cash and Investments
January 31, 2022

Sewer Department						
	Investment Description	Investment Type	C/D Rate	C/D Due	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
RBC	First Natl Bk Amer East	C/D	0.75	04/30/26	115,000.00	115,000.00
RBC	Third Fed Svgs & LN Assn OCD	C/D	2.50	01/31/22	102,000.00	0.00
RBC	Sallie Mae Bk	C/D	2.75	03/21/22	65,000.00	65,000.00
RBC	Cap One VA	C/D	2.35	06/20/22	178,667.00	178,667.00
RBC	Morgan Stanley Bk N A Utah	C/D	1.90	08/22/22	175,000.00	175,000.00
RBC	Capital One Bk USA Nat	C/D	1.90	08/22/22	45,000.00	45,000.00
RBC	Merrick Bk South Jordan UT	C/D	1.80	08/22/22	15,000.00	15,000.00
RBC	Sallie Mae Murray UTAH	C/D	0.90	06/30/26	180,000.00	180,000.00
RBC	US Govt MM Fund	M/M			100,057.42	203,449.42
Bank First	43411	C/D	2.25	05/17/21	130,567.85	130,567.85
Bank First	28089	C/D	0.80	06/19/22	134,642.31	134,642.31
LGIP	04	T/F			541,244.00	541,275.11
CCF	XX8352	M/M			403,654.27	403,688.55
CCF	ICS Sweep	M/M			261,734.72	261,801.39
Bank First	X6341	M/M			51,778.97	51,781.17
Bank First	CLEARING ACCT	M/M			519,538.62	548,384.13
TOTAL					3,018,885.16	3,049,256.93

Water Department						
	Investment Description	Investment Type	C/D Rate	C/D Due	Beginning Balance 12/31/2021	Ending Balance 1/31/2022
RBC	Texas Exchange	C/D	0.60	12/18/25	90,000.00	90,000.00
RBC	Citibank National Association	C/D	2.75	02/28/22	55,000.00	55,000.00
RBC	Comenity Cap Bk Utah	C/D	2.80	02/28/22	75,000.00	75,000.00
RBC	Wells Fargo Bank	C/D	2.60	04/12/22	93,000.00	93,000.00
RBC	Cap One VA	C/D	2.35	06/20/22	36,333.00	36,333.00
RBC	TIAA Jacksonville	C/D	2.10	07/29/22	211,000.00	211,000.00
RBC	Lakeland Bk NFLD NJ	C/D	1.15	03/30/23	245,000.00	245,000.00
RBC	BMW BK North Am Salt Lake	C/D	1.85	10/11/22	35,000.00	35,000.00
RBC	Flagstar Bk Troy Mich.	C/D	0.45	08/14/24	245,000.00	245,000.00
RBC	Toyota Fin Svgs Bank	C/D	0.90	11/30/27	145,000.00	145,000.00
RBC	BMW BK North Am Salt Lake	C/D	1.65	02/28/23	110,000.00	110,000.00
RBC	United Roosevelt Svgs	C/D	0.55	03/12/26	245,000.00	245,000.00
RBC	First Natl Bk Amer East	C/D	0.75	04/30/26	40,000.00	40,000.00
RBC	Sunwest Bk Irvine	C/D	0.70	04/30/26	45,000.00	45,000.00
RBC	US Bank Salt Lake City	C/D	0.95	09/22/26	100,000.00	100,000.00
RBC	US Govt MM Fund	M/M			257,778.65	260,693.55
LGIP	05	TF			10,164.36	10,164.94
CCF	x659	M/M			101,306.67	100,615.22
CCF	ISC SWEEP ACCOUNT 659	M/M			1,085,317.80	1,085,594.31
Bank First	CLEARING ACCT	M/M			1,075,521.31	1,135,235.76
TOTAL					4,300,421.79	4,362,636.78

**City of Tomah
Cash and Investments
January 31, 2022**

TOTAL BY INSTITUTION		
	12/31/2021	1/31/2022
Bank First	3,773,541.65	3,861,896.32
Multi-Bank Securities, Inc.	602,390.78	602,849.41
CCF	2,613,354.58	2,613,226.60
Farmers & Merchants Bank Kendall	118,308.47	118,308.47
Local Government Investment Pool	675,238.47	675,276.84
RIA Federal Credit Union	217,483.16	217,574.89
RBC Wealth Management	4,585,385.07	4,590,474.05
Tomah Area Credit Union	94,019.72	83,590.65
TOTAL	12,679,721.90	12,763,197.23

Other Parks

- Maintenance on equipment and buildings
- Snow Removal at parks, on trails and City Sidewalks
- Maintenance on Outdoor Rink at Recreation Park. Open daily until 10pm.
- Winnebago Park Project. Project to begin early March.
- Moving equipment out of Glendale Park.

RECREATION PROGRAMS

Current Programs

- 1st-4th Basketball -106 Participants
- Adult Basketball-14 Teams
- Women's Indoor Volleyball
- Open Gyms and Adult Floorball
- Assisted Tomah Rotary Club for 12th Annual Freeze Fest
- Working on Spring Gymnastics Sign up

AQUATIC CENTER

- Winterized
- Found 1 major crack in pipe, with begin digging and repair early spring.
- Continue to monitor.

RECREATION PARK

- Tomah Youth Hockey Continues programming at Tomah Ice Center
- High School and Middle School Gymnastics held at Exhibit Building.
- January Events-Jan. 7-9th Tavern League Pool Tournament, Jan. 21-22th Rabbit Show, Jan. 28-29 Gun Show.
- February Events-Feb 4-5th Freeze Fest, Feb 10-12th Glen Miller Auction
- March Events- March 4 Tomah Baseball Club Opening Night Out, March 12 Families First Trivia Contest, March 19th Tomah Lions Club Bed Building, March 26th n.a.s.a. banquet.
- April Events- April 2 Toy Show, April 8-10 Gun Show, April 30 Oakdale Electric Coop Annual Meeting.

Joe Protz

Joe Protz
Director Tomah Parks and Recreation

Director of Public Works and Utilities Report

February 2022

1) Street Department

Tree trimming, safety videos, and lighting upgrades in the mechanics shop are the primary focus of our activities. I meet with the DNR for our annual E Recycling audit. Everything was in order for the audit.

2) Sewer Department

Operations are normal. Staff has been replacing outdated lighting fixtures and painting the main garage at the waste water treatment facility.

3) Water Department

Operations are normal. The media used for the filter at well # 10 has arrived as of 2/4/22. The addition of that media will take place this week. Frost is at approx. 36", temps are still in the 40 degrees.

4) Lake Committee

The Lake Committee's next meeting will be in March. We have started conversations with the DNR related to forming a partnership to explore some of the newer technologies in aquatic vegetation control.

Respectfully Submitted

Kirk Arity

Director of Public Works and Utilities

Tomah Public Works and Utilities Employees

City Hall

Director – Kirk Arity

Administrative Assistant – Samantha Linehan

Bookkeepers – Casey Skowronski, Patricia Marten

Code Enforcement – Casey Skowronski

Custodian – Scott Donovan

Water Department

Supervisor – Mark Rezin

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

Sewer Department

Supervisor-Brandy Leis

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

Public Works

Supervisor – Bill Kobleska

Mechanic – Mark Dixon

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

Truck Drivers – Steve Schultz, Paul Steele, Brad Rewey, Tony Newcomb, Justin Randall, Lance Larson, Justin King, David McGarry

TOMAH POLICE DEPARTMENT



"Serving the Community"

January 2022 Report

COMBINED TACTICAL UNIT

No report.

K-9 REPORT

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

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

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

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

UTILIZATIONS OF IMPORTANCE

School Sniff – Assisted the Cashton Police Department and Cashton High School with a K9 sniff of the parking lot. Other K9’s assisted in sniffing the lockers inside the school.

School Sniff – Assisted the Tomah High School and SRO Marshall with a sniff of some high school lockers. Several lockers were indicated to. No contraband was located.

Vehicle Sniff – A vehicle with known drug users was observed operating on a City street. The driver was not licensed to operate and the vehicle was located vacant shortly after. The driver and an occupant were located walking on the sidewalk. They both stopped and the driver was cited for operating after suspension. A K9 sniff of the vehicle was conducted and a positive indication was obtained. A search of the vehicle yielded paraphernalia. The passenger consented to a search of his person and cocaine was located in his pocket. The passenger was arrested on the drug charges and a probation hold.

Vehicle Sniff – An off duty officer was in Walmart and observed a wanted subject inside the store. The male was contacted in a vehicle in the parking lot and was later arrested. A K9 sniff of the vehicle was conducted and a positive indication was obtained. A search of the vehicle yielded heroin, fentanyl and numerous paraphernalia items. The male was

transported to the jail. A female who was a passenger earlier was also referred for drug charges.

Training – Conducted numerous on shift training opportunities. Consisted of tracking, obedience and narcotics searches.

Training – Attended one day of training with area K9 teams in La Crosse, Wisconsin.

INVESTIGATIONS

Poss of Fentanyl / Poss of Marijuana / Poss of Paraphernalia / DOC Warrant

Tomah officers were dispatched to a possible overdose in an apartment complex. Officers arrived and the witnesses advised the unresponsive male had used heroin. Officers administered Narcan the male became conscious shortly after and spoke with officers and EMS. The male was on Probation and an Act 79 search was conducted in the apartment. Officers located heroin, marijuana and paraphernalia. The male was arrested and transported to the jail.

DC with a Dangerous Weapon / Battery / DC

Tomah officers were dispatched to an adult group home for a report of a resident trying to stab a worker with a steel nail file. Officers arrived and made contact with the resident in her room. The resident agreed to drop the file and then stated she ingested sleeping pills with intent to kill herself. The resident also stated she wanted to harm the resident in the room next to her. The resident was later transported to the Hospital. After a long medical clearance process, the resident was cleared and was placed in another facility with new staff members until she was able to be placed in a different home.

1st Degree Recklessly Endangering Safety / Substantial Battery / DC

Tomah officers were dispatched to a stabbing at a residence. Upon arrival, officers met with the victim and family members transporting the victim for medical care. The victim was asked if they were stabbed and indicated they were not, but instead injured themselves while working on a vehicle. Officers made contact with a witness and the suspect inside the residence. The suspect admitted to stabbing the victim with a knife during an argument. The victim was contacted at the hospital and they stated they had an argument with the suspect and then felt something in their shoulder. The suspect was arrested and transported to jail.

Battery / DC

Tomah officers were dispatched to a stabbing. Officers met with the reporting party, who was stabbed. The subject stated he got into an argument at his residence with a female when she stabbed him. Contact was made with a female at the residence. She reported the male was drunk and began swearing at her. The male was also pushing her with his chest and spitting tobacco on her face. Another female presented herself and tried to break up the disturbance. The male then turned his attention to the second female and began to strike her in the head. The first female stated when the disturbance started, she was cooking and using a knife. She said when she attempted to split up the fight the knife may

have accidentally cut the male. The male was later arrested and transported to the jail. The second female was referred for DC.

Poss Meth with Intent to Deliver / 4 MOSO Warrants / OWI-RCS 1st

Tomah officers received information about a wanted subject and the vehicle he was reported to be driving. An officer observed the vehicle driving and shortly after parked in a driveway. The wanted subject was the one driving and was outside the vehicle. The subject was contacted and arrested on the warrants. The subject then admitted to possessing methamphetamine and pointed to his pockets. 11 grams of methamphetamine was located. The subject also admitted to using methamphetamine two hours prior. The subject was processed for an OWI. The subject was arrested for OWI-RCS 1st and provided a blood sample. Once completed the subject was transported to the jail.

Theft of Motor Vehicle / Operate Motor Vehicle without Consent

Tomah officers received a call about a stolen vehicle. The caller stated he had a female over for the night and when he woke he found the female and his vehicle gone. He was able to track his vehicle using a phone app and observed it in Waukesha, Wisconsin. The Waukesha County Sheriff's Department was contacted and they located the vehicle. The vehicle was stopped and the female was arrested. Waukesha Deputies added charges of OWI 1st and Possession of Paraphernalia. The victim was contacted and will make arrangements to get his vehicle.

DOC Warrant / Poss Heroin / Poss Meth / OAR-OWI / Failure to Install IID

Tomah officers were made aware of a subject with a DOC Warrant for his arrest. A short time later a vehicle associated with the subject was located operating on a city street. The officer turned around on the vehicle and the vehicle quickly turned and parked. The driver exited and began walking away from the vehicle. The subject was stopped and arrested on the DOC Warrant. A search of their person yielded paraphernalia. A search of the sidewalk where they were walking yielded heroin and methamphetamine that were discarded into the snow. The subject was cited for operating without a license or having and IID installed and was transported to the jail.

PERSONNEL COMPLAINTS

January Complaints = 0 Year-To-Date Personnel Complaints = 0

EMPLOYEE LISTING BY DATE OF HIRE**January 31, 2022**

Admin. Asst. Rhonda Culpitt	12/12/1994
Chief Scott Holum	05/02/1999
Officer Melanie Marshall	05/28/2000
Investigator Paul Sloan	05/13/2001
Officer Brittnay Westpfahl	01/16/2005
Assistant Chief Eric Pedersen	07/09/2005
Officer Steven Keller	08/14/2005
Lieutenant Jarrod Furlano	01/13/2008
Sergeant Adam Perkins	09/04/2011
Police Clerk Janelle Rodriquez	04/16/2013
Sergeant Rylan Corcoran	10/11/2015
Sergeant Brandon Kuhn	10/12/2015
Officer Brennon Scallon	10/30/2016
Sergeant Wilbert Steinborn	08/19/2018
Officer Peter Huneck	08/27/2018
Sergeant Cody Paulson	09/24/2018
Custodian Billy Boehme	11/04/2018
Police Clerk Ashley Bankhead	03/11/2019
Officer Delaney Hanrahan	06/02/2019
Police Clerk DeAnn Batten	06/17/2019
Officer Alexander Brueggeman	12/08/2019
Officer Lindsey Harvey	01/24/2021
Officer Noah Grimm	07/04/2021
Officer Jayden Olson	07/11/2021
Evidence Tech Mark Nicholson	08/08/2021
Officer Justice Blackhawk	10/10/2021
Officer Paul Franta	10/16/2021



JANUARY MONTHLY COUNCIL REPORT



Reports	Current Month	Current Year to Date	Prior Year to Date	Change	Percentage Change
Total Reports	165	165	146	19	26.71%
Alarm	13	13	8	5	62.50%
Burglaries	2	2	2	0	0.00%
Criminal Damage	8	8	9	-1	-11.11%
Death Investigations	4	4	1	3	300.00%
Disorderly Conduct	20	20	19	1	5.26%
Theft/shoplifting	26	26	26	0	0.00%
School Reports	16	16	19	-3	-15.79%

Traffic Crashes	Current Month	Current Year to Date	Prior Year to Date	Change	Percentage Change
Total Traffic Crashes	15	15	14	1	7.14%
Property Damage	10	10	10	0	0.00%
Persons Killed					
Persons Injured	1	1	2	-1	-50.00%
Pedestrians Injured	0	0	1	-1	0%

Citations/arrests	Current Month	Current Year to Date	Prior Year to Date	Change	Percentage Change
Total Criminal Referrals	117	117	146	-29	-19.86%
Total Municipal Citations	130	130	82	48	58.54%
MCHS Juvenile Referral	0	0	1	-1	-100.00%
Burglary	1	1	5	-4	-80.00%
Disorderly Conduct	19	19	19	0	0.00%
Drug Related Charges	34	34	30	4	13.33%
Parking Citations	168	168	13	155	1192.31%
Underage Alcohol violations	0	0	0	0	0%
Warrants	19	19	16	3	18.75%
Traffic Citations Total	110	110	69	41	59.42%
Traffic OAR/OAS	30	30	19	11	57.89%
Traffic OWI	5	5	6	-1	-16.67%
Traffic Seatbelt	4	4	1	3	300.00%
Traffic Speed Citations	13	13	7	6	85.71%
Traffic Warnings	431	431	199	232	116.58%
Traffic Warnings 5 Day	37	37	5	32	640.00%

2022 OPERATING WHILE INTOXICATED STATISTICS

CASE #	AGE	SEX	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	BAC	REFUSAL	ACCIDENT	REST SUBSTANCE TYPE
#22-0002	36	M		X									0.150			Pending
#22-0004	24	M	X										0.150			
#22-0005	45	M	X										0.150			
#22-0032	37	F		X												Pending
TOTALS			2	1									0.150			AVERAGE BAC

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Ordinance Amendment – Sec 38-122

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

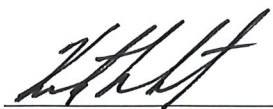
Our current ordinance limits our ability to collect the maximum special assessment allowable by WI State statute, section 66.0703

Fiscal Note:

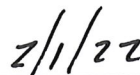
\$320,000 revenue potential

Recommendation:

The Public Works and Utilities Commission recommends the proposed ordinance amendment



Director of Public Works & Utilities
Kirk Arity



Date

ORDINANCE NO. _____

**Ordinance Amending Chapter 38, Section 38-122 of the City of Tomah
Municipal Code regarding Constriction Costs**

The Common Council of the City of Tomah do ordain as follows:

Section One: 38-122 – Construction Costs are here by amended to read as follows

- a) *Owner responsibility.* The property owner shall be responsible for the payment of new sidewalk construction, curb, and gutter and paving and shall pay the costs in accordance with the terms and policies of the council.

- b) *Site work by city; cost estimates.* All site work by city employees for installation of curb and gutter for existing structures shall be billed at the city rate and paid by the owner. Upon written request, the director of public works and utilities shall provide the owner with an estimate of the cost.

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

Read:

Passed:

Published:

Sec. 38-122. Construction costs.

- (a) *Owner responsibility.* The property owner shall be responsible for the payment of new sidewalk construction, curb, and gutter and paving and shall pay the costs in accordance with the terms and policies of the council. ~~Except as otherwise provided in this section.~~
- (b) ~~*City responsibility.* The city shall pay 50 percent of the cost of new sidewalk, curb and gutter construction and paving on the long side of a corner lot for up to a maximum of 75 feet.~~
- (b)(e) *Site work by city; cost estimates.* All site work by city employees for installation of curb and gutter for existing structures shall be billed at the city rate and paid by the owner. Upon written request, the director of public works and utilities shall provide the owner with an estimate of the cost. ~~The city shall be responsible for a portion of the cost for corner lots as provided in subsection (b) of this section.~~
- (d) ~~*Exceptions.* Notwithstanding the above provisions, the owner of property zoned M-1, M-2, or M-3 shall be responsible for paying 75 percent of the cost of curb, gutter and street paving at the time of completion, and the city shall pay the balance. Payments may be made in installments established by the council.~~

(Code 1993, § 8.07(1), (2), (5), (7))

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

ARPA Funds Approval

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

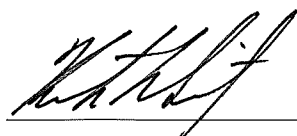
Staff has identified a need for remodeling the 1st floor Treasurers/Clerks window area. Public Works staff will be performing those upgrades both from a security and aesthetics standpoint. Cardinal Glass has donated the hurricane glass for these upgrades.

Fiscal Note:

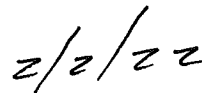
\$15,000 - estimated

Recommendation:

I recommend the Common Council approve ARPA funding for this project.



Director of Public Works & Utilities
Kirk Arity



Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Event Outdoor Cabaret License for the Greater Tomah Area Chamber of Commerce for the 800 and 900 blocks of Superior Avenue for six “Downtown Thursday Nights” concert events in June, July and August of 2022.

Summary and Background Information:

(Appropriate Documentation Attached)

The Chamber of Commerce is applying for six Special Event Outdoor Cabaret Licenses for the 800 and 900 blocks of Superior Avenue (from Monroe Street to Milwaukee Street) for a series of six “Downtown Thursday Nights” concerts to be held on June 30, July 7, 14, 21, and August 4 and 11, 2022. Various live entertainment acts will be hired to perform during these events. Vendors will be selling food and drinks, local organizations will be providing activities and games to provide a family-friendly neighborhood street concert. 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 these licenses is \$330.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the six Special Event Cabaret Licenses for the Greater Tomah Area Chamber of Commerce for their events held on June 30, July 7, 14, 21, and August 4 and 11, 2022 in downtown Tomah.

Respectfully submitted by:

Nicole E. Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 & 15, 2022

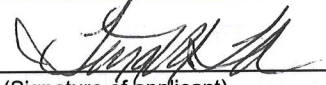
License Fee: \$55.00 / EventDate Received: 1/20/2022Receipt #: 4.000 748
4.000 749**CITY OF TOMAH****APPLICATION FOR SPECIAL EVENT OUTDOOR CABARET LICENSE****(MUST HAVE LICENSE POSTED ON PREMISE BEFORE BEGINNING EVENT)**Legal/Real Name: Greater Tomah Area Chamber of CommerceAddress of above: 310 N Superior Ave, P.O. Box 625, Tomah WI 54660

Trade name of business: _____

Address of premises to be licensed: 800-900 Block of Superior Avenue (diagram attached)Business phone number: 608-372-2166Date of Event: 6/30, 7/7, 7/14, 7/21, 8/4, 8/11 2022 Time of Event: 4pm-10pmDescription (Location) of Event Area: See attached diagramNumber of People Attending the Event: 1500-3500Premises are owned by: City of TomahAddress of owner: 819 Superior AveName of manager (First, Middle & Last): Christina M. ThompsonHome address of manager: 119 Alyssa St, Tomah WI 54660Phone number: Daytime 608-343-4956Home N/ADate of Birth: 04/09/1977Other business to be conducted upon the premises: Concert, Food and Beverage Sales, GamesNature of entertainment: Live Music

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 of applicant)

1-20-22
(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
S.R.
Inspection Dept. Initials

SL
Police Dept. Initials

AA
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: Thompson, Christina Marie
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: 119 Alyssa Street, Tomah, WI 54660
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: 04/09/1977 Home Phone: 608-343-4956 Daytime Phone: N/A

Violations: -None-

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

Home Address: 15272 Headquarters Rd, Tomah, WI 54660
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: 06/30/1976 Home Phone: 608-343-5336 Daytime Phone: _____

Violations: -None-

Name of Officer: Konsitzke, Amanda Sue
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: 819 Farmer Ave, Tomah, WI 54660
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: 03/23/1978 Home Phone: 608-343-3133 Daytime Phone: _____

Violations: -None-

Name of Officer: Downs, Roberta Ann
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: 22073 Flatiron Ave, Tomah, WI 54660
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: 02/04/1987 Home Phone: 608-343-5598 Daytime Phone: _____

Violations: -None-

Name of Officer: Divyak, Megan Rachelle
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: 510 E Brownell St, Tomah, WI 54660
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: 05/26/1982 Home Phone: 757-613-6020 Daytime Phone: _____

Violations: -None-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/20/2022

Item 8.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TRICOR, Inc. 909 Superior Ave Tomah WI 54660	CONTACT NAME: Heather Wendland PHONE (A/C, No, Ext): 608-374-5149 E-MAIL ADDRESS: hwendland@tricorinsurance.com FAX (A/C, No): 608-723-6440
INSURED Greater Tomah Area Chamber of Commerce & Conventio PO Box 625 Tomah WI 54660	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 15350

COVERAGES**CERTIFICATE NUMBER:** 354514516**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A590328	2/22/2021	2/22/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			A590328	2/22/2021	2/22/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

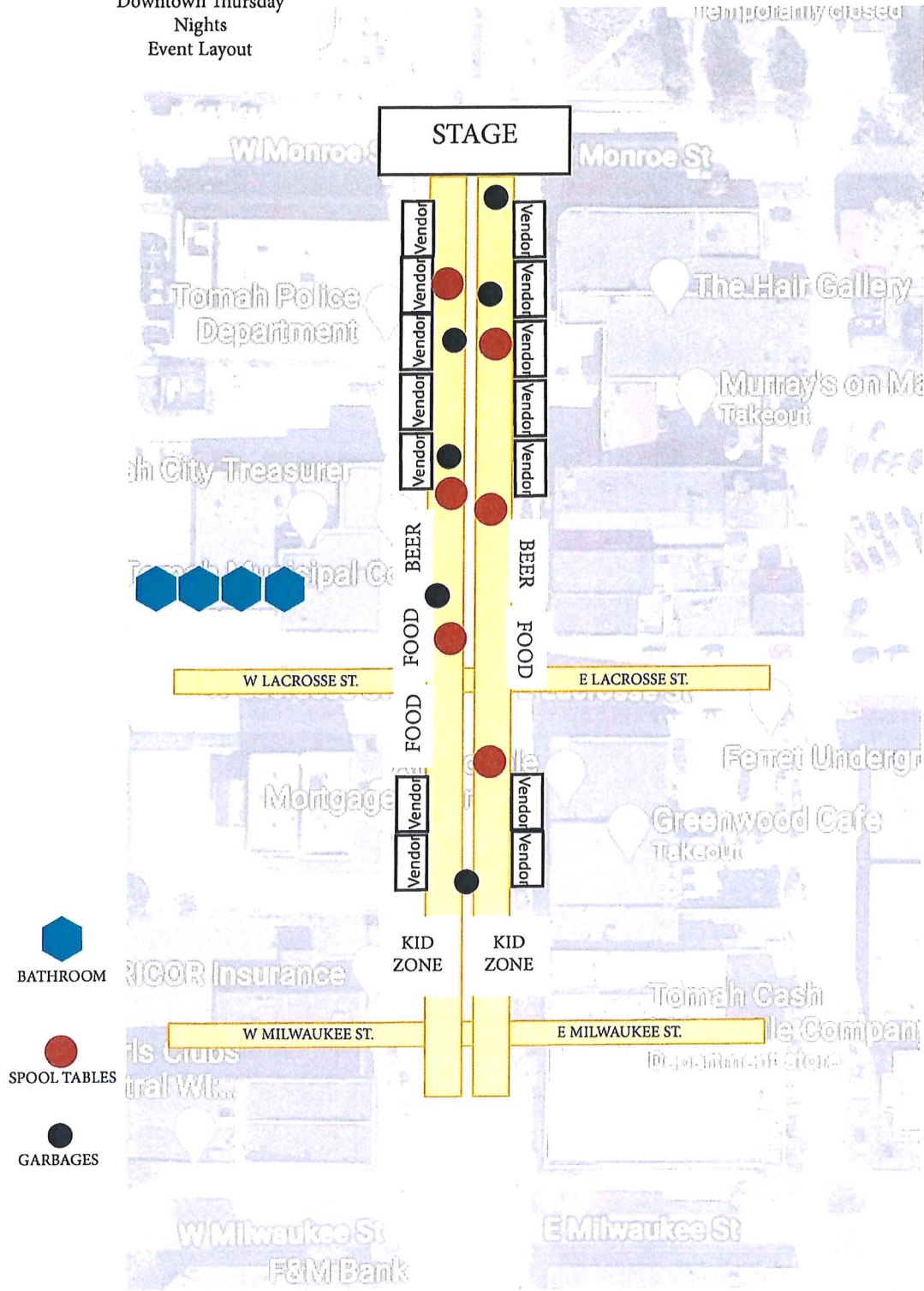
Coverage applies only to the extent provided by the policy and subject to all of the policy terms, conditions, exclusions, endorsements and all applicable laws. City of Tomah is included as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

City of Tomah 819 Superior Ave Tomah WI 54660	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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Downtown Thursday
Nights
Event Layout



Tax Parcels

Parcel Label	Owner	CoOwner	Property Address	Acres	Year
286-00738-0000	(LIBRARY) CITY OF TOMAH		716 SUPERIOR AVE	0.69	2021
286-01139-0000	LAREDO PROPERTIES, LLC		721 SUPERIOR AVE	0.25	2021
286-01140-0000	TRAVIS MCGRECK		107 W MONROE ST	0.09	2021
286-01141-0000	WENDY L PERRY		715 SUPERIOR AVE	0.18	2021
286-01145-0000	RIVERWOOD 710 LLC		710 MCLEAN AVE	0.35	2021
286-01146-0000	ANTHONY P PATER	NELLIE PATER	123 W MONROE ST	0.17	2021
286-01147-0000	DAVID KNIGHT		113 W MONROE ST	0.17	2021
286-02116-0000	TROY R. LENNING	HEATHER A. LENNING	114 W MONROE ST	0.08	2021
286-02117-0000	STEVEN H. WESTPFAHL		116 W MONROE ST	0.05	2021
286-02118-0000	ALBERT J. ERICKSON REVOCABLE TRUST	ROSELLA A. ERICKSON REVOCABLE TRUST	802 MCLEAN AVE	0.13	2021
286-02119-0000	JAY LARSEN		806 MCLEAN AVE	0.1	2021
286-02120-0000	CITY OF TOMAH		810 MCLEAN AVE	0.16	2021
286-02121-0000	CONGREGATIONAL CHURCH		115 W LACROSSE ST	0.35	2021
286-02122-0000	CITY OF TOMAH		819 SUPERIOR AVE	0.52	2021
286-02124-0000	CITY OF TOMAH			0.23	2021
286-02125-0000	CITY OF TOMAH			0.12	2021
286-02126-0000	JONSON & FAULKNER RENTALS LLC		800 SUPERIOR AVE	0.17	2021
286-02127-0000	3RD GEN LLC		804 SUPERIOR AVE	0.7	2021
18 Total Records					

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Beer Permit Application for the Tomah Lions Club for Downtown Thursday Nights in June, July and August of 2022.

Summary and Background Information:

(Appropriate Documentation Attached)

Tomah Lions Club has applied for a Temporary Class “B” License to sell fermented malt beverages at the annual Downtown Thursday Nights concert events being held on the 800 and 900 blocks of Superior Ave (from Monroe Street to Milwaukee Street) in downtown Tomah on June 30, July 7, 14, 21, and August 4 and 11, 2022. They are requesting to sell/consume beer for a series of six “Downtown Thursday Nights” concerts.

Fiscal Note:

The City receives \$10 for each Special Beer Permit. The revenue generated to the City of Tomah by issuance of these licenses is \$60.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the six Special Beer Permits for the Tomah Lions Club for their events held on June 30, July 7, 14, 21, and August 4 and 11, 2022 in downtown Tomah.

Respectfully submitted by:

Nicole E. Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 & 15, 2022

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

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

FEE \$ 10

Application Date: 1-7-21

☐ Town ☐ Village ☒ City of Tomah

County of Monroe

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

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

at the premises described below during a special event beginning 4:00 pm and ending 10:00 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☒ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Tomah Lions Club

(b) Address P.O. Box 363 Tomah WI 54660
 (Street) ☐ Town ☐ Village ☐ City

(c) Date organized 5-21-86

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Jim Weinzaft

Vice President Don Nelson

Secretary Brooke Schlotke

Treasurer Jeff Cram

(g) Name and address of manager or person in charge of affair: _____

Tina Thompson, 310 N Superior Ave, Tomah WI

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

(a) Street number 800+900 Block of Superior Ave, Tomah

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Downtown Thursday Nights

(b) Dates of event June 30, July 7, 14, 21 + Aug 4 + 11, 2022

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]

(Signature/date)

Officer [Signature]

(Signature/date)

Date Filed with Clerk 1-20-2022

Date Granted by Council _____

Tomah Lions Club
 (Name of Organization)

Officer [Signature]

(Signature/date)

Officer [Signature]

(Signature/date)

Date Reported to Council or Board FEB 14th 2022

License No. _____

TOTAL \$60

~~(PAID \$10)~~

OWES \$50

PAID IN FULL
 1-20-22

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Appointment of 2022-2023 Election Officials

Summary and Background Information:

(Appropriate Documentation Attached)

Per State Statute 7.30(4)(a), election officials must be nominated to the governing body by the Mayor. Terms commence on even numbered years and end on December 31 of odd-numbered years. Please see the attached list of recommendations for Regular Election Officials (Inspectors) and Chief Inspection Election Officials and Election Official (Inspector) Alternates. A list of special registration and special voting deputy appointments is also attached.

Fiscal Note:

N/A

Recommendation:

It is recommended that the Common Council appoint the election officials for 2022-2023 as indicated on the attached report.

Respectfully submitted by:

Nicole E. Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 & 15, 2022

Page 2 Appointment of 2022-2023 Election Officials

Recommendation to appoint the **Regular Election Officials/Inspectors** for the City of Tomah for the 2022/2023 term as follows:

Mary Jacobs

Joanne Klinker

William Liebhart

Recommendation to appoint the **Special Voting Deputies** for the City of Tomah for the 2022/2023 term as follows:

Mary Jacobs

STAFF REPORT

Agenda Item:

Flare Ave. Site Plan

Summary and Background Information:

(appropriate documentation attached) -

The Parks and Recreation Commission has reviewed a site plan for the Flare Ave. ballfields and park project. The commission has recommended to move forward with the attached plan.

Fiscal Note: Approximately \$1.8 million dollars has been allocated for the development of this project through time and material donations and Capital Projects.

Recommendation: Request to move forward to begin grading and site prep and to prepare and gather bids for the project. Pending budget some areas may not be completed.

Joe Protz
Joe Protz, Director

2-8-2022
Date

SITE DEVELOPMENT DATA:

SITE ADDRESS: EGGLESON ST, TOMAH, WI
PARCEL ID: 286-02759-0000
DEVELOPMENT AREA: 37.25 AC±

PROPOSED LAYOUT: OPTION A
TOMAH SPORT FIELDS

- (2) 60/90 SOFTBALL FIELD
(1) 60/90 BASEBALL FIELD
(4) 44'X20' PICKLEBALL COURT
(3) 29'X59' SAND VOLLEYBALL COURT
(3) 85'X45' BASKETBALL COURT
(2) 100'X100' PLAYGROUND
(1) PARK PAVILION OR SHADE STRUCTURE
(1) 60'X35' CONCESSIONS & PUBLIC BATHROOMS
(1) SOCCER FIELD

PROVIDED PARKING STALLS: = 200 STALLS
INCLUDING 9 ADA

NOTES:

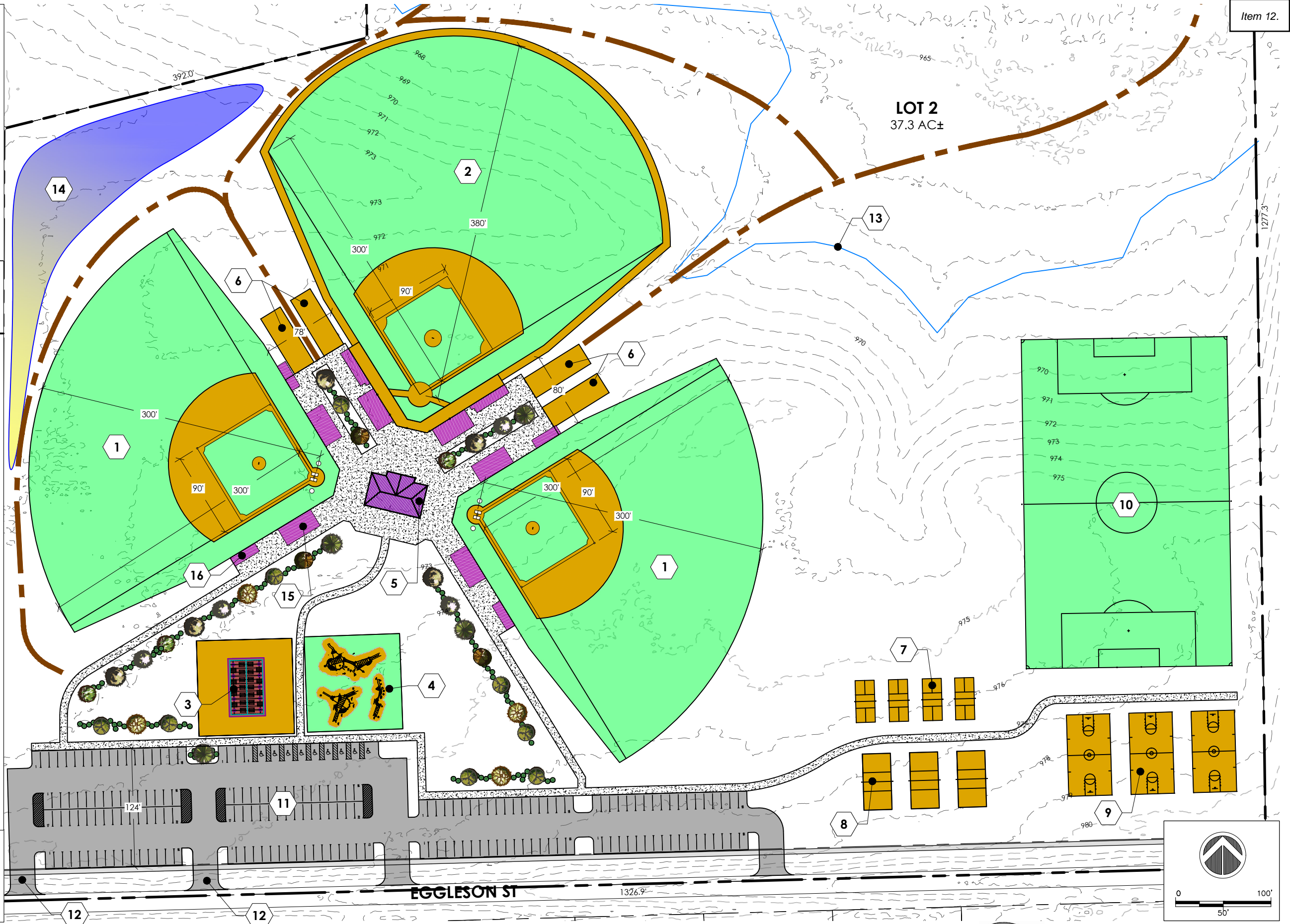
1. ALL EXISTING UNDERGROUND UTILITY LOCATIONS
ARE APPROXIMATE AND SHOULD BE FIELD VERIFIED
PRIOR TO CONSTRUCTION.

PLAN KEY

- 1 60/90 BASEBALL FIELD
2 60/90 SOFTBALL FIELD
3 PARK PAVILION OR SHADE STRUCTURE
4 PLAYGROUND AREA
5 CONCESSIONS & PUBLIC BATHROOMS BLDG
6 BASEBALL BATting CAGES
7 PICKLEBALL COURTS
8 SAND VOLLEYBALL COURT
9 BASKETBALL COURT
10 SOCCER FIELD 115 YD X 74 YD
11 SPORT FIELDS PARKING
12 PARKING ACCESS
13 FIELD DELINEATED WETLANDS
14 STORM WATER POND
15 BLEACHERS 8-ROWS (40'X20')
16 BASEBALL & SOFTBALL DUGOUTS

PAVEMENT KEY

- ASPHALT PAVEMENT
CONCRETE PAVEMENT



PROJECT:

TOMAH SPORT FIELDS
CITY OF TOMAH

ADDRESS:

FLARE AVE, TOMAH

SHEET NAME:

SPORT FIELDS LAYOUT - OPT. F

REVISION:

REVISIONS NO. BY DATE

PROJECT NO:

21246



CENTRAL STATE
CONSTRUCTION, LLC

15341 STATE HWY 131 - Tomah, WI 54660
608-372-4203 (Office) - www.centralstateconstructionllc.com

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either in whole or in part except as specifically authorized by Central States Construction LLC.

Item 12.

SHEET

C2.1

PLOT DATE: 10/2/2024
PLOT BY: SSK

35

FILE NAME: \\ssr2\gerke\02\2022\21246 Tomah Sport Fields\CAD\Sheets\Plan\C2_1 Option F.dwg

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:	2022	\$83,300.39	Check #'s:	139669 -	139748
2. Payroll:		\$270,399.04	Dir Dep #'s:	9294775-	9295011
3. Wire/ACH Transfers:		\$394,171.07			
4. Invoices:		\$41,421.93			
Total:		<u>\$789,292.43</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

February 8, 2022

CITY OF TOMAH

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
5 ALARM FIRE & SAFETY EQUIPMENT							
4	5 ALARM FIRE & SAFETY EQUIP	PO1533	STREAMLIGHT VANTAGE	01/21/2022	01-57220-8300 FIRE OUTLAY EQUIPM	94.43	01/26/2022
Total 5 ALARM FIRE & SAFETY EQUIPMENT:						94.43	
ADVANCE AUTO PARTS							
14	ADVANCE AUTO PARTS	662320194437	conduct title	01/21/2022	01-52200-3400 FIRE PROTECTION OP	26.92	01/26/2022
Total ADVANCE AUTO PARTS:						26.92	
AIRGAS USA LLC							
24	AIRGAS USA LLC	9984874032	RENT CYL	01/21/2022	01-53311-3402 HWY/ST MAINT OP SU	106.04	01/26/2022
Total AIRGAS USA LLC:						106.04	
ALL AMERICAN DO-IT CENTER							
27	ALL AMERICAN DO-IT CENTER	22024/3	exterior post frame hanger	01/21/2022	01-53311-3508 HWY/ST MAINT REP/M	139.42	01/26/2022
27	ALL AMERICAN DO-IT CENTER	22050/3	wd screw	01/21/2022	01-53311-3508 HWY/ST MAINT REP/M	107.25	01/26/2022
27	ALL AMERICAN DO-IT CENTER	22312/3	black bushing	01/21/2022	01-53420-2900 STREET LIGHTING SE	5.68	01/26/2022
27	ALL AMERICAN DO-IT CENTER	22363/3	Plywood pt cdx	01/21/2022	02-56910-3500 LAKE REPAIR & MAINT	51.19	01/26/2022
Total ALL AMERICAN DO-IT CENTER:						303.54	
ALLIANT ENERGY/WPL							
30	ALLIANT ENERGY/WPL	569102210JAN	past due amount	01/13/2022	02-56910-2210 LAKE UTIL-ELECTRIC	292.10	01/26/2022
30	ALLIANT ENERGY/WPL	696054000012	tag 6897	01/21/2022	01-53311-2210 HWY/ST MAINT UTIL-E	36.57	01/26/2022
30	ALLIANT ENERGY/WPL	729677192512	public wors 1004 superior ave	01/21/2022	01-53311-2210 HWY/ST MAINT UTIL-E	108.00	01/26/2022
30	ALLIANT ENERGY/WPL	BRANDON AV	invoice entered twice	01/14/2022	01-55200-2210 OTHER PARKS UTIL-E	86.88-	
Total ALLIANT ENERGY/WPL:						349.79	
ASCAP							
1052	ASCAP	500726647012	REC PARK MUSIC LICENSE FEE	01/21/2022	01-55401-3400 RECREATION PARK O	390.00	01/26/2022
Total ASCAP:						390.00	
BAYCOM INC							
76	BAYCOM INC	15135-010122	BAYCOM MAINTENANCE AGREEMEN	01/21/2022	01-52100-2900 LAW ENFORCE SERV	9,200.00	01/26/2022

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Total BAYCOM INC:						9,200.00	
BECKER, JEREMY							
1752	BECKER, JEREMY	02072022	NREMT REIMBURSEMENT	02/07/2022	03-52300-3350 AMBULANCE TRAININ	32.00	02/07/2022
Total BECKER, JEREMY:						32.00	
BELCO VEHICLE SOLUTIONS LLC							
1210	BELCO VEHICLE SOLUTIONS L	6776	FIXED SEAT COVER	01/21/2022	01-52100-3500 LAW ENFORCE REPAI	157.57	01/26/2022
Total BELCO VEHICLE SOLUTIONS LLC:						157.57	
BERNIE BUCHNER INC							
81	BERNIE BUCHNER INC	871974	NEW INDIRECT WATER HEATER	02/07/2022	08-57210-8200 LAW ENF BUILDINGS	15,109.59	02/07/2022
81	BERNIE BUCHNER INC	871975	BOILER REPLACEMENT	02/07/2022	08-57210-8200 LAW ENF BUILDINGS	4,535.40	02/07/2022
81	BERNIE BUCHNER INC	872045	TRANSDUCER IN BOILER	02/07/2022	01-52100-3550 LAW ENFORCE BUILDI	568.50	02/07/2022
Total BERNIE BUCHNER INC:						20,213.49	
BEST KEPT PORTABLES LLC							
84	BEST KEPT PORTABLES LLC	5325	TOILET RENTAL	02/07/2022	01-55200-3400 OTHER PARKS OPERA	330.00	02/07/2022
Total BEST KEPT PORTABLES LLC:						330.00	
BPA							
2164	BPA	6283	FLEXIBLE SPENDING ACCOUNT ADMI	02/07/2022	01-51980-3400 OTHER GEN. GOV. OP	267.50	02/07/2022
Total BPA:						267.50	
COMPLETE OFFICE OF WISCONSIN INC							
157	COMPLETE OFFICE OF WISCO	268894	PAPER BRITE WHIT	01/21/2022	01-51420-3100 CITY CLERK OFFICE S	78.72	01/26/2022
Total COMPLETE OFFICE OF WISCONSIN INC:						78.72	
CONSOLIDATED ENERGY COMPANY							
436	CONSOLIDATED ENERGY COM	416 00121202	416 DEC FUEL	01/21/2022	01-52200-3400 FIRE PROTECTION OP	332.03	01/26/2022
Total CONSOLIDATED ENERGY COMPANY:						332.03	

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
CONWAY SHIELD							
862	CONWAY SHIELD	0485991	GLOBE MAGNUM STRUCTURAL	01/21/2022	01-57220-8300 FIRE OUTLAY EQUIPM	912.02	01/26/2022
Total CONWAY SHIELD:						912.02	
CULLIGAN							
29	CULLIGAN	588-09755810-	BOTTLE WATER	01/21/2022	01-51600-3400 GENERAL BLDGS OPE	117.15	01/26/2022
29	CULLIGAN	588100147697	WATER DISPENSER	02/07/2022	01-51600-3400 GENERAL BLDGS OPE	43.82	02/07/2022
29	CULLIGAN	588-10018091-	BOTTLE WATER	01/21/2022	01-55200-3400 OTHER PARKS OPERA	19.59	01/26/2022
Total CULLIGAN:						180.56	
DELTA DENTAL							
1777	DELTA DENTAL	01-215970122	DENTAL INSURANCE PREMIUM JAN 2	01/21/2022	01-21597 EE DEDUCTIONS-DENTAL	942.12	01/26/2022
Total DELTA DENTAL:						942.12	
DEMCO INC							
191	DEMCO INC	7065241	LABELS STELL BOOK	02/07/2022	10-55110-3100 LIBRARY OFFICE SUP	63.09	02/07/2022
Total DEMCO INC:						63.09	
DEROUSSEAU HEATING & COOLING INC							
1336	DEROUSSEAU HEATING & COO	24355	BULK FILTER ROLL	02/07/2022	10-55110-3500 LIBRARY REPAIR & MA	494.50	02/07/2022
1336	DEROUSSEAU HEATING & COO	24369	GAS VALVE CABLES	02/07/2022	01-51600-3500 GENERAL BLDGS REP	446.00	02/07/2022
Total DEROUSSEAU HEATING & COOLING INC:						940.50	
DIEMER, CONNOR							
2246	DIEMER, CONNOR	15440207	PROPERTY TAX OVER PAYMENT'	02/07/2022	01-24412 TAX REFUND OVER PAY	3,745.12	02/07/2022
Total DIEMER, CONNOR:						3,745.12	
DIRECTV							
1280	DIRECTV	013901916X22	rsn fee	01/21/2022	01-55401-3400 RECREATION PARK O	160.99	01/26/2022
Total DIRECTV:						160.99	
ECHTERNACH, ROBERT							
802	ECHTERNACH, ROBERT	1947207	PROPERTY TAX OVER PAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	120.48	02/07/2022

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
Total ECHTERNACH, ROBERT:						120.48	
EO JOHNSON CO							
220	EO JOHNSON CO	INV1076934	TONERS AND DRUMS	02/07/2022	01-53311-2900 HWY/ST MAINT SERV	106.00	02/07/2022
220	EO JOHNSON CO	INV1079823	TONERS AND DRUMS	02/07/2022	01-52100-2900 LAW ENFORCE SERV	143.81	02/07/2022
Total EO JOHNSON CO:						249.81	
EVEREST EMERGENCY VEHICLES INC							
226	EVEREST EMERGENCY VEHICL	PO5925	SUPER BW	01/21/2022	03-52300-3500 AMBULANCE REPAIR	428.99	01/26/2022
Total EVEREST EMERGENCY VEHICLES INC:						428.99	
FABICK CAT							
1882	FABICK CAT	PILC0043934	COUPLING	02/07/2022	01-53311-3502 HWY/ST MAINT REP/M	143.06	02/07/2022
Total FABICK CAT:						143.06	
GIRAUD, KAYLA							
1080	GIRAUD, KAYLA	14740207	OVERPAYMENT OF PROPERTY TAX	02/07/2022	01-24412 TAX REFUND OVER PAY	10.98	02/07/2022
Total GIRAUD, KAYLA:						10.98	
GUNDERSEN HEALTH SYSTEM							
293	GUNDERSEN HEALTH SYSTEM	283112	EMPLOYEE ASSISTANCE PROGRAM	01/21/2022	01-51980-3400 OTHER GEN. GOV. OP	1,365.00	01/26/2022
Total GUNDERSEN HEALTH SYSTEM:						1,365.00	
HOLIDAY WHOLESALE							
317	HOLIDAY WHOLESALE	9980999	TISSUe and towel	01/21/2022	01-51600-3400 GENERAL BLDGS OPE	169.35	01/26/2022
Total HOLIDAY WHOLESALE:						169.35	
IACP							
331	IACP	0212015	2022 MEMBERSHIP DUES	02/07/2022	01-52100-3250 LAW ENFORCE ASSN	210.00	02/07/2022
Total IACP:						210.00	

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IDLAND, MICHAEL							
2247	IDLAND, MICHAEL	16840207	PROPERTY TAX OVERPAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	158.91	02/07/2022
Total IDLAND, MICHAEL:						158.91	
JACKSON COUNTY CLERK OF COURTS							
345	JACKSON COUNTY CLERK OF	02072022	WARRANT #16TR1471 SHANAE NICKS	02/07/2022	01-23301 COURT DEPOSIT-FINE-TRE	250.50	02/07/2022
Total JACKSON COUNTY CLERK OF COURTS:						250.50	
KWIK TRIP CREDIT DEPT							
375	KWIK TRIP CREDIT DEPT	349111122	PARKS AND REC FUEL	01/21/2022	01-55200-3400 OTHER PARKS OPERA	10.35	01/26/2022
375	KWIK TRIP CREDIT DEPT	421945122	Ambulance FUEL	01/21/2022	03-52300-3400 AMBULANCE OPERATI	4,746.73	01/26/2022
Total KWIK TRIP CREDIT DEPT:						4,757.08	
LARSON, AARON							
841	LARSON, AARON	20211231	PUBLIC COMPUTER UPDATES	01/21/2022	10-57610-8360 LIB OUTLAY COMP RE	2,040.00	01/26/2022
Total LARSON, AARON:						2,040.00	
LEMONWEIR VALLEY TELEPHONE							
395	LEMONWEIR VALLEY TELEPHO	6317000207	FEB2022 BILL BLOYER FIELD	02/07/2022	01-53510-2240 AIRPORT UTIL-CBL/INT	100.55	02/07/2022
395	LEMONWEIR VALLEY TELEPHO	6905000207	FEB 2022 POLICE	02/07/2022	01-52100-2230 LAW ENFORCE UTIL T	350.00	02/07/2022
395	LEMONWEIR VALLEY TELEPHO	6922000207FI	FEB2022 BILL FIRE	02/07/2022	01-52200-2230 FIRE PROTECTION UT	120.93	02/07/2022
395	LEMONWEIR VALLEY TELEPHO	7214000207	FEB 2022 PARK AND REC	02/07/2022	01-55200-2230 OTHER PARKS UTIL-T	191.15	02/07/2022
395	LEMONWEIR VALLEY TELEPHO	8023000207	FEB 2022 AMBULANCE	02/07/2022	03-52300-2230 AMBULANCE UTIL-TEL	349.27	02/07/2022
395	LEMONWEIR VALLEY TELEPHO	8095000207	FEB 2022 PUBLIC WORKS U	02/07/2022	01-53311-2210 HWY/ST MAINT UTIL-E	100.65	02/07/2022
Total LEMONWEIR VALLEY TELEPHONE:						1,212.55	
LOFFLER COMPANIES							
1391	LOFFLER COMPANIES	3924947	METER GROUP	01/21/2022	01-51520-2900 TREASURER'S SERVIC	41.59	01/26/2022
1391	LOFFLER COMPANIES	3929671	CANON C7565iii	01/21/2022	01-51420-2900 CITY CLERK SERV CO	246.70	01/26/2022
Total LOFFLER COMPANIES:						288.29	
MATTSON, KEVIN							
2149	MATTSON, KEVIN	02072022	MUSIC	02/07/2022	12-55500-3410 SR & DISAB OP SUP-	100.00	02/07/2022

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Total MATTSON, KEVIN:						100.00	
MEDLINE INDUSTRIES, INC.							
2124	MEDLINE INDUSTRIES, INC.	03523003400	MASK FLOWSAFE	01/21/2022	03-52300-3400 AMBULANCE OPERATI	1,024.13	01/26/2022
2124	MEDLINE INDUSTRIES, INC.	1980170027	MASK FACE	01/21/2022	03-52300-3400 AMBULANCE OPERATI	188.36	01/26/2022
Total MEDLINE INDUSTRIES, INC.:						1,212.49	
MINUTEMAN PRESS OF TOMAH							
441	MINUTEMAN PRESS OF TOMAH	28911	ENVELOPES WITH WINDOW	01/21/2022	03-52300-3100 AMBULANCE OFFICE	114.26	01/26/2022
Total MINUTEMAN PRESS OF TOMAH:						114.26	
MISSISSIPPI WELDERS SUPPLY COMPANY INC							
442	MISSISSIPPI WELDERS SUPPL	459615	OXYGEN	01/21/2022	03-52300-3400 AMBULANCE OPERATI	90.10	01/26/2022
442	MISSISSIPPI WELDERS SUPPL	459637	OXYGEN	01/21/2022	03-52300-3400 AMBULANCE OPERATI	135.82	01/26/2022
Total MISSISSIPPI WELDERS SUPPLY COMPANY INC:						225.92	
MLJ LAWN MOWING & SNOW REMOVAL LLC							
443	MLJ LAWN MOWING & SNOW R	1561	HWY 21 OVERPASS SNOW REMOVAL	01/21/2022	01-53311-2900 HWY/ST MAINT SERV	100.00	01/26/2022
Total MLJ LAWN MOWING & SNOW REMOVAL LLC:						100.00	
MONROE CO CLERK OF COURTS							
447	MONROE CO CLERK OF COUR	02072022	WARRANT- D. MILLER	02/07/2022	01-23301 COURT DEPOSIT-FINE-TRE	200.00	02/07/2022
447	MONROE CO CLERK OF COUR	020720221	WARRANT C. ROUSE	02/07/2022	01-23301 COURT DEPOSIT-FINE-TRE	400.00	02/07/2022
Total MONROE CO CLERK OF COURTS:						600.00	
MONROE CO TAVERN LEAGUE							
1102	MONROE CO TAVERN LEAGUE	02072022	POOL TOURNY	02/07/2022	01-23010 RECREATION PARK DEPOSI	250.00	02/07/2022
Total MONROE CO TAVERN LEAGUE:						250.00	
MONROE CO TREASURER							
454	MONROE CO TREASURER	13380122	OVER PAYMENT OWED ON 2019 DELI	01/21/2022	01-24412 TAX REFUND OVER PAY	500.02	01/26/2022
454	MONROE CO TREASURER	15930207	PROPERY TAX OVEPAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	33.00	02/07/2022

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Total MONROE CO TREASURER:						533.02	
MUELLER, MARK							
2248	MUELLER, MARK	18100207	PROPERTY TAX OVERPAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	5,281.14	02/07/2022
Total MUELLER, MARK:						5,281.14	
PAYEE SERVICES							
2245	PAYEE SERVICES	1-27-22	REIMBURSEMENT - CARRIE JOHNSO	01/28/2022	01-23301 COURT DEPOSIT-FINE-TRE	187.00	01/28/2022
Total PAYEE SERVICES:						187.00	
REZIN, ROBERT FAMILY TRUST							
2249	REZIN, ROBERT FAMILY TRUST	21520207	PROPERTY TAX OVERPAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	1.91	02/07/2022
Total REZIN, ROBERT FAMILY TRUST:						1.91	
RICK'S CERTIFIED AUTO OF TOMAH LLC							
555	RICK'S CERTIFIED AUTO OF TO	72869	nitrogen indutrial 40	01/21/2022	01-53311-3402 HWY/ST MAINT OP SU	108.76	01/26/2022
Total RICK'S CERTIFIED AUTO OF TOMAH LLC:						108.76	
ROBARGE, ADAM							
1009	ROBARGE, ADAM	02072022	INSTRUCTOR RECERT	02/07/2022	03-52300-3300 AMBULANCE TRAVEL	211.46	02/07/2022
Total ROBARGE, ADAM:						211.46	
SARAZIN, SHARI							
2250	SARAZIN, SHARI	02072022	HOUR MUSIC	02/07/2022	12-55500-3410 SR & DISAB OP SUP-	150.00	02/07/2022
Total SARAZIN, SHARI:						150.00	
SEARCH AND RECOVERY ENGINEERING LLC							
2244	SEARCH AND RECOVERY ENGI	SRE3113	ICE AWIS WIHT WRIST MOUNT	01/21/2022	01-57220-8300 FIRE OUTLAY EQUIPM	281.38	01/26/2022
Total SEARCH AND RECOVERY ENGINEERING LLC:						281.38	
SPECTRUM							
2139	SPECTRUM	39105011822	CENIOR CTR FEB 2022	02/07/2022	12-55500-2200 SR & DISAB UTIL-GAS	169.44	02/07/2022

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Total SPECTRUM:						169.44	
SUPERIOR AUTOMOTIVE							
1597	SUPERIOR AUTOMOTIVE	28206	ENGINE OIL AND FILTER WASHER FL	01/21/2022	01-52100-3500 LAW ENFORCE REPAI	80.08	01/26/2022
Total SUPERIOR AUTOMOTIVE:						80.08	
THORSON, PETE							
1035	THORSON, PETE	REFUND	ANNEXATION OVERPAYMENT	01/28/2022	01-44400 ZONING PERMITS & FEE	6.36	01/28/2022
Total THORSON, PETE:						6.36	
TITAN MACHINERY							
632	TITAN MACHINERY	16522270	EDGE KIT	01/21/2022	01-53311-3402 HWY/ST MAINT OP SU	1,559.91	01/26/2022
Total TITAN MACHINERY:						1,559.91	
TKK ELECTRONICS LLC							
633	TKK ELECTRONICS LLC	7954122	GETAC	01/21/2022	01-57210-8300 LAW ENFORCE EQUIP	3,114.17	01/26/2022
Total TKK ELECTRONICS LLC:						3,114.17	
TOMAH AREA SCHOOL DISTRICT							
637	TOMAH AREA SCHOOL DISTRIC	DEC122	MOBILE HOME PARKING PERMIT FEE	01/21/2022	01-24600 DUE TO SCHOOL DISTRICT	2,693.66	01/26/2022
Total TOMAH AREA SCHOOL DISTRICT:						2,693.66	
TOMAH CASH STORE							
639	TOMAH CASH STORE	69860	RED WINGS DAVID MCGARRY	01/21/2022	01-53311-3409 HWY/ST MAINT OP SU	200.00	01/26/2022
Total TOMAH CASH STORE:						200.00	
TOMAH HEALTH							
1744	TOMAH HEALTH	20034230207	BLOOD DRAW-TOMAH PD	02/07/2022	01-52100-3400 LAW ENFORCE OPER	71.50	02/07/2022
Total TOMAH HEALTH:						71.50	
TOMAH LUMBER APARTMENTS LLC							
2251	TOMAH LUMBER APARTMENTS	21310207	PROPERTY TAX OVERPAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	172.59	02/07/2022

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
Total TOMAH LUMBER APARTMENTS LLC:						172.59	
TOMAH WATER & SEWER UTILITY							
658	TOMAH WATER & SEWER UTILI	20490122	2049	01/21/2022	01-52200-2220 FIRE PROTECTION UT	34.14	01/26/2022
658	TOMAH WATER & SEWER UTILI	21890122	2189	01/21/2022	10-55110-2220 LIBRARY UTIL-W&S	129.02	01/26/2022
658	TOMAH WATER & SEWER UTILI	29430122	2943	01/21/2022	03-52300-2220 AMBULANCE UTIL-W&	114.20	01/26/2022
658	TOMAH WATER & SEWER UTILI	5403.010122	5403.01	01/21/2022	12-55500-2220 SR & DISAB UTIL-W&S	75.62	01/26/2022
658	TOMAH WATER & SEWER UTILI	671.010122	671.01	01/21/2022	01-53311-2220 HWY/ST MAINT UTIL-W	23.77	01/26/2022
658	TOMAH WATER & SEWER UTILI	PARKS012120	entered twice	01/12/2022	01-55401-2220 RECREATION PARK U	169.28-	
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	2263.01	01/19/2022	01-53311-2220 HWY/ST MAINT UTIL-W	83.09	01/19/2022
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	967.01	01/19/2022	01-53311-2220 HWY/ST MAINT UTIL-W	23.77	01/19/2022
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	22.60	01/19/2022	01-53311-2220 HWY/ST MAINT UTIL-W	22.60	01/19/2022
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	2050.00	01/19/2022	01-53311-2220 HWY/ST MAINT UTIL-W	321.60	01/19/2022
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	2541.00	01/19/2022	01-53311-2220 HWY/ST MAINT UTIL-W	22.60	01/19/2022
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	2067.00	01/19/2022	01-51600-2220 GENERAL BLDGS UTIL	219.86	01/19/2022
658	TOMAH WATER & SEWER UTILI	PUBLICWORK	2901.02	01/19/2022	01-53510-2220 AIRPORT UTIL-W&S	23.77	01/19/2022
Total TOMAH WATER & SEWER UTILITY:						924.76	
TOWN OF LAGRANGE							
1493	TOWN OF LAGRANGE	ANNEXATION	ANNEXATION TAXES DUE TO TOWN O	01/28/2022	01-44400 ZONING PERMITS & FEE	1,413.40	01/28/2022
Total TOWN OF LAGRANGE:						1,413.40	
UW HEALTH							
2128	UW HEALTH	859003	PALS CARD	01/21/2022	03-52300-3350 AMBULANCE TRAININ	8.00	01/26/2022
Total UW HEALTH:						8.00	
VERIZON							
699	VERIZON	9896140209	CAMERAS	01/21/2022	01-55200-3400 OTHER PARKS OPERA	214.87	01/26/2022
Total VERIZON:						214.87	
VISION SERVICE PLAN							
1590	VISION SERVICE PLAN	300894240012	FEB 2022 VISION INS PREMIUM	01/21/2022	01-21596 EE DEDUCTIONS-VSP VISIO	532.67	01/26/2022
Total VISION SERVICE PLAN:						532.67	

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WAUKESHA COUNTY TECHNICAL COLLEGE							
2252	WAUKESHA COUNTY TECHNIC	52330207	MANAGING CRISIS COMMUNICATION	02/07/2022	01-52100-3350 LAW ENFORCE TRAINI	400.00	02/07/2022
Total WAUKESHA COUNTY TECHNICAL COLLEGE:						400.00	
WE ENERGIES							
721	WE ENERGIES	070120356201	bldg ogc	01/21/2022	01-53510-2200 AIRPORT UTIL-GAS	57.20	01/26/2022
721	WE ENERGIES	070140417601	public works	01/21/2022	01-53311-2200 HWY/ST MAINT UTIL-G	1,258.13	01/26/2022
721	WE ENERGIES	070140417612	publice works	01/21/2022	01-53311-2200 HWY/ST MAINT UTIL-G	423.54	01/26/2022
721	WE ENERGIES	070734994101	FIRE STATION	01/21/2022	01-52200-2200 FIRE PROTECTION UT	660.74	01/26/2022
721	WE ENERGIES	071412359401	CITY HALL	01/21/2022	01-51600-2200 GENERAL BLDGS UTIL	1,652.83	01/26/2022
721	WE ENERGIES	071422961601	romah rec dept	01/21/2022	01-55402-2200 AQUATIC CENTER UTI	11.00	01/26/2022
721	WE ENERGIES	071580720201	AMBULANCE	01/21/2022	03-52300-2200 AMBULANCE UTIL-GA	249.28	01/26/2022
721	WE ENERGIES	071812812601	city shop	01/21/2022	01-53311-2200 HWY/ST MAINT UTIL-G	1,236.55	01/26/2022
721	WE ENERGIES	107065152420	kiosk	01/21/2022	01-55200-2200 OTHER PARKS UTIL-G	11.00	01/26/2022
721	WE ENERGIES	708538032012	public LIBRARY	01/21/2022	10-55110-2200 LIBRARY UTIL-GAS	500.34	01/26/2022
Total WE ENERGIES:						6,060.61	
WI DEPT OF JUSTICE-TIME							
739	WI DEPT OF JUSTICE-TIME	455TIME-0000	TIME ACCESS COURT	02/07/2022	01-51200-2900 JUDICIAL SERV CONT	375.00	02/07/2022
739	WI DEPT OF JUSTICE-TIME	455TIME-0000	TIME ACCESS OFFICER SUPPORT	02/07/2022	01-52100-2900 LAW ENFORCE SERV	447.75	02/07/2022
Total WI DEPT OF JUSTICE-TIME:						822.75	
WI SCTF							
749	WI SCTF	01.28.2022	CHILD SUPPORT WITHHOLDINGS 012	01/28/2022	01-21590 OTHER EMPLOYEE DEDUC	848.08	01/28/2022
Total WI SCTF:						848.08	
WI SCTF-R&D FEE							
1205	WI SCTF-R&D FEE	552001	CHILD SUPPORT 20221	01/21/2022	01-21590 OTHER EMPLOYEE DEDUC	848.08	01/26/2022
Total WI SCTF-R&D FEE:						848.08	
WINTER EQUIPMENT COMPANY							
1800	WINTER EQUIPMENT COMPAN	IV50404	JOMA PERFORMANCE PACK 11 FT	02/07/2022	01-53311-3402 HWY/ST MAINT OP SU	3,419.00	02/07/2022
Total WINTER EQUIPMENT COMPANY:						3,419.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
ZIMMERMAN, ZACHARY							
2253	ZIMMERMAN, ZACHARY	18520207	PROPERTY TAX OVERPAYMENT	02/07/2022	01-24412 TAX REFUND OVER PAY	151.69	02/07/2022
Total ZIMMERMAN, ZACHARY:						151.69	
Grand Totals:						83,300.39	

Dated: _____

Mayor: _____ Murray, Mike

City Council: _____ Glynn, John

_____ Pater, Nellie

_____ Peterson, Dean

_____ Kiefer, Lamont

_____ Gigous, Adam

_____ Koel, Mitchell

_____ Yarrington, Richard

_____ Zabinski, Shawn

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ADLER, MARK							
1651	ADLER, MARK	50313	Inducer motor	02/17/2022	01-55401-3500 RECREATION PARK R	478.00	
1651	ADLER, MARK	50314	Cleanded and serviced rooftop	02/17/2022	01-55401-3500 RECREATION PARK R	95.00	
Total ADLER, MARK:						573.00	
BAUMGART, EMIL							
218	BAUMGART, EMIL	21120222	INSPECTION PROF SERVICES	02/17/2022	01-23031 COMMERCIAL ELECTRICAL	300.00	
218	BAUMGART, EMIL	21120222	INSPECTION PROF SERVICES	02/17/2022	01-52400-2100 INSPECTION PROF SE	500.00	
Total BAUMGART, EMIL:						800.00	
BOUND TREE MEDICAL LLC							
96	BOUND TREE MEDICAL LLC	84375990	SPLINT TRACTION OPTIMUM	02/17/2022	03-52300-3400 AMBULANCE OPERATI	183.98	
Total BOUND TREE MEDICAL LLC:						183.98	
DISTRICT 2 INC							
201	DISTRICT 2 INC	34656	KUSSMAUL AUTO EJECT	02/17/2022	01-52200-3500 FIRE PROTECTION RE	280.21	
Total DISTRICT 2 INC:						280.21	
ESO SOLUTIONS INC							
249	ESO SOLUTIONS INC	ESO-71979	CLOUD HOSTED SOLUTION FOR FIRE	02/17/2022	01-52200-2900 FIRE PROTECTION SE	2,226.83	
Total ESO SOLUTIONS INC:						2,226.83	
EVANS PRINT + MEDIA GROUP							
225	EVANS PRINT + MEDIA GROUP	76719	PUBLICATIONS	02/17/2022	01-56900-3200 OTH CONSV & DEV PU	140.14	
225	EVANS PRINT + MEDIA GROUP	76720	PUBLICATIONS	02/17/2022	01-51100-3200 LEGISLATIVE PUB & S	591.30	
Total EVANS PRINT + MEDIA GROUP:						731.44	
FOLLETT SCHOOL SOLUTIONS INC							
261	FOLLETT SCHOOL SOLUTIONS	1462176	ONLINE SERVICE/SUPPORT RENEWA	02/17/2022	10-57610-8350 LIB OUTLAY COMPUTE	753.49	
Total FOLLETT SCHOOL SOLUTIONS INC:						753.49	
MILDE APPRAISAL SERVICE LLC							
437	MILDE APPRAISAL SERVICE LL	2112022022	ASSESSOR PROF MONTHLY SERVICE	02/17/2022	01-51530-2100 ASSESSOR PROF SER	3,400.00	

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Total MILDE APPRAISAL SERVICE LLC:						3,400.00	
MINUTEMAN PRESS OF TOMAH							
441	MINUTEMAN PRESS OF TOMAH	29010	WINDOW EVELOPES	02/17/2022	01-51530-2100 ASSESSOR PROF SER	250.20	
Total MINUTEMAN PRESS OF TOMAH:						250.20	
MLJ LAWN MOWING & SNOW REMOVAL LLC							
443	MLJ LAWN MOWING & SNOW R	1598	SNOW REMMOVAL 428 JUNEAU	02/17/2022	01-53640-2900 NUISANCE SERV CON	90.00	
443	MLJ LAWN MOWING & SNOW R	1634	SNOW REMOVAL 919 BUTTS AVE	02/17/2022	01-53640-2900 NUISANCE SERV CON	90.00	
443	MLJ LAWN MOWING & SNOW R	1772	SNOW REMMOVAL HWY 21 OVERPAS	02/17/2022	01-53432-2900 SIDEWALK MAINT SER	300.00	
443	MLJ LAWN MOWING & SNOW R	1786	SNOW REMOVAL 428 JUNEAU	02/17/2022	01-53640-2900 NUISANCE SERV CON	90.00	
Total MLJ LAWN MOWING & SNOW REMOVAL LLC:						570.00	
MONROE TRUCK EQUIPMENT INC							
462	MONROE TRUCK EQUIPMENT I	55370	SNOW BULLY	02/17/2022	01-53311-3402 HWY/ST MAINT OP SU	7,496.00	
Total MONROE TRUCK EQUIPMENT INC:						7,496.00	
MORRIES TOMAH C F, LLC							
2078	MORRIES TOMAH C F, LLC	45579	VEHICLE INSPECTION	02/17/2022	01-52100-3500 LAW ENFORCE REPAI	217.98	
Total MORRIES TOMAH C F, LLC:						217.98	
MUNICODE							
2186	MUNICODE	00369229	MUNICODE MEETING SUBSCRIPTION	02/17/2022	19-43300 ARPA - Federal Grants - Other	5,350.00	
2186	MUNICODE	00369229	MUNICODE MEETING SUBSCRIPTION	02/17/2022	01-51450-2900 COMPUTER SERV CO	3,800.00	
Total MUNICODE:						9,150.00	
PENNY J. PRECOUR ATTORNEY AT LAW S.C.							
469	PENNY J. PRECOUR ATTORNE	21120222	MONTHLY LEGAL SERVICES	02/17/2022	01-51300-2100 LEGAL PROF SERVICE	2,700.00	
Total PENNY J. PRECOUR ATTORNEY AT LAW S.C.:						2,700.00	
SUPERIOR AUTOMOTIVE							
1597	SUPERIOR AUTOMOTIVE	235229	ENGINE OIL AND FILER	02/17/2022	01-52100-3500 LAW ENFORCE REPAI	41.54	
1597	SUPERIOR AUTOMOTIVE	28278	ENGINE OIL AND FILER	02/17/2022	01-52100-3500 LAW ENFORCE REPAI	94.71	

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Total SUPERIOR AUTOMOTIVE:						136.25	
THE TROPHY PLACE INC							
623	THE TROPHY PLACE INC	3255	RESIN GLASS	02/17/2022	01-52200-3400 FIRE PROTECTION OP	134.00	
Total THE TROPHY PLACE INC:						134.00	
TOMAH CASH STORE							
639	TOMAH CASH STORE	69837	SAFETY TO BOOTS RED WING	02/17/2022	01-53311-3409 HWY/ST MAINT OP SU	166.99	
639	TOMAH CASH STORE	69838	SAFETY TO BOOTS RED WING	02/17/2022	01-53311-3409 HWY/ST MAINT OP SU	200.00	
Total TOMAH CASH STORE:						366.99	
WESTERN TECHNICAL COLLEGE							
728	WESTERN TECHNICAL COLLEG	IN11343	BOOKS AND TUITION	02/17/2022	03-52300-3350 AMBULANCE TRAININ	1,100.15	
Total WESTERN TECHNICAL COLLEGE:						1,100.15	
WINDING RIVERS LIBRARY SYSTEM							
757	WINDING RIVERS LIBRARY SYS	318	EBOOK BUING POOL	02/17/2022	10-55110-3440 LIBRARY E-BOOKS	4,638.00	
757	WINDING RIVERS LIBRARY SYS	4208	MOVIE LICENSING	02/17/2022	10-55110-3100 LIBRARY OFFICE SUP	251.44	
Total WINDING RIVERS LIBRARY SYSTEM:						4,889.44	
ZOLL MEDICAL CORPORATION							
783	ZOLL MEDICAL CORPORATION	3435507	CABLE V LEAD ECG	02/17/2022	03-52300-3400 AMBULANCE OPERATI	268.64	
783	ZOLL MEDICAL CORPORATION	3436162	UPGRADE IBP TEMP SER	02/17/2022	03-52300-3400 AMBULANCE OPERATI	4,218.75	
783	ZOLL MEDICAL CORPORATION	3438610	SUPPLIES	02/17/2022	03-52300-3400 AMBULANCE OPERATI	974.58	
Total ZOLL MEDICAL CORPORATION:						5,461.97	
Grand Totals:						41,421.93	

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

Mayor: _____ Murray, Mike

City Council: _____ Glynn, John

Pater, Nellie

Peterson, Dean

Kiefer, Lamont

Gigous, Adam

Koel, Mitchell

Yarrington, Richard

Zabinski, Shawn

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Discussion on Committee of the Whole, purpose, and agenda items

Summary and Background Information:

The Committee of the Whole was created to replace multiple committees, including Audit, Budget and Finance Committee, Claims Accounts and Licenses, and Ordinance and Resolution Committee. The Committee of the Whole agenda currently covers all agenda items that are on the Council meeting the following night. The recommendation is to remove those agenda items from the Committee of the Whole agenda that have already been vetted by another committee and are ready for submission to Council. The current ordinance for the Committee of the Whole is attached.

Fiscal Note:

N/A

Recommendation:

Recommend electing to cover agenda items already vetted through the committee level at the Council only, leaving longer discussion time at the Committee of the Whole for topics relevant to finance, ordinances, resolutions, licensing, personnel matters, and committee appointments. Removal of items that have already been vetted and recommended by another committee can save time and streamline the process.

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 and February 15, 2022

Becki Weyer 02/08/2022

Sec. 2-32. Committee of the whole.

- (a) *Established; purpose.* There is established the committee of the whole, that shall be advisory to the mayor and common council to assist in the performance of their duties to the city. It shall serve as a venue to thoroughly investigate and debate issues involving city operations.
- (b) *Membership.* The committee shall consist of the members of the common council.
- (c) *Meetings; quorum.* Meetings shall be held at least once each month. The president of the common council shall be the presiding officer of the committee. Five members shall constitute a quorum and all actions shall require an affirmative approval of a majority of all of the members.

(Code 1993, § 2.04(1)—(3))

Sec. 2-33. Powers and duties of the committee.

The committee of the whole shall have the following powers and duties:

- (1) To consider and prepare proposed annual budget of the city;
- (2) To review and recommend the transfer of appropriations to the city council;
- (3) To consider personnel issues, including but not limited to employment, compensation, job descriptions, conditions of employment, promotion, discipline, training, union negotiations and insurance;
- (4) To review proposed contracts for the purchase of goods or services necessary in the operation and management of the city;
- (5) To approve and audit all bills, investments and cash reports;
- (6) To consider all delinquent bills and taxes owed to the city;
- (7) To certify any and all claims against the city;
- (8) To review all applications to the city for licenses and permits;
- (9) To discuss and review any and all proposed ordinances or resolutions and make recommendations to the city council regarding their necessity and appropriateness;
- (10) To review service priorities and capital budget priorities of each city department;
- (11) To serve as a liaison between the community and the city on public safety issues;
- (12) To review annually and make recommendations to the mayor and city council regarding the annual work plans and long-range goals of each city department;
- (13) To complete the evaluations of the department heads, including the chiefs of the police and fire departments, in cooperation with the city administrator;
- (14) To review issues that may arise from time to time involving telecommunications, specifically including cable television; and
- (15) To review any other miscellaneous business that may come before the city from time to time and recommend a course of action to the city council.

(Code 1993, § 2.04(4))

State law reference(s)—Power of common council, Wis. Stats. § 62.11.

Ordinance No.

ORDINANCE REPEALING DIVISION 3 OF ARTICLE VII OF THE MUNICIPAL CODE
OF THE CITY OF TOMAH

The Common Council of the City of Tomah, based upon the recent entry of the Tourism Entity Agreement with the Greater Tomah Area Chamber of Commerce, do ordain as follows:

SECTION ONE: Division 3 of Article VII, Convention and Visitors Bureau, of the Municipal Code is hereby repealed.

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

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, Clerk

READ:

PASSED:

PUBLISHED:

PUBLIC TRANSIT LEASE AGREEMENT

Between
City of Tomah
and
Running Inc

This Agreement specifies terms under which City of Tomah hereinafter referred to as Lessor, leases one or more vehicles to Running Inc, hereinafter referred to as Lessee. This lease is effected by virtue of Lessor's public transit service operating contract with Lessee.

"Department" herein means the Wisconsin Department of Transportation. "Leased vehicle" herein means a vehicle covered by this lease.

SECTION 1. TERM

Lessor hereby leases the following vehicle(s) to Lessee starting on January 1, 2022, and ending exactly one year later, or on the end date of the Lessor's current public transit service contract with the Lessee, whichever comes first.

SECTION 2. VEHICLE INFORMATION

Vehicle Identification Number (VIN)	Model Year	Vehicle/Chassis Make and Model	Body Make and Model (cutaways and ADA minivans only)	Vehicle Type (e.g., minivan, medium bus)	Primary Funding Source
2C4RDGBG9LR184881	2020	Dodge Grand Caravan	Braun ADA	Minivan	5339
2C4RDGBG0LR184882	2020	Dodge Grand Caravan	Braun ADA	Minivan	5339
2C4RDGBG8KR704499	2019	Dodge Grand Caravan	Braun ADA	Minivan	5311
2C7WDGBG5HR648584	2017	Dodge Grand Caravan	Braun ADA	Minivan	5311
2C7WDGBG9GR386602	2016	Dodge Grand Caravan	Braun ADA	Minivan	5311

SECTION 3. EXECUTION OF LEASE

IN WITNESS WHEREOF this Agreement shall become effective upon its complete execution by Lessor and Lessee.

For City of Tomah

For Running Inc

Signature

Signature

Michael Murray
Mayor
February 16, 2022

Amanda Running
Administration
February 16, 2022

SECTION 4. CONDITIONS

This Agreement is one of leasing only, and the Lessee shall not acquire any right, title or interest to vehicle(s) leased other than that of Lessee. The Lessee acknowledges that the Lessor owns (subject to any Department liens) the vehicle(s) subject to this Agreement. Nothing herein shall affect Lessor's absolute ownership of any title or interest to said vehicle(s).

The Lessee shall lease and operate the vehicle(s) in accordance with the service characteristics described in the Lessor's operating assistance grant agreement with the Department.

Department approval is required for incidental use of the leased vehicle(s), and any such use must be compatible with the original purposes of the grant. The incidental use must not in any way interfere with the Lessor's continuing control over the use of the vehicle(s) or the Lessee's continued ability to carry out the service described in its shared ride taxi operating contract with Lessor.

The Lessee will comply with the terms, conditions and obligations included in the grant agreement executed between the Lessor and the Department so as not to impair the Lessor's relationship with the Department, nor cause Lessor to be in default of any agreement with the Department. Any breach of this Agreement shall be considered a default by the Lessee.

The Lessee agrees that it will not use or permit the use of the leased vehicle(s) in any negligent or improper manner, or in violation of any statute, law or ordinance, or so as to void any insurance or warranty covering the vehicle(s), or permit any vehicle(s) to become subject to any lien, charge or encumbrance which may affect the Lessor's title to the vehicle(s).

The Lessee shall not mortgage, pledge, sell, or otherwise encumber or dispose of the vehicle(s) provided under the terms and conditions of this Agreement.

Both parties agree to abide by the relevant rules and regulations provided by the Federal Transit Administration (FTA), specifically the most current FTA Master Agreement. The most recent version of the FTA Master Agreement is found at the FTA's website (<http://fta.dot.gov>).

Lessee agrees to review and comply with the annual FTA Certification and Assurances signed by the Lessor, the most recent version of which can be found at FTA's website (<http://fta.dot.gov>).

Both parties agree to abide by the relevant rules and regulations provided by the Department, (including those of the Division of Motor Vehicles), and regulating authorities in any State or County in which the vehicle(s) are operated under the terms and conditions of this Agreement.

SECTION 5. REPRESENTATION AND WARRANTIES

In consideration of the Lessor entering into this Agreement, the Lessee represents and warrants:

- A. The Lessee is in good standing under the laws of the State of Wisconsin and has the power and authority to carry on its business as now conducted; to own, lease and operate its property and assets; and to execute this Agreement and any other agreements and instruments referred to in this Agreement.
- B. The Lessee has and will continue to have during the term of this Agreement, all necessary licenses, certifications, or other documents required by any federal, state or local governmental

agency, which authorize or empower the services to be performed by the Lessee.

SECTION 6. REGISTRATION

The leased vehicle(s) shall bear the proper license plate(s) in accordance with the governing grant. The title to such vehicle(s) is to be registered in the name of the Lessor, subject to the lien rights of the Department. All annual registration, license fees, and safety inspection costs shall be paid by the Lessor.

The Lessor will maintain ownership of the vehicle(s) obtained through the grant program. The Lessor shall have full authority to exercise its responsibilities as owner of the vehicle(s) provided under the terms and conditions of this lease.

SECTION 7. INSURANCE

Insurance levels, categories and premium payments for all leased vehicles shall be the responsibility of the Lessee.

Insurance shall include such coverage as required by the grant agreement between the Lessor and the Department, and shall meet the requirements of applicable local, state and federal laws. The Lessor must be named as the payee for all payments relating to vehicle damage or loss.

The insurance shall be primary, and not excessive or contributory, with respect to any accident involving such vehicle(s), and shall at minimum afford the following coverage:

- | | |
|--|-------------|
| A. Bodily injury liability, each person: | \$100,000 |
| B. Bodily injury liability, each accident: | \$1,000,000 |
| C. Property damage liability, each accident: | \$100,000 |
| D. General liability, bodily injury and property damage: | \$1,000,000 |

The Lessee shall bear all risks of damage or loss of the leased vehicle(s), or any portion of damage or loss not covered by insurance. All replacements, repairs, or substitutions of leased vehicle parts or equipment shall be at the cost and expense of the Lessee and shall be accessions to the vehicle(s).

SECTION 8. VEHICLE MAINTENANCE

The Lessee shall, at all times and at Lessee's expense, maintain the leased vehicle(s) in working order and at a high level of cleanliness, safety, and mechanical soundness. The Lessee shall take all reasonable efforts to insure against theft and vandalism. The Lessee agrees to return each leased vehicle in the condition in which it was received, except for reasonable wear and tear.

The Lessee agrees to adhere to all provisions of the Lessor's vehicle maintenance plan on file with the Department, and to any changes or addendums made to the plan.

The Lessee shall be responsible for scheduling, completing and documenting all preventative maintenance. All such maintenance shall be consistent with manufacturer specifications, the Lessor's vehicle maintenance plan, and Department guidelines. The Lessee shall be responsible for ensuring the completion of, and payment for, all necessary repairs.

SECTION 9. VEHICLE OPERATION

The Lessee shall ensure that only properly trained and licensed drivers operate the leased vehicle(s). The Lessee shall provide the Lessor with the names of all individuals whom it authorizes to operate the vehicle(s), and shall provide the name of each before said individual may operate the vehicle(s).

The leased vehicle(s) shall not be used in violation of any federal, state or municipal statutes, laws, ordinances, rules or regulations. The Lessee shall not use any leased vehicle, nor allow any such vehicle to be used, for any unlawful purpose or for the transportation of any property or material deemed hazardous. Respirators, concentrators, or portable oxygen used by individuals are not considered hazardous materials.

The Lessee shall operate the leased vehicle(s) only on designated roads, and shall not subject the vehicle(s) to use under such road conditions as may result in damage to the vehicle(s).

SECTION 10. CIVIL RIGHTS

The Lessee shall comply with all federal statutes relating to nondiscrimination that apply, including, but not limited to:

- A. The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. 2000d;
- B. The prohibitions against discrimination on the basis of sex, as provided in: (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and (b) U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25;
- C. The prohibitions against discrimination on the basis of age in federally funded programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107;
- D. The prohibitions against discrimination on the basis of disability in federally funded programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; and
- E. The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*

The Lessee agrees to comply with all terms of the Lessor’s approved Title VI Plan and of any changes or addenda thereupon. The Lessee is responsible for proper posting of a valid Title VI public notice in each leased vehicle at all times.

SECTION 11. ADDITIONAL FEES

The Lessee shall pay any and all storage charges, parking fees, and fines which are levied against Lessee as a result of the improper acts of Lessee or its employees.

The Lessee shall pay any fees (including vehicle registration and inspection fees) and/or taxes which may be imposed with respect to the leased vehicle(s) by any duly constituted governmental authority as the result of Lessee’s use or intended use of the vehicle(s).

SECTION 12. AUDITS, INSPECTIONS, AND REPORTING

The Lessee shall be responsible for providing any and all data pertaining to services provided using the leased vehicle(s) as requested upon reasonable notice by the Lessor. The data required may include, but is not limited to, vehicle maintenance records, trip logs, and ridership data.

The Lessee agrees to complete all reports and documents required by the Lessor and/or the Department in a timely fashion. Such reports will be sent to the Lessee on or before specified deadlines.

The Lessor, Department or FTA, or any designee thereof, may at any time audit and/or inspect the leased vehicle(s) and attendant records for compliance with the provisions of this Agreement. The Lessee agrees to comply with all requests to make equipment available as requested by the aforementioned parties for completion of audits.

The Lessee agrees to preserve for a period of five (5) years after the termination of the Agreement, all reports, insurance policies, trip sheets, and other data pertaining to compliance with any and all terms of the Agreement.

The Lessee is responsible to arrange for and obtain inspections of motor buses and human service vehicles leased under this Agreement as required by federal and state law. In all such cases, Lessee shall send a copy of the inspection report to the Lessor.

SECTION 13. LIABILITY

The Lessee agrees to hold harmless the Lessor and the State of Wisconsin from any and all claims, losses, causes of action, and expense, for whatever reason, including legal expenses and reasonable attorney fees, arising from the use, maintenance, and operations of the vehicle(s) leased under this Agreement.

SECTION 14. LEASE MANAGEMENT

The overall supervision and monitoring of compliance with lease specifications shall be the responsibility of the Lessee. The Lessee will address and resolve concerns or questions regarding this Agreement or operation of the leased vehicles with the Lessor.

This Agreement or any part thereof may be renegotiated in circumstances where changes are required by federal law or regulations, state law or regulations, court orders or actions, or when the parties agree that a new lease would better meet their needs than existing terms and conditions of this lease.

Any revisions to this lease must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party and approved by the Department.

SECTION 15. TERMINATION

If so directed by the Department or other state agency, the Lessee must return the leased vehicle(s) within five (5) days of notice to the Lessor, and at such time, lease provisions are terminated. Otherwise, the Lessor may terminate this Agreement by giving thirty (30) days written notice, at which time the Agreement is terminated.

Immediately upon termination, the Lessee agrees to turn over all maintenance records and histories to the Lessor at no additional cost to the Lessor.

Failure to comply with any provisions of this Agreement by any party shall be considered due cause for termination of the lease.

SECTION 16. SUBLEASE RESTRICTIONS

Subleasing or renting the leased vehicle(s) is prohibited.

SECTION 17. ADDITIONAL CONDITIONS

No smoking is allowed in City owned vehicles.

**CITY OF TOMAH PLAN COMMISSION
STAFF COMMITTEE PREPARATION REPORT
February 14th, 2022**

Agenda Item: Plan Commission recommendation for proposed amendment of the City of Tomah Comprehensive Plan specific to the Future Land Use Map for City owned property located on North Glendale Ave. to accommodate the development of the City of Tomah EMS building.

Summary and background information: Amendment of the City of Tomah Comprehensive Plan specific to the Future Land Use Map for City owned property located on North Glendale Ave. to accommodate the development of the City of Tomah EMS building. The proposed location of the new City of Tomah EMS building is on City owned property currently occupied by Parks & Recreation baseball/softball field and several accessory structures. The current property's zoning is C1-Conservancy, and identified as Park & Open Space on the Future Land Use Map. Therefore, to be consistent with the City of Tomah Comprehensive Plan the Plan Commission recommends amending the Future Land Use Map to identify the subject parcel as Public & Institutional to accommodate a zoning amendment to I-Institutional.

Comprehensive Plan Future Land Use Categories:

Public & Institutional

Public & Institutional (PBI) areas are intended for churches, schools, cemeteries, art and cultural facilities, local government facilities and other parcels that are owned by a public or quasi-public entity. Park and recreational uses are sometimes a secondary use on these sites.

Suitable Zoning Districts:

Areas identified as Public and Institutional are regulated by the City of Tomah Zoning Code. These uses are permitted in most all zoning districts as a conditional use. Generally acceptable zoning districts within PBI areas also includes the Institutional (I) District.

Recommendation: The Plan Commission recommend amending the City of Tomah Future Land Use Map from "Park & Open Space" to Public & Institutional.

Shane Rolff

Zoning Administrator

2/1/2022

Date

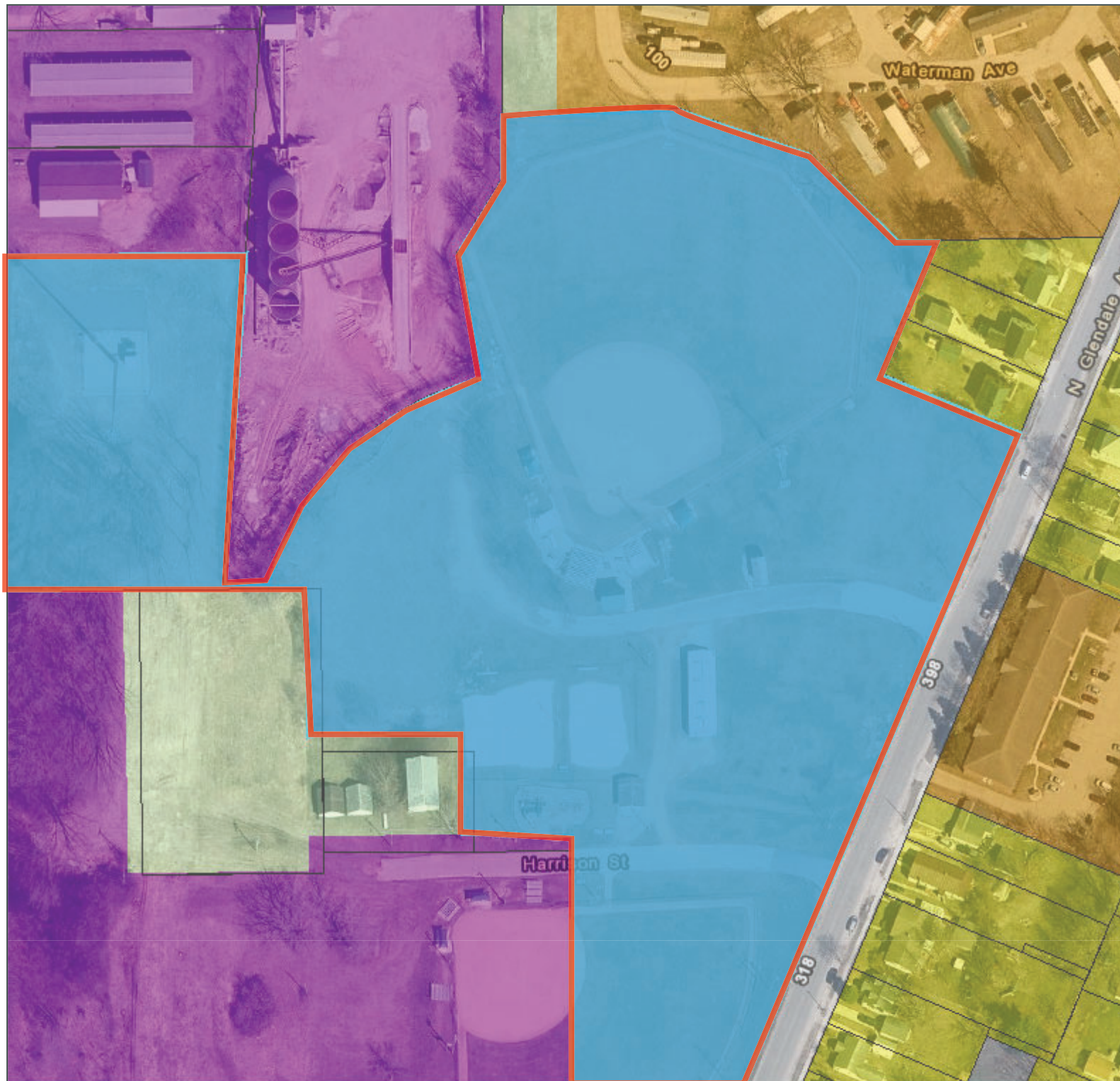
Proposed FLU Amendment

Tomah, WI

 Parcel Boundaries

Future Land Use

-  Medium Density Residential
-  High Density Residential
-  Industrial
-  Park and Open Space
-  Transportation
-  Public and Institutional








Data Sources:
Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS,
USDA, USGS, AeroGRID, IGN, and the GIS User Community
Esri, HERE, Garmin, (c) OpenStreetMap contributors

Existing Map

Tomah, WI

 Parcel Boundaries

Future Land Use

-  Medium Density Residential
-  High Density Residential
-  Industrial
-  Park and Open Space
-  Transportation



Data Sources:
 Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS,
 USDA, USGS, AeroGRID, IGN, and the GIS User Community
 Esri, HERE, Garmin, (c) OpenStreetMap contributors

ORDINANCE NO. _____

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

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

SECTION ONE: Paragraph 13 of Section 2-33. – Powers and duties of the committee is hereby amended to read the following:

(13) To develop and implement a process of effectively evaluating the performance of all city employees, in cooperation with the Senior Executive Team, in a manner that is not inconsistent with state law, this Code, and the ordinances of the City.

SECTION TWO: Section 2-64. – City attorney is hereby amended to read as follows:

Section 2-64. – City Attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council and shall serve a one-year term commencing on the third Tuesday in April in the year of election. He/She shall serve until his/her successor is appointed and qualified.
- (2) *Defense of city officers or employees.* The city attorney's office and/or its designee shall be authorized to defend actions brought against any officer or employee of the City of Tomah, or of any board, committee or commission of the city, which grew out of any acts done in the course of employment, or out of any alleged breach of duty as an officer or employee. This authorization shall neither apply to any such actions which are brought to determine the right of such officer or employee to hold or retain that person's office or position, nor to actions brought by the city against any such officer or employee. Any such representation commenced pursuant to this authorization shall first be approved by the mayor and/or Senior Executive Team.

SECTION THREE: Section 2-65. –City Administrator is hereby amended to read as follows:
2-65 Senior Executive Team.

(a) Team established; purpose. To provide the city with a more efficient, effective and responsible government under a government system of a parttime mayor and council, there is hereby created the Senior Executive Team.

(b) Composition. The Senior Executive Team shall be comprised of the Public Works Director, City Clerk, City Treasurer, and the Zoning Administrator/Building Inspector. The Senior Executive Team shall appoint a chairperson to a two-year term beginning on January 1, 2023. Until January 1, 2023, the Public Works Director shall serve as chairperson.

(c) Powers and duties. The powers and duties of the Senior Executive Team shall include, but not be limited to, the following:

(1) Recommend to the mayor and council to appoint, suspend, remove or discipline all department heads in a manner that is not inconsistent with state law, this Code, and the ordinances of the city;

(2) Carry out directives of the city council involving administrative implementation or direction and coordination of the various city departments;

(3) Direct, coordinate and expedite the activities of all city departments, except for the authority vested by the state law in certain boards and commissions;

(4) Administer all day-to-day operations and services provided by the city, including the supervision of all departments in the monitoring and enforcement of all city ordinances, resolutions, state statutes and council directives;

(5) Establish and implement administrative procedures to increase the effectiveness and efficiency of city government operations that are fully consistent with approved policies established by the city council;

(6) Represent the city in matters involving legislative and inter-governmental affairs as required;

(7) Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the city, its employees and its citizens;

(8) Promote economic well-being and growth of the city through public and private sector cooperation;

(9) Keep the mayor and council informed about activities of city departments through oral and written reports;

(10) Oversee city personnel issues, which shall include the development, implementation, interpretation and enforcement of all city personnel rules and regulations as approved by the council, including recommending revision of the personnel policy when necessary, recommending salary and wage scales for all city employees not covered by collective bargaining agreements, and directing and overseeing the process whereby personnel problems and grievances are promptly resolved;

(11) Participate in the negotiation of all collective bargaining agreements with city-recognized bargaining units in conjunction with the city attorney;

(12) Coordinate and supervise all negotiations with developers seeking annexation or rezoning;

(13) Develop and implement a process of effectively evaluating the performance of all city employees in a manner that is not inconsistent with state law, this Code, and the ordinances of the city

(14) Attend council meetings and other committee and commission meetings as directed by the mayor or council and as may be designated/assigned by the Senior Executive Team to ensure the efficient provision and exchange of information necessary to effectuate city administration and policy implementation;

(15) Direct and coordinate the preparation and administration of the annual city budget;

(16) Direct and oversee the city's purchasing policy;

(17) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and to act as the approving authority for requests by employees to attend conferences, meetings, training schools, and similar events, provided funds have been budgeted for these activities; and

(18) In coordination with the mayor and the clerk, cause to be prepared the agenda for all meetings of the council, together with the supporting material as may be required with nothing herein being so construed as to give the Senior Executive Team authority to limit or in any way prevent matters from being considered by the city council.

(19) Oversee and administer the Tax Incremental Finance (TIF) District within the City budget.

(20) Oversee the rental and upkeep of the Senior Center building complex in conjunction with the Senior Services Director.

(21) Oversee the City of Tomah Super Fund sites in conjunction with the City Attorney.

(22) The Senior Executive Team shall, individually and collectively, be responsible to oversee and hold the other Senior Executive Team members accountable for his/her job performance in the capacity of his/her regular employment position as well as a team member. Nothing herein shall be construed as to give the Senior Executive Team authority to limit or in any way prevent performance issues from being considered and/or acted upon by the city council.

SECTION FOUR: Section 2-68. Director of Public Works and Utilities is hereby amended to read as follows:

Section 2-68. Director of Public Works and Utilities.

The director of public works and utilities shall be selected by a panel consisting of the mayor, city council, Senior Executive Team member and chairperson of the committee of jurisdiction with appointment being at the discretion of the city council for an indefinite term.

SECTION FIVE: Section 2-457. –Meetings and quorum is hereby amended to read as follows:

Section 2-457. Meetings and quorum.

Meetings shall be held at the direction of the public works and utilities director, Senior Executive Team, or common council. Four members shall constitute a quorum and all actions shall require an affirmative approval of a majority of all of the members.

SECTION SIX: Section 2-515. –Composition is hereby amended to read as follows:

Sec. 2-515. Composition.

The joint city/school planning committee shall consist of two members of the common council, two members of the school board, chairperson of the Senior Executive Team, police chief, school superintendent and one school administrator.

SECTION SEVEN: Section 2-543. –Composition is hereby amended to read as follows:

Sec. 2-543. Composition.

The emergency management committee shall consist of the mayor, chairperson of the Senior Executive Team, chief of police, fire chief, director of public works and utilities, ambulance director, safety director for the VA Medical Center, safety director for Tomah Memorial Hospital, county civil defense director and the city attorney.

SECTION EIGHT: Sec. 2-770. Alternative procedure is hereby amended to read as follows:

Sec. 2-770. Alternative procedure.

Should it be deemed necessary that payments be made from the city treasury other than designated in section 2-769, the council may authorize that those payments may be made weekly only after the Senior Executive Team audits and approves each claim as a proper charge against the treasury and endorses its approval on the claim after having determined:

- (1) That funds are available pursuant to the budget approved by the governing body.
- (2) That the item or service covered by the claim has been duly authorized by the proper official, department head, board or commission.
- (3) That the item or service has been actually supplied or rendered in conformity with the authorization.
- (4) That the claim is just and valid pursuant to law. The Senior Executive Team may require the submission of the proof and evidence to support the foregoing as in that officer's discretion may be deemed necessary.

SECTION NINE: Sec. 2-772. Monthly list of claims is hereby amended to read as follows:

Sec. 2-772. Monthly list of claims.

A monthly list of all claims that are paid pursuant to this article shall be provided to the committee of the whole for approval. Said list shall show the date paid, name of claimant, purpose and amount. The monthly resolution submitted to the city council for approval that authorizes payment of bills shall include the total of payments made during that month that were authorized by the Senior Executive Team under this section.

SECTION TEN: Sec. 2-800. Departmental estimates is hereby amended to read as follows:

Sec. 2-800. Departmental estimates.

On or before October 1 of each year, each officer, department or board shall file with the Senior Executive Team an itemized statement of disbursements made to carry out the powers and duties of the officer or department during the preceding fiscal year, a detailed statement of the receipts and disbursements on account of any special fund under the supervision of the officer or department during the year and of the condition and management of the fund, and also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statement shall be presented in the form prescribed by the Senior Executive Team, shall be designated by the term "departmental estimates," and shall be as nearly uniform as possible for the main divisions of all departments.

SECTION ELEVEN: Sec. 2-801. Consideration and recommendation is hereby amended to read as follows:

Sec. 2-801. Consideration and recommendation.

The committee of the whole shall consider the departmental estimates in consultation with the Senior Executive Team and shall then determine the total amount to be recommended in the budget for the department or activity.

SECTION TWELVE: Sec. 2-802. Proposed budget is hereby amended to read as follows:

Sec. 2-802. Proposed budget.

If possible, on or before October 28 each year, the committee of the whole shall prepare and submit to the city council a proposed budget presenting a financial plan for conducting the affairs of the city for the ensuing calendar year. In lieu of a committee of the whole proposed budget, an executive budget prepared by the Senior Executive Team shall be presented to the council. The council shall provide a reasonable number of copies of the prepared budget for distribution to citizens.

SECTION THIRTEEN: Sec. 10-40. Records is hereby amended to read as follows:

Sec. 10-40. - Records.

The building inspector shall keep a record of all permits, fees and inspections and make an annual report thereon to the City Council.

SECTION FOURTEEN: Paragraph c of Sec. 42-2 is hereby amended to read as follows:

(c) *Approval by Senior Executive Team.* Upon verification by the city treasurer that the payment has not been returned for insufficient funds, but not later than five business days after depositing, the Senior Executive Team shall approve the vouchers as a proper charge against the city treasury and endorse his approval on the vouchers after having determined that the following conditions have been complied with:

(1) The funds are available to pay the claim, assuming the tax payment has cleared and has not been returned as is evidenced by the treasurer's notice.

(2) The common council has authorized the refund of excess tax payment as established by the adoption of this article.

(3) The refund is a valid claim and due in the amount noticed by the city treasurer as an excess payment of the tax bill.

(4) The bookkeeper will credit an account payable for the excess received and debit the account payable when the refund is paid back to the taxpayer.

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

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

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, Clerk

READ:

PASSED:

PUBLISHED:

ORDINANCE NO. _____

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

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

SECTION ONE: Paragraph 13 of Section 2-33. – Powers and duties of the committee is hereby amended to read the following:

(13) To ~~complete the evaluations of the department heads, including the chiefs of the police and fire departments,~~ develop and implement a process of effectively evaluating the performance of all city employees, ~~develop and implement a process of effectively evaluating the performance of all city employees,~~ in cooperation with the ~~city administrator~~ Senior Executive Team, in a manner that is not inconsistent with state law, this Code, and the ordinances of the City.

SECTION TWO: Section 2-64. – City attorney is hereby amended to read as follows:

Section 2-64. – City Attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council and shall serve a one-year term commencing on the third Tuesday in April in the year of election. He/She shall serve until his/her successor is appointed and qualified.
- (2) *Defense of city officers or employees.* The city attorney's office and/or its designee shall be authorized to defend actions brought against any officer or employee of the City of Tomah, or of any board, committee or commission of the city, which grew out of any acts done in the course of employment, or out of any alleged breach of duty as an officer or employee. This authorization shall neither apply to any such actions which are brought to determine the right of such officer or employee to hold or retain that person's office or position, nor to actions brought by the city against any such officer or employee. Any such representation commenced pursuant to this authorization shall first be approved by the mayor and/or ~~City Administrator~~ Senior Executive Team.

SECTION THREE: Section 2-65. –City Administrator is hereby amended to read as follows:

2-65 Senior Executive Team.

(a) ~~Office-Team~~ established; purpose. To provide the city with a more efficient, effective and responsible government under a government system of a parttime mayor and council, there is hereby created the ~~office of city administrator~~ Senior Executive Team.

(b) ~~Appointment; term~~ Composition. ~~The city council shall appoint the city administrator who shall hold office for an indefinite term, subject to suspension or removal for cause by the council. The Senior Executive Team shall be comprised of the Public Works Director, City Clerk, City Treasurer, and the Zoning Administrator/Building Inspector. The Senior Executive~~

Team shall appoint a chairperson to a two-year term beginning on January 1, 2023. Until January 1, 2023, the Public Works Director shall serve as chairperson.

(c) Powers and duties. The ~~city administrator shall have the authority and duty formerly exercised by the city comptroller, which office has been abolished. Specifically, the~~ powers and duties of the ~~city administrator~~Senior Executive Team shall include, but not be limited to, the following. ~~The city administrator shall:~~

(1) Recommend to the mayor and council to appoint, suspend, remove or discipline all department heads in a manner that is not inconsistent with state law, this Code, and the ordinances of the city;

(2) Carry out directives of the city council involving administrative implementation or direction and coordination of the various city departments;

(3) Direct, coordinate and expedite the activities of all city departments, except for the authority vested by the state law in certain boards and commissions;

(4) ~~Have responsibility for the administration of~~Administer all day-to-day operations and services provided by the city, including the supervision of all departments in the monitoring and enforcement of all city ordinances, resolutions, state statutes and council directives;

(5) ~~Have responsibility for establishing and implementing~~Establish and implement administrative procedures to increase the effectiveness and efficiency of city government operations that are fully consistent with approved policies established by the city council;

(6) Represent the city in matters involving legislative and inter-governmental affairs as required;

(7) Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the city, its employees and its citizens;

(8) Promote economic well-being and growth of the city through public and private sector cooperation;

(9) Keep the mayor and council informed about activities of city departments through oral and written reports;

(10) ~~Serve as~~Oversee city personnel ~~officer~~issues, which shall include the development, implementation, interpretation and enforcement of all city personnel rules and regulations as approved by the council, including recommending revision of the personnel policy when necessary, recommending salary and wage scales for all city employees not covered by collective bargaining agreements, and directing and overseeing the process whereby personnel problems and grievances are promptly resolved;

(11) ~~Be a member of the city management negotiation team that is responsible for the~~Participate in the negotiation of all collective bargaining agreements with city-recognized bargaining units in conjunction with the city attorney;

(12) Coordinate and supervise all negotiations with developers seeking annexation or rezoning;

(13) ~~Be an ex-officio member of the planning commission;~~ Develop and implement a process of effectively evaluating the performance of all city employees in a manner that is not inconsistent with state law, this Code, and the ordinances of the city

(14) Attend ~~all~~ council meetings and ~~all~~ other committee and commission meetings as directed by the mayor or council and as may be designated/assigned by the Senior Executive Team to ensure the efficient provision and exchange of information necessary to effectuate city administration and policy implementation;

(15) Direct and coordinate the preparation and administration of the annual city budget ~~and administer same;~~

(16) Direct and oversee the city's purchasing policy;

(17) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and to act as the approving authority for requests by employees to attend conferences, meetings, training schools, and similar events, provided funds have been budgeted for these activities; and

(18) In coordination with the mayor and the clerk, cause to be prepared the agenda for all meetings of the council, together with the supporting material as may be required with nothing herein being so construed as to give the ~~administrator~~ Senior Executive Team authority to limit or in any way prevent matters from being considered by the city council.

(19) Oversee and administer the Tax Incremental Finance (TIF) District within the City budget.

(20) Oversee the rental and upkeep of the Senior Center building complex in conjunction with the Senior Services Director.

(21) Oversee the City of Tomah Super Fund sites in conjunction with the City Attorney.

(22) The Senior Executive Team shall, individually and collectively, be responsible to oversee and hold the other Senior Executive Team members accountable for his/her job performance in the capacity of his/her regular employment position as well as a team member. Nothing herein shall be construed as to give the Senior Executive Team authority to limit or in any way prevent performance issues from being considered and/or acted upon by the city council.

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Section 2-68. –Director of Public Works and Utilities.

The director of public works and utilities shall be selected by a panel consisting of the mayor, city council, ~~city administrator~~Senior Executive Team member and chairperson of the committee of jurisdiction with appointment being at the discretion of the city council for an indefinite term.

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Section 2-457. –Meetings and quorum.

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Sec. 2-770. Alternative procedure.

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- (1) That funds are available pursuant to the budget approved by the governing body.

- (2) That the item or service covered by the claim has been duly authorized by the proper official, department head, board or commission.
- (3) That the item or service has been actually supplied or rendered in conformity with the authorization.
- (4) That the claim is just and valid pursuant to law. The ~~city administrator~~ **Senior Executive Team** may require the submission of the proof and evidence to support the foregoing as in that officer's discretion may be deemed necessary.

SECTION NINE: Sec. 2-772. Monthly list of claims is hereby amended to read as follows:

Sec. 2-772. Monthly list of claims.

A monthly list of all claims that are paid pursuant to this article shall be provided to the committee of the whole for approval. Said list shall show the date paid, name of claimant, purpose and amount. The monthly resolution submitted to the city council for approval that authorizes payment of bills shall include the total of payments made during that month that were authorized by the ~~city administrator~~ **Senior Executive Team** under this section.

SECTION TEN: Sec. 2-800. Departmental estimates is hereby amended to read as follows:

Sec. 2-800. Departmental estimates.

On or before October 1 of each year, each officer, department or board shall file with the ~~city administrator~~ **Senior Executive Team** an itemized statement of disbursements made to carry out the powers and duties of the officer or department during the preceding fiscal year, a detailed statement of the receipts and disbursements on account of any special fund under the supervision of the officer or department during the year and of the condition and management of the fund, and also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statement shall be presented in the form prescribed by the ~~city administrator~~ **Senior Executive Team**, shall be designated by the term "departmental estimates," and shall be as nearly uniform as possible for the main divisions of all departments.

SECTION ELEVEN: Sec. 2-801. Consideration and recommendation is hereby amended to read as follows:

Sec. 2-801. Consideration and recommendation.

The committee of the whole shall consider the departmental estimates in consultation with the ~~city administrator~~ **Senior Executive Team** and shall then determine the total amount to be recommended in the budget for the department or activity.

SECTION TWELVE: Sec. 2-802. Proposed budget is hereby amended to read as follows:

Sec. 2-802. Proposed budget.

If possible, on or before October 28 each year, the committee of the whole shall prepare and submit to the city council a proposed budget presenting a financial plan for conducting the affairs of the city for the ensuing calendar year. In lieu of a committee of the whole proposed budget, an executive budget prepared by the ~~city administrator~~ **Senior Executive Team** shall be presented to the council. The council shall provide a reasonable number of copies of the prepared budget for distribution to citizens.

SECTION THIRTEEN: Sec. 10-40. Records is hereby amended to read as follows:

Sec. 10-40. - Records.

The building inspector shall keep a record of all permits, fees and inspections and make an annual report thereon to the ~~city administrator~~ **City Council**.

SECTION FOURTEEN: Paragraph c of Sec. 42-2 is hereby amended to read as follows:

(c) *Approval by* ~~city administrator~~ **Senior Executive Team**. Upon verification by the city treasurer that the payment has not been returned for insufficient funds, but not later than five business days after depositing, the ~~city administrator~~ **Senior Executive Team** shall approve the vouchers as a proper charge against the city treasury and endorse his approval on the vouchers after having determined that the following conditions have been complied with:

(1) The funds are available to pay the claim, assuming the tax payment has cleared and has not been returned as is evidenced by the treasurer's notice.

(2) The common council has authorized the refund of excess tax payment as established by the adoption of this article.

(3) The refund is a valid claim and due in the amount noticed by the city treasurer as an excess payment of the tax bill.

(4) The bookkeeper will credit an account payable for the excess received and debit the account payable when the refund is paid back to the taxpayer.

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

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

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, Clerk

READ:

PASSED:

PUBLISHED:

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Revision of Public Works Director Job Description

Summary and Background Information:

(Appropriate Documentation Attached)

With the implementation of the Senior Executive Team, the Public Works Director job description needs to be updated to include adding the position being a member of the Senior Executive Team and changing the supervisor to Mayor and Council.

Fiscal Note:

N/A

Recommendation:

It is recommended that the Committee of the Whole and Common Council approve the recommended changes to the Public Works Director job description.

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 and February 15, 2022

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: Director of Public Works & Utilities **GRADE:** ~~SR~~
SUPERVISOR: ~~City Administrator~~ Mayor and Council **DEPARTMENT:** Public Works & Utilities
Exempt **PAGE:** 1 of 3 **CLASSIFICATION:** Salaried-
Represented **Non**

PREPARED: ~~March 2019~~ February 2, 2022
COUNCIL APPROVED: ~~June 11, 2019~~ February 15, 2022

GENERAL DESCRIPTION OF DUTIES:

Under the direction of the ~~City Administrator~~ Mayor and Council, an employee of this position oversees a multi-function department that includes engineering activities as well as the street and utility departments while performing some environmental job duties as needed. Work is performed according to the established guidelines and verbal and/or written instructions. Work is performed in an office setting or in the field as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Assume primary responsibility for all finance and financial planning of Public Works and Utilities including annual audit procedures for water, sewer and street projects and the annual Public Service Commission report for the water utility.
2. Assume primary responsibility for the operation and maintenance of the City of Tomah water utility, including the wells, water treatment facilities, water storage facilities and water distribution facilities.
3. Assume primary responsibility for the operation and maintenance of the City of Tomah wastewater collection and treatment system.
4. Assume primary responsibility of construction and maintenance of street and related public facilities and oversee sanitation operations.
5. Direct all extensions and additions to the water and sewer system.
6. Prepare annual budgets for the water and sewer departments and public works operations; submit those budgets to the Public Works and Utilities Commission for approval; and monitor the compliance of those departments with the approved budgets. Supervise water meter readings, the issuance of bills to customers and the collections of those bills. Enforce Public Service Commission rules with regards to billing, collections and disconnections for non-payment of water and sewer bills.
7. Oversee the payment of all expenses for the water and sewer departments and the ordering of all necessary supplies and equipment for those departments. Supervise all personnel in the Water and Sewer Departments, Public Works Operations, and the Public Works and Utilities office.
8. Oversee the preparation of all necessary records and reports and the submittal of all reports required by State and Federal agencies in connection with the water and sewer departments and Public Works operations.
9. Receive and resolve all complaints from the public with regard to the municipal water supply and distribution system, and with regard to wastewater collection, streets, and other public facilities.
10. Review and approve or disapprove all sanitary sewer and water main connection permits.
11. Negotiate contracts with consulting engineering firms for design and services when necessary and monitor the performance of such consultants.
12. Establish and maintain good communications with area businesses and industries, the general public, other City departments, the Public Works and Utilities Commission, and the City Council.
13. Inform property developers and other interested parties of the City's policies regarding charges and responsibilities for extension of sanitary sewers and water mains to previously unserved properties.
14. In charge of the City Hall building, North Side Fire Station building and all buildings in connection with the Public Works and Utilities Departments.
15. Reviews and approves or disapproves change orders that require immediate attention for projects for which the Director is responsible.

POSITION: Director of PW & Utilities
PAGE: 2 of 3

DEPARTMENT: Public Works & Utilities

16. Required to attend all meetings of Public Works and Utilities Commission, all City Council meetings, all Planning Commission meetings and any other meetings such as required.
17. Due to the nature of this position, additional work time may be necessary to prepare for meetings, to deal with the public, and to schedule and supervise emergency facility operation and maintenance.
18. Monitor Dam operations, review Dam inspection reports and coordinate activities to comply with DNR requirements
19. Oversees Lake District Budget, Lake Committee meetings, and facilitates Lake Committee recommendations to the City Council.
20. Oversee implementation for monitoring of Superfund Landfill Site, coordinates activities with DNR, EPA, International Paper and legal entities for the implementation of Institutional controls.
21. Provides OSHA and Safety training to departmental employees.
22. Provides Material Safety Data Training and information and Public Works staff.
23. Supervises the Airport operation. Develop Statement of Project Intentions, contract administration and procurement, budget preparation and administration of Bloyer Field Airport operations.
24. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcements of said safety rules and regulations.

24-25. Performs required duties as a member of the Senior Executive Team

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Engineering or
2. At least six years of experience in the municipal water and wastewater utility field; five years of that water and wastewater experience should be in a supervisory capacity, with exposure to budgetary and record keeping processes.
3. Related Public Works experience is also required.
4. Must be a Wisconsin DNR licensed water and sewer operator.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of well construction and operation; operation and maintenance of pressure sand filters for iron removal and radium removal for potable water supplies; municipal water storage and distribution system operation and maintenance; operation and maintenance of activated sludge wastewater treatment systems; and municipal wastewater collection system operation and maintenance.
2. Knowledge of street construction and maintenance and related Public Works operations including solid waste collection, and lake and dam operation.
3. Knowledge of the Wisconsin Administrative Code requirements of the Public Service Commission and the Department of Natural Resources as they pertain to the operation and maintenance of municipal water supply, storage and distribution systems and municipal wastewater collection and a Grade 4 advanced treatment system.
4. Knowledge of basic accounting systems.
5. Valid Wisconsin Drivers License.
6. Knowledge of OSHA Standards.

PHYSICAL REQUIREMENTS:

1. Frequent twisting
2. Carries various weights
3. 50% of work day will be spent sitting
4. 30% of work day will be spent walking
5. 20% of work day will be spent standing

6. Percentages of time sitting, standing and walking may vary depending on tasks performed and the time of year.

POSITION: Director of PW & Utilities
PAGE: 3 of 3

DEPARTMENT: Public Works & Utilities

PHYSICAL REQUIREMENTS (CONTINUED):

7. Reaching above and below shoulder height frequently.
 8. Occasional bending and stooping.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

 Employee Signature

 Date

 Employer Signature

 Date

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE:	Director of Public Works & Utilities	GRADE:	S
SUPERVISOR:	Mayor and Council	DEPARTMENT:	Public Works & Utilities
PAGE:	1 of 3	CLASSIFICATION:	Salaried-Exempt Non Represented

PREPARED: February 2, 2022
COUNCIL APPROVED: February 15, 2022

GENERAL DESCRIPTION OF DUTIES:

Under the direction of the Mayor and Council, an employee of this position oversees a multi-function department that includes engineering activities as well as the street and utility departments while performing some environmental job duties as needed. Work is performed according to the established guidelines and verbal and/or written instructions. Work is performed in an office setting or in the field as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Assume primary responsibility for all finance and financial planning of Public Works and Utilities including annual audit procedures for water, sewer and street projects and the annual Public Service Commission report for the water utility.
2. Assume primary responsibility for the operation and maintenance of the City of Tomah water utility, including the wells, water treatment facilities, water storage facilities and water distribution facilities.
3. Assume primary responsibility for the operation and maintenance of the City of Tomah wastewater collection and treatment system.
4. Assume primary responsibility of construction and maintenance of street and related public facilities and oversee sanitation operations.
5. Direct all extensions and additions to the water and sewer system.
6. Prepare annual budgets for the water and sewer departments and public works operations; submit those budgets to the Public Works and Utilities Commission for approval; and monitor the compliance of those departments with the approved budgets. Supervise water meter readings, the issuance of bills to customers and the collections of those bills. Enforce Public Service Commission rules with regards to billing, collections and disconnections for non-payment of water and sewer bills.
7. Oversee the payment of all expenses for the water and sewer departments and the ordering of all necessary supplies and equipment for those departments. Supervise all personnel in the Water and Sewer Departments, Public Works Operations, and the Public Works and Utilities office.
8. Oversee the preparation of all necessary records and reports and the submittal of all reports required by State and Federal agencies in connection with the water and sewer departments and Public Works operations.
9. Receive and resolve all complaints from the public with regard to the municipal water supply and distribution system, and with regard to wastewater collection, streets, and other public facilities.
10. Review and approve or disapprove all sanitary sewer and water main connection permits.
11. Negotiate contracts with consulting engineering firms for design and services when necessary and monitor the performance of such consultants.
12. Establish and maintain good communications with area businesses and industries, the general public, other City departments, the Public Works and Utilities Commission, and the City Council.
13. Inform property developers and other interested parties of the City's policies regarding charges and responsibilities for extension of sanitary sewers and water mains to previously unserved properties.
14. In charge of the City Hall building, North Side Fire Station building and all buildings in connection with the Public Works and Utilities Departments.
15. Reviews and approves or disapproves change orders that require immediate attention for projects for which the Director is responsible.

POSITION: Director of PW & Utilities
PAGE: 2 of 3

DEPARTMENT: Public Works & Utilities

16. Required to attend all meetings of Public Works and Utilities Commission, all City Council meetings, all Planning Commission meetings and any other meetings such as required.
17. Due to the nature of this position, additional work time may be necessary to prepare for meetings, to deal with the public, and to schedule and supervise emergency facility operation and maintenance.
18. Monitor Dam operations, review Dam inspection reports and coordinate activities to comply with DNR requirements
19. Oversees Lake District Budget, Lake Committee meetings, and facilitates Lake Committee recommendations to the City Council.
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21. Provides OSHA and Safety training to departmental employees.
22. Provides Material Safety Data Training and information and Public Works staff.
23. Supervises the Airport operation. Develop Statement of Project Intentions, contract administration and procurement, budget preparation and administration of Bloyer Field Airport operations.
24. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcements of said safety rules and regulations.
25. Performs required duties as a member of the Senior Executive Team

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Engineering or
2. At least six years of experience in the municipal water and wastewater utility field; five years of that water and wastewater experience should be in a supervisory capacity, with exposure to budgetary and record keeping processes.
3. Related Public Works experience is also required.
4. Must be a Wisconsin DNR licensed water and sewer operator.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of well construction and operation; operation and maintenance of pressure sand filters for iron removal and radium removal for potable water supplies; municipal water storage and distribution system operation and maintenance; operation and maintenance of activated sludge wastewater treatment systems; and municipal wastewater collection system operation and maintenance.
2. Knowledge of street construction and maintenance and related Public Works operations including solid waste collection, and lake and dam operation.
3. Knowledge of the Wisconsin Administrative Code requirements of the Public Service Commission and the Department of Natural Resources as they pertain to the operation and maintenance of municipal water supply, storage and distribution systems and municipal wastewater collection and a Grade 4 advanced treatment system.
4. Knowledge of basic accounting systems.
5. Valid Wisconsin Drivers License.
6. Knowledge of OSHA Standards.

PHYSICAL REQUIREMENTS:

1. Frequent twisting
2. Carries various weights
3. 50% of work day will be spent sitting
4. 30% of work day will be spent walking
5. 20% of work day will be spent standing
6. Percentages of time sitting, standing and walking may vary depending on tasks performed and the time of year.

POSITION: Director of PW & Utilities
PAGE: 3 of 3

DEPARTMENT: Public Works & Utilities

PHYSICAL REQUIREMENTS (CONTINUED):

7. Reaching above and below shoulder height frequently.
8. Occasional bending and stooping.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Revision of Building Inspector Job Description

Summary and Background Information:

(Appropriate Documentation Attached)

With the implementation of the Senior Executive Team, the Building Inspector job description needs to be updated to include adding the position being a member of the Senior Executive Team and changing the supervisor to Mayor and Council. Pay Grade was also updated.

Fiscal Note:

N/A

Recommendation:

It is recommended that the Committee of the Whole and Common Council approve the recommended changes to the Building Inspector job description.

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 and February 15, 2022

CITY OF TOMAH JOB DESCRIPTION

GRADE: **NP**
POSITION: Zoning Administrator/Building Inspector Supervisor
DEPARTMENT: Administration **SUPERVISOR:** Mayor and Council
CLASSIFICATION: Salaried- Non Represented
PAGE: 1 of 3
Prepared: ~~April 2019~~ February 2, 2022
Council Approved: ~~June 11, 2019~~ February 15, 2022

GENERAL DESCRIPTION OF DUTIES:

Under direction of the ~~City Administrator~~ Mayor and Council, this position is responsible for coordinating planning efforts and enforcement of municipal codes relative to the land use, zoning, and inspections. This position also oversees and evaluates community development to ensure that it occurs in a manner consistent with the City's Plan, and provides recommendations and assistance in long range planning of the City. Work involves the performance of both field and office work in carrying out municipal building inspection programs and effecting compliance with legally established specifications and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Assists in reviewing site plans, certified survey maps, planned unit developments, re-zonings, conditional use permits, annexations, and recommends conditions as required.
2. Interprets and enforces all conditions of a development approval, zoning and subdivision codes.
3. Investigates complaints from the general public and coordinates meetings to resolve the issues.
4. Collects and distributes plats, CSM, meets and bounds survey maps, and other related development plans to proper department heads, committees and Council.
5. Responsible for preparing agendas, agenda item recaps with supporting documentation, meeting minutes, Staff/Department reports for City Planning Commission.
6. Distributes information about development plans and all of the necessary information to the proper department heads.
7. Performs daily project inspections.
8. Maintains records of all permits issued, inspections made, work approved, and other official actions. Records the lowest floor elevation of all structures erected, moved, altered, or improved in the flood land districts.
9. Establish that all necessary permits that are required for flood land uses by State and Federal law have been served.
10. Inspects all structures, lands and waters as often as necessary to assure compliance with the zoning code.

POSITION: Zoning Administrator/Building Inspector Supervisor

DEPARTMENT: Administration

Page 2 of 3

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

11. Assist the Fire Chief in the review and approval of plans for construction, installation and operation of equipment and structures to ensure that they meet the fire safety requirements for state and local ordinances.
12. Investigates all complaints made related to the location of structures and the use of structures, lands and waters, give a notice of all violations of the zoning code to the owner, resident, agents or occupants of the premise .
13. Prohibits the use or erection of any structure, land or water, until the site has been inspected and approved.
14. Requests assistance and cooperation of the Police Department and City Attorney if necessary.
15. Develops departmental policies and objectives.
16. Interprets applicable codes for compliance.
17. Participates in the annual budget process.
18. Inspects building construction and alterations for conformity with building codes and approved plans for specification requirements; checks soil conditions for footing, size of excavations, setbacks, foundation walls, vents, structural columns, and beams; checks structural steel sections, wood trusses, and roof braces, partitions, and fire places.
19. Develops and maintains an effective system of records and reports of inspections, and other activities as required by the State of Wisconsin and the Department.
20. Supervises and reviews tasks of the Code Enforcement Officer.
21. Performs other work as required.
22. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

23. Performs required duties as a member of the Senior Executive Team.

EDUCATION AND EXPERIENCE REQUIRED:

1. Graduation from an accredited high school.
2. Associate or Bachelors Degree in related fields would be preferred, or a minimum of two to four years experience in Municipal Inspections, Zoning and Planning.
3. Proficient in Microsoft programs such as Word, Excel, and the like.
4. Excellent oral and written communication skills.
5. Knowledge of building construction, including plumbing and electrical requirements.
6. The ability to prepare and maintain necessary records and reports related to City development.
7. Considerable knowledge of State, National, and Local codes and regulations related to building construction and to electrical and allied installations.

8. The ability to work from plans, blueprints, and diagrams.

POSITION: Zoning Administrator/Building Inspector Supervisor
DEPARTMENT: Administration ~~City Administrator~~ Page 3 of 3

EDUCATION AND EXPERIENCE REQUIRED (CONTINUED):

9. The ability to work with city officials and the general public in a professional manner.
10. Certification with the State of Wisconsin in residential Construction, Electrical, Plumbing, HVAC, and Commercial Building.
11. Commercial electrical and plumbing building certifications are desirable but not mandatory.
12. Possession of a valid Wisconsin motor vehicle operator's license.

PHYSICAL REQUIREMENTS:

1. Frequently works outdoors with exposure to weather and elements.
2. Lifts and carries objects of different shapes and weights frequently.
3. Frequently bends and twists.
4. 30% of workday is spent sitting;
5. 30% of workday is spent standing;
6. 30% of the workday is spent walking;
7. 10% of the workday is spent driving.
8. All percentages above may vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

 Signature of Employee

 Date

Signature of Employer

Date

CITY OF TOMAH JOB DESCRIPTION

GRADE: P

POSITION: Zoning Administrator/Building Inspector Supervisor
DEPARTMENT: Administration **SUPERVISOR:** Mayor and Council
CLASSIFICATION: Salaried- Non Represented
PAGE: 1 of 3
Prepared: February 2, 2022
Council Approved: February 15, 2022

GENERAL DESCRIPTION OF DUTIES:

Under direction of the Mayor and Council, this position is responsible for coordinating planning efforts and enforcement of municipal codes relative to the land use, zoning, and inspections. This position also oversees and evaluates community development to ensure that it occurs in a manner consistent with the City's Plan, and provides recommendations and assistance in long range planning of the City. Work involves the performance of both field and office work in carrying out municipal building inspection programs and effecting compliance with legally established specifications and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Assists in reviewing site plans, certified survey maps, planned unit developments, re-zonings, conditional use permits, annexations, and recommends conditions as required.
2. Interprets and enforces all conditions of a development approval, zoning and subdivision codes.
3. Investigates complaints from the general public and coordinates meetings to resolve the issues.
4. Collects and distributes plats, CSM, meets and bounds survey maps, and other related development plans to proper department heads, committees and Council.
5. Responsible for preparing agendas, agenda item recaps with supporting documentation, meeting minutes, Staff/Department reports for City Planning Commission.
6. Distributes information about development plans and all of the necessary information to the proper department heads.
7. Performs daily project inspections.
8. Maintains records of all permits issued, inspections made, work approved, and other official actions. Records the lowest floor elevation of all structures erected, moved, altered, or improved in the flood land districts.
9. Establish that all necessary permits that are required for flood land uses by State and Federal law have been served.
10. Inspects all structures, lands and waters as often as necessary to assure compliance with the zoning code.

POSITION: Zoning Administrator/Building Inspector Supervisor

DEPARTMENT: Administration

Page 2 of 3

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

11. Assist the Fire Chief in the review and approval of plans for construction, installation and operation of equipment and structures to ensure that they meet the fire safety requirements for state and local ordinances.
12. Investigates all complaints made related to the location of structures and the use of structures, lands and waters, give a notice of all violations of the zoning code to the owner, resident, agents or occupants of the premise .
13. Prohibits the use or erection of any structure, land or water, until the site has been inspected and approved.
14. Requests assistance and cooperation of the Police Department and City Attorney if necessary.
15. Develops departmental policies and objectives.
16. Interprets applicable codes for compliance.
17. Participates in the annual budget process.
18. Inspects building construction and alterations for conformity with building codes and approved plans for specification requirements; checks soil conditions for footing, size of excavations, setbacks, foundation walls, vents, structural columns, and beams; checks structural steel sections, wood trusses, and roof braces, partitions, and fire places.
19. Develops and maintains an effective system of records and reports of inspections, and other activities as required by the State of Wisconsin and the Department.
20. Supervises and reviews tasks of the Code Enforcement Officer.
21. Performs other work as required.
22. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.
23. Performs required duties as a member of the Senior Executive Team.

EDUCATION AND EXPERIENCE REQUIRED:

1. Graduation from an accredited high school.
2. Associate or Bachelors Degree in related fields would be preferred, or a minimum of two to four years experience in Municipal Inspections, Zoning and Planning.
3. Proficient in Microsoft programs such as Word, Excel, and the like.
4. Excellent oral and written communication skills.
5. Knowledge of building construction, including plumbing and electrical requirements.
6. The ability to prepare and maintain necessary records and reports related to City development.
7. Considerable knowledge of State, National, and Local codes and regulations related to building construction and to electrical and allied installations.

8. The ability to work from plans, blueprints, and diagrams.

POSITION: **Zoning Administrator/Building Inspector Supervisor**
DEPARTMENT: **Administration** **Page 3 of 3**

EDUCATION AND EXPERIENCE REQUIRED (CONTINUED):

9. The ability to work with city officials and the general public in a professional manner.
10. Certification with the State of Wisconsin in residential Construction, Electrical, Plumbing, HVAC, and Commercial Building.
11. Commercial electrical and plumbing building certifications are desirable but not mandatory.
12. Possession of a valid Wisconsin motor vehicle operator's license.

PHYSICAL REQUIREMENTS:

1. Frequently works outdoors with exposure to weather and elements.
2. Lifts and carries objects of different shapes and weights frequently.
3. Frequently bends and twists.
4. 30% of workday is spent sitting;
5. 30% of workday is spent standing;
6. 30% of the workday is spent walking;
7. 10% of the workday is spent driving.
8. All percentages above may vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Revision of City Clerk Job Description

Summary and Background Information:

(Appropriate Documentation Attached)

With the implementation of the Senior Executive Team, the City Clerk job description needs to be updated to include adding the position being a member of the Senior Executive Team and changing the supervisor to Mayor and Council. Other small changes were updated due to job duty changes.

Fiscal Note:

N/A

Recommendation:

It is recommended that the Committee of the Whole and Common Council approve the recommended changes to the City Clerk job description.

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 and February 15, 2022

CITY OF TOMAH JOB DESCRIPTION

GRADE: PO

POSITION TITLE: City Clerk DEPARTMENT: City Clerk

SUPERVISOR: City Administrator Mayor and Council

CLASSIFICATION: Salaried - Exempt

PAGE: 1 of 3

Non-Represented

Revised: February 2022

Council Approved: 02/15/2022

GENERAL DESCRIPTION OF DUTIES:

Under administrative direction of the ~~City Administrator, Mayor and Council~~, carries out the responsibilities and duties set forth by state statutes and city ordinances. This position performs a variety of responsible supervisory and administrative duties in maintaining official records, issuing licenses, conducting and overseeing all city, state, and federal elections (primary and general), and assists in directing the overall operation of the City Clerk's office. The City Clerk is required to attend the meetings of the Common Council, Committee as a Whole, Board of Review, Long Range Planning Committee, and other meetings as assigned. This position is responsible for the maintenance of official records of proceedings, other official city records and the City seal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Supervises and evaluates department staff.
2. Supervises elections and registration of voters. Recruits, trains and supervises part-time election staff and directs duties. Maintains electronic election equipment. Responsible for preparing election registration notices, ballots, and publications. Responsible for publishing and posting all notices as required by state statutes. Must be certified in state WisVote system.
3. Directs and supervises the coordination and distribution of all City agendas and minutes.
4. Responsible for minutes of the Common Council, Committee as a Whole, Board of Review, Lake Protection and Rehabilitation District, Long Range Planning Committee and other committees as requested.
5. Prepares City legal notices for publication.
6. Prepares and maintains City Ordinances (up-date, Code Book, proper publications, readings and notices).
7. Custodian of the Corporate Seal and Official Records Custodian for the City and responds to records requests.
8. Responsible for filing T.I.F. reports to the Department of Revenue and assists with creation and closing out of same.
9. Records legal documentation with the Register of Deeds when necessary and files required annexation/boundary reports to the State.
10. Acts as liaison between the public and government officials.
11. Administers oath of office to the City elected and appointed officials.
12. Serves as clerk of the Board of Review.
13. Oversees the application process for licenses issued by the City Clerk's office including mailing the renewal notifications, publishing of notices and preparation of the renewal licenses and keeps a record of all such licenses issued.

14. Prepares and maintains City Clerk Budgets and approves expenditures; assists with the preparation and compilation of annual City Budget.

POSITION TITLE: City Clerk
PAGE: 2 of 3

DEPARTMENT: City Clerk

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

15. Prepares all tasks and duties required by State Statutes and City Code.
16. Works with financial advisors in processing loan application paperwork. Resolutions, public hearings, public appropriate notices, etc. Monitors and maintains required records related to bond issues.
17. Provides necessary financial data for the collective bargaining process and compensation packages. Serves as part of negotiation team for all contract negotiations.
18. Administration of employee benefit programs, including health insurance, life insurance, disability insurance, vision insurance, Section 125 Cafeteria plan, deferred compensation, sick leave, holidays, vacations, worker's compensation, and maintains an up-to-date personnel record on all employees who work for the City. Submits ~~and reconciles~~ monthly insurance premium payments.
19. Serves as Agent for Wisconsin Retirement System. Responsibilities include: Insure requirements of the statutes and rules are complied with; provide information to employees regarding their retirement plan; file monthly and annual reports and transmit contributions monthly; and file other required forms.
20. Evaluates the cost and maintains the city's insurance policies, including but not limited to health, workers compensation, liability, automobile, accident and sickness, property, etc. Makes recommendation for change and maintains all related records. Files claims in connection with insurance losses. Maintains an inventory of all property in the City.
- ~~21. Responsible for filing the required quarterly and annual reports for federal and state income tax reports relating to payroll.~~
- ~~22.~~ 21. Responsible for filing the required State Sales Tax Report on a ~~monthly~~ quarterly basis with the Department of Revenue.
- ~~23.~~ 22. Responsible for calculating and processing the Mobile home fees payable to the Tomah Area School District on a monthly basis and annual reconciliation.
- ~~24.~~ 23. Responsible for completing Census documentation.
- ~~25.~~ 24. Responsible for filing various reports with the Department of Revenue.
- ~~26.~~ 25. Administers discipline and grievance process within the Clerk's Department.
- ~~27.~~ 26. Assists ~~City Administrator and the~~ Mayor as required and performs other duties as assigned.
27. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.
28. Performs required duties as a member of the Senior Executive Team

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or equivalent required.
2. Bachelor's degree in Business Public Administration, Records Management, Human Resources, or related field; or equivalent experience is required. Three to five years of municipal government experience is preferred.
3. Certification as Wisconsin Certified and/or Professional Municipal Clerk or attain within a reasonable amount of time upon hire.
4. Supervisory experience or experience directing and coordinating the work of others.
5. Experience working in an office environment.

POSITION TITLE: City Clerk
PAGE: 3 of 3

DEPARTMENT: City Clerk

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of state statutes and municipal codes, and how they relate to the Clerk's role in City government.
2. Knowledge of election laws and procedures.
3. Excellent oral and written communication skills.
4. Ability to coordinate and maintain involved records and files and prepare reports from such information; excellent organizational skills.
5. Excellent computer skills, including Microsoft Word and Excel, Publisher and Power Point and ability to operate a variety of office machines including printers, typewriter, phone, calculator, fax machine, copier, and a multitude of software programs.
6. Ability to undertake and complete tasks and excellent multi-tasking skills.
7. Excellent customer/public service skills.
8. Ability to establish and maintain effective working relationships with the general public and City employees.
9. Be bondable according to the State Statutes and must maintain bondable status.

PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches above and below shoulder height.
4. Occasional bending.
5. Lifts and carries up to sixty (60) pounds.
6. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
7. Forty-five (45) percent of work day spent sitting.
8. Thirty (30) percent of workday spent standing.
9. Twenty-five (25) percent of workday spent walking.
10. All percentages above could vary, depending upon duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

 Signature of Employee

 Date

Signature of Employer

Date

CITY OF TOMAH JOB DESCRIPTION

GRADE: P

POSITION TITLE:	City Clerk	DEPARTMENT:	City Clerk
SUPERVISOR:	Mayor and Committee of the Whole	CLASSIFICATION:	Salaried -
Exempt			
PAGE:	1 of 3		Non-Represented
Revised:	February 2022		
Council Approved:	02/15/2022		

GENERAL DESCRIPTION OF DUTIES:

Under administrative direction of the Mayor and Committee of the Whole, carries out the responsibilities and duties set forth by state statutes and city ordinances. This position performs a variety of responsible supervisory and administrative duties in maintaining official records, issuing licenses, conducting and overseeing all city, state, and federal elections (primary and general), and assists in directing the overall operation of the City Clerk's office. The City Clerk is required to attend the meetings of the Common Council, Committee as a Whole, Board of Review, Long Range Planning Committee, and other meetings as assigned. This position is responsible for the maintenance of official records of proceedings, other official city records and the City seal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Supervises and evaluates department staff.
2. Supervises elections and registration of voters. Recruits, trains and supervises part-time election staff and directs duties. Maintains electronic election equipment. Responsible for preparing election registration notices, ballots, and publications. Responsible for publishing and posting all notices as required by state statutes. Must be certified in state WisVote system.
3. Directs and supervises the coordination and distribution of all City agendas and minutes.
4. Responsible for minutes of the Common Council, Committee as a Whole, Board of Review, Lake Protection and Rehabilitation District, Long Range Planning Committee and other committees as requested.
5. Prepares City legal notices for publication.
6. Prepares and maintains City Ordinances (up-date, Code Book, proper publications, readings and notices).
7. Custodian of the Corporate Seal and Official Records Custodian for the City and responds to records requests.
8. Responsible for filing T.I.F. reports to the Department of Revenue and assists with creation and closing out of same.
9. Records legal documentation with the Register of Deeds when necessary and files required annexation/boundary reports to the State.
10. Acts as liaison between the public and government officials.
11. Administers oath of office to the City elected and appointed officials.
12. Serves as clerk of the Board of Review.
13. Oversees the application process for licenses issued by the City Clerk's office including mailing the renewal notifications, publishing of notices and preparation of the renewal licenses and keeps a record of all such licenses issued.
14. Prepares and maintains City Clerk Budgets and approves expenditures; assists with the preparation and compilation of annual City Budget.

POSITION TITLE: City Clerk
PAGE: 2 of 3

DEPARTMENT: City Clerk

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

15. Prepares all tasks and duties required by State Statutes and City Code.
16. Works with financial advisors in processing loan application paperwork. Resolutions, public hearings, public appropriate notices, etc. Monitors and maintains required records related to bond issues.
17. Provides necessary financial data for the collective bargaining process and compensation packages. Serves as part of negotiation team for all contract negotiations.
18. Administration of employee benefit programs, including health insurance, life insurance, disability insurance, vision insurance, Section 125 Cafeteria plan, deferred compensation, sick leave, holidays, vacations, worker's compensation, and maintains an up-to-date personnel record on all employees who work for the City. Submits monthly insurance premium payments.
19. Serves as Agent for Wisconsin Retirement System. Responsibilities include: Insure requirements of the statutes and rules are complied with; provide information to employees regarding their retirement plan; file monthly and annual reports and transmit contributions monthly; and file other required forms.
20. Evaluates the cost and maintains the city's insurance policies, including but not limited to health, workers compensation, liability, automobile, accident and sickness, property, etc. Makes recommendation for change and maintains all related records. Files claims in connection with insurance losses. Maintains an inventory of all property in the City.
21. Responsible for filing the required State Sales Tax Report on a quarterly basis with the Department of Revenue.
22. Responsible for calculating and processing the Mobile home fees payable to the Tomah Area School District on a monthly basis and annual reconciliation.
23. Responsible for completing Census documentation.
24. Responsible for filing various reports with the Department of Revenue.
25. Administers discipline and grievance process within the Clerk's Department.
26. Assists the Mayor as required and performs other duties as assigned.
27. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.
28. Performs required duties as a member of the Senior Executive Team

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or equivalent required.
2. Bachelor's degree in Business Public Administration, Records Management, Human Resources, or related field; or equivalent experience is required. Three to five years of municipal government experience is preferred.
3. Certification as Wisconsin Certified and/or Professional Municipal Clerk or attain within a reasonable amount of time upon hire.
4. Supervisory experience or experience directing and coordinating the work of others.
5. Experience working in an office environment.

POSITION TITLE: City Clerk

DEPARTMENT: City Clerk

PAGE: 3 of 3

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of state statutes and municipal codes, and how they relate to the Clerk's role in City government.
2. Knowledge of election laws and procedures.
3. Excellent oral and written communication skills.
4. Ability to coordinate and maintain involved records and files and prepare reports from such information; excellent organizational skills.
5. Excellent computer skills, including Microsoft Word and Excel, Publisher and Power Point and ability to operate a variety of office machines including printers, typewriter, phone, calculator, fax machine, copier, and a multitude of software programs.
6. Ability to undertake and complete tasks and excellent multi-tasking skills.
7. Excellent customer/public service skills.
8. Ability to establish and maintain effective working relationships with the general public and City employees.
9. Be bondable according to the State Statutes and must maintain bondable status.

PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches above and below shoulder height.
4. Occasional bending.
5. Lifts and carries up to sixty (60) pounds.
6. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
7. Forty-five (45) percent of work day spent sitting.
8. Thirty (30) percent of workday spent standing.
9. Twenty-five (25) percent of workday spent walking.
10. All percentages above could vary, depending upon duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Revision of City Treasurer Job Description

Summary and Background Information:

(Appropriate Documentation Attached)

With the implementation of the Senior Executive Team, City Treasurer job description needs to be updated to include adding the position being a member of the Senior Executive Team and changing the supervisor to Mayor and Council.

Fiscal Note:

N/A

Recommendation:

It is recommended that the Committee of the Whole and Common Council approve the recommended changes to the City Treasurer job description.

Committee: Committee of the Whole & Common Council

Meeting Date: February 14 and February 15, 2022

CITY OF TOMAH

GRADE: **PO**

POSITION: City Treasurer DEPARTMENT: Treasurer's Dept.
 SUPERVISOR: **City Administrator** Mayor and Council CLASSIFICATION:
 Salaried - Exempt
 PAGE: 1 of 3 Non-Represented

Revised: March 2019
 Council Approved: June 11, 2019

GENERAL DESCRIPTION OF DUTIES:

Under general supervision of the **City Administrator** Mayor and Council, the **T**reasurer is responsible for the preparation and maintenance of the City Budget, investment of city funds, bond issues, related state and federal reports, purchasing, city computer programs, related policy and procedures, claims against the City and the bid specification and process. This position also monitors insurance policies, workers compensation and liability claims and assists the department heads in writing and administering the grant applications. The treasurer performs the responsibilities of the office of the City Treasurer as set forth in Wisconsin Sections 62.09(9).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the preparation, planning, and implementation of the annual City Budget. Coordinates these efforts with all city departments.
2. Establishes and maintains a central accounting system for city government and departments in a manner consistent with the accepted municipal accounting principles and practices.
3. Collects all real estate, personal property and mobile home taxes and reconcile, file and pay said taxes to appropriate taxing authorities.
4. Administer room tax reporting and collecting.
5. Administer the collections through the TRIP program and through Credit Management Control.
6. Assist the public in requests regarding property valuations and tax related questions. Assists with the day to day operations of the assessor's office in their absence.
7. Billing and maintenance of special assessment records including tax roll transfers.
8. Collects funds for ambulance payments, police department, library, court, building inspections, water and sewer, licensing, and parks and recreation programs and events.
9. Reconciliation of accounts receivables.
10. Prepares monthly and year to date financial statements for distribution to all city departments and public officials.
11. Supervises the city payroll. Responsible for all state and federal requirements and compliance issues in reporting earnings from information for the City.

12. Manages and invests the city's funds (on regulation of the State Statutes).

POSITION: City Treasurer **DEPARTMENT:** Treasurer's Dept.

PAGE: 2 of 3

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

13. Prepares, monitors, and maintains all financial reports including, but not limited to, the City's budget, payroll and investments.
14. Serves as backup for payroll processing.
15. Evaluates and makes recommendations regarding the City water and sewer rates.
16. Assists other departments in submission of grant applications, grant reporting and grant closures.
17. Maintains the city's computer systems. Acts as a liaison to contracted service firm. Assists department heads in evaluating programs and hardware. Makes recommendation for changes.
18. Attends the Committee as a Whole meeting and the Common Council meetings monthly. Attends other meetings as required.
19. Reporting and reconciliation into the City's General Ledger for the CDBG Programs
20. Maintains policies for collection and reimbursement of city funds.
21. Deposits all funds of the City in public depositories designated by the City.
22. Administers the Tomah Shared Ride Program for all state and federal grant reporting guidelines and compliance.
23. Maintains all related financial records, documents, and compliance issues for the Tomah Ice Arena.
24. Administers disciplinary grievance processes within the treasurer's department.
25. Performs other duties as needed or assigned.
26. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

26-27. Performs required duties as a member of the Senior Executive Team.

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Public Accounting or Public Administration with three years of municipal accounting experience. Also, five or more years of municipal accounting experience required.
2. Experience in customer service.
3. Experience handling cash and conducting business transactions required.
4. Experience in network administration preferred. Experience with Microsoft, Excel, E-mail, internet and computerized accounting software required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze financial data, balance accounts, compile reports, and make recommendations required.

POSITION: City Treasurer **DEPARTMENT:** Treasurer's Dept.
PAGE: 3 of 3

KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):

2. Knowledge of GAP and GASB systems. Along with excellent math and balancing skills required.
3. Knowledge of applicable state and federal laws concerning municipal borrowing and investments.
4. The ability to maintain a professional demeanor, calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for extended periods of time, and be flexible.
5. The ability to establish and maintain effective work relationships with the general public as well as with city employees.
6. Ability to operate a variety of office machines including computers, printers, typewriter, phone, calculator, fax machine, copier, credit card machines and remote deposit scanner.
7. Ability to undertake and complete tasks and excellent multi-tasking skills.
8. Valid Wisconsin driver's license.
9. Be bondable according to the State Statutes and must maintain bondable status.

PHYSICAL REQUIREMENTS:

1. Frequent twisting and bending.
2. Reaching above and below shoulder height.
3. Ability to lift fifty (50) plus pounds occasionally.
4. Ability to push and pull office equipment.
5. Ability to sit at a keyboard frequently.
6. Sitting tasks occupy approximately 70 percent of the day.
7. Fifteen (15) percent of workday spent walking.
8. Fifteen (15) percent of workday spent standing.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

 Signature of Employee

 Date

Signature of Employer

Date

CITY OF TOMAH

GRADE: P

POSITION: City Treasurer **DEPARTMENT:** Treasurer's Dept.
SUPERVISOR: Mayor and Council **CLASSIFICATION:** Salaried - Exempt
PAGE: 1 of 3 **Non-Represented**

Revised: March 2019
Council Approved: June 11, 2019

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Under general supervision of the Mayor and Council, the Treasurer is responsible for the preparation and maintenance of the City Budget, investment of city funds, bond issues, related state and federal reports, purchasing, city computer programs, related policy and procedures, claims against the City and the bid specification and process. This position also monitors insurance policies, workers compensation and liability claims and assists the department heads in writing and administering the grant applications. The treasurer performs the responsibilities of the office of the City Treasurer as set forth in Wisconsin Sections 62.09(9).

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4. Administer room tax reporting and collecting.
5. Administer the collections through the TRIP program and through Credit Management Control.
6. Assist the public in requests regarding property valuations and tax related questions. Assists with the day to day operations of the assessor's office in their absence.
7. Billing and maintenance of special assessment records including tax roll transfers.
8. Collects funds for ambulance payments, police department, library, court, building inspections, water and sewer, licensing, and parks and recreation programs and events.
9. Reconciliation of accounts receivables.
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11. Supervises the city payroll. Responsible for all state and federal requirements and compliance issues in reporting earnings from information for the City.
12. Manages and invests the city's funds (on regulation of the State Statutes).

POSITION: City Treasurer **DEPARTMENT:** Treasurer's Dept.
PAGE: 2 of 3

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

13. Prepares, monitors, and maintains all financial reports including, but not limited to, the City's budget, payroll and investments.
14. Serves as backup for payroll processing.
15. Evaluates and makes recommendations regarding the City water and sewer rates.
16. Assists other departments in submission of grant applications, grant reporting and grant closures.
17. Maintains the city's computer systems. Acts as a liaison to contracted service firm. Assists department heads in evaluating programs and hardware. Makes recommendation for changes.
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2. Experience in customer service.
3. Experience handling cash and conducting business transactions required.
4. Experience in network administration preferred. Experience with Microsoft, Excel, E-mail, internet and computerized accounting software required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze financial data, balance accounts, compile reports, and make recommendations required.

POSITION: City Treasurer **DEPARTMENT:** Treasurer's Dept.
PAGE: 3 of 3

KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):

2. Knowledge of GAP and GASB systems. Along with excellent math and balancing skills required.
3. Knowledge of applicable state and federal laws concerning municipal borrowing and investments.
4. The ability to maintain a professional demeanor, calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for extended periods of time, and be flexible.
5. The ability to establish and maintain effective work relationships with the general public as well as with city employees.
6. Ability to operate a variety of office machines including computers, printers, typewriter, phone, calculator, fax machine, copier, credit card machines and remote deposit scanner.
7. Ability to undertake and complete tasks and excellent multi-tasking skills.
8. Valid Wisconsin driver's license.
9. Be bondable according to the State Statutes and must maintain bondable status.

PHYSICAL REQUIREMENTS:

1. Frequent twisting and bending.
2. Reaching above and below shoulder height.
3. Ability to lift fifty (50) plus pounds occasionally.
4. Ability to push and pull office equipment.
5. Ability to sit at a keyboard frequently.
6. Sitting tasks occupy approximately 70 percent of the day.
7. Fifteen (15) percent of workday spent walking.
8. Fifteen (15) percent of workday spent standing.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

 Signature of Employee

 Date

Signature of Employer

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Final Assessment Report: 2021 Street and Utility Improvements

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

A public hearing for the preliminary assessments for the 2021 Street and Utility Improvements was held on May 19, 2021. The final assessment report has been completed and revised with the construction quantities and past practice with corner lots calculations.

Fiscal Note:

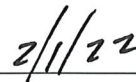
As presented

Recommendation:

I recommend the Common Council approve the Final Assessment report as presented.



Director of Public Works & Utilities
Kirk Arity



Date

FINAL ASSESSMENT REPORT

2021 STREET AND UTILITY IMPROVEMENTS

E. Monowau Street

King Avenue

E. Brownell Street

E. Monroe Street

(Plans and Specifications under separate cover are available at the
Office of the City Clerk and are a part of this report)

City of Tomah, Wisconsin

January 12, 2022

TOWN & COUNTRY ENGINEERING, INC.

Madison ♦ Rhinelander ♦ Kenosha

6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

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BASIS FOR ASSESSMENTS

SECTION II - PROJECT COSTS AND FINAL ASSESSMENTS

SECTION I

SUMMARY OF THE PROJECT

BASIS FOR ASSESSMENTS

SUMMARY OF THE PROJECT

The work covered by this assessment report is located along the following streets:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Side</u>
E. Monowau Street	Wisconsin Avenue	King Avenue	Both
King Avenue	E. Monowau Street	E. Brownell Street	Both
E. Brownell Street	East Avenue	King Avenue	Both
E. Monroe Street	King Avenue	dead end	Both

The work includes 4" and 6" concrete sidewalk, concrete curb & gutter construction, and new hot-mix asphalt pavement construction on all streets listed. Sidewalk, curb & gutter, hot-mix asphalt pavement, and new sewer/water laterals will be assessed to the property owners at no more than 100% of the actual unit cost for construction of those items. The work items necessary to blend new sidewalk and curb & gutter to the existing yards and driveways will not be assessed to the property owners. The plans, specifications and bidding documents which cover this work are under separate cover and are available at City Hall.

The benefited properties are shown on the following pages.

BASIS FOR ASSESSMENTS

CURB & GUTTER

Curb & gutter is a direct benefit to adjacent properties because it provides for efficient drainage of runoff onto street right-of-way, without ditches which are troublesome to mow, particularly during wet periods. It avoids "rutting" of wheel paths from vehicles which may park on the street frontages during wet soil conditions and the ponding areas which result from such wheel ruts. It provides a clean, visually pleasing line of demarcation between the traveled portion of the street and adjacent vegetated areas. Assessments are made on a lineal front foot basis for curb & gutter, that is, the unit cost of the actual lineal footage of curb & gutter installed adjacent to a property is assessed to that property. A lineal front foot basis for curb & gutter assessments is a commonly recognized method for determining curb & gutter benefits to adjacent properties, such benefits being drainage, appearance and longevity of adjacent surfaces.

The City of Tomah assessment policy is that 100% of the will be charged to the property owners abutting the improvements on the basis of lineal front footage for new curb. No assessments are made for replacing curb. Special consideration is given to corner lots for curb & gutter assessments. The City pays for one half of the long side of a corner lot for up to 150 feet of total frontage (City pays for up to 75 feet, with property owner paying the same amount), with 100% of costs assessed beyond 150 total feet of frontage. For property zoned M-1, M-2, or M-3, costs will be assessed for 75% of the unit cost of assessable curb & gutter.

Storm sewer and drainage swales and appurtenances are not assessed. Curb radii at intersections are not assessed.

SIDEWALK

Assessments for sidewalk are made for 100% of the cost for new concrete sidewalk on the basis of lineal front footage. When new sidewalk is installed on a lot at the location of an existing asphalt or concrete driveway, the width of the driveway is credited. Sidewalk ramps at intersections are not assessed. While all properties are assessed for new sidewalk, assessments for sidewalk replacement are made for commercial properties only. For property zoned M-1, M-2, or M-3, costs will be assessed for 75% of the unit cost of assessable sidewalk.

Special consideration is given to corner lots for sidewalk assessments. The City pays for one half of the long side of a corner lot for up to 150 feet of total frontage (City pays for up to 75 feet, with property owner paying the same amount), with 100% of costs assessed beyond 150 total feet of frontage. Any applicable driveway credit on the long side of a corner lot is applied in full, after the 50% reduction.

HOT MIX ASPHALT PAVEMENT

City policy is also to assess for costs of hot-mix asphalt pavement when no previous hot-mix asphalt pavement existed. On this project, only the street on King Avenue was previously not hot-mix.

This is a one-time assessment – no assessments are made for replacing hot-mix asphalt pavement. Assessments for hot-mix asphalt pavement are made for 100% of the cost for new hot-mix asphalt pavement on the basis of lineal front footage. Intersection areas are not assessed. For property zoned M-1, M-2, or M-3, costs will be assessed for 75% of the unit cost of assessable hot-mix asphalt pavement.

The City pays for one half of the long side of a corner lot for up to 150 feet of total frontage (City pays for up to 75 feet, with property owner paying the same amount), with 100% of costs assessed beyond 150 total feet of frontage.

SEWER AND WATER LATERALS

City practice is to assess for costs of constructing new sewer and water laterals to vacant lots on street and utility projects.

This is a one-time assessment – no assessments are made for replacing utility laterals. Assessments for sewer and water laterals are made for 100% of the cost for new laterals based on actual costs. No allowance is made for lots that are on the opposite side of the streets as the sewer or water main.

In some areas residents may choose to also replace additional sidewalk and driveways. These areas will only be reconstructed at the homeowner's request and 100% of the associated costs will be assessed to that particular property owner.

These improvements will be completed in 2021 and the quantities shown are estimated quantities that are projected to be installed. Quantities and costs for the final assessments will be based on actual quantities constructed. The purpose of this preliminary assessment report is to provide compliance with the procedural assessment process as required by Wisconsin State Statutes, Section 66.0703.

SECTION II

PROJECT COSTS AND FINAL ASSESSMENTS

Contractor's Application for Payment No. 7

Application Period: through 12/16/21		Application Date: December 20, 2021
To (Owner): City of Tomah 319 Superior Avenue Tomah, WI 54660	From (Contractor): Gerke Excavating, Inc. 15341 State Highway 131 Tomah, WI 54660	Via (Engineer): Town & Country Engineering, Inc. 6264 Nesbitt Road Madison, WI 53719
Project: 2021 Street and Utility Improvements - East Monowau Street, King Avenue, East Brownell Street and Lake Tomah Sidewalk		
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: TO 121

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
1. ORIGINAL CONTRACT PRICE.....			\$ 2,025,426.49
2. Net change by Change Orders.....			\$ -
3. Current Contract Price (Line 1 ± 2).....			\$ 2,025,426.49
4. TOTAL COMPLETED AND STORED TO DATE			\$ 1,981,815.97
5. RETAINAGE:			
a. 2.5% X		\$ 2,025,426.49	Contract Value
b. 5.0% X		\$ 0.00	Stored Material
c. Total Retainage (Line 5.a + Line 5.b).....			\$ 50,635.66
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....			\$ 1,931,180.31
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....			\$ 1,577,333.76
8. AMOUNT DUE THIS APPLICATION.....			\$ 353,846.55

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- 1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for payment;
- 2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances; and
- 3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

by: *MEY*

Date: 12/20/2021

Payment of: \$

353,846.55

(Line 8 or other - attach explanation of the other amount)

is recommended by:

(Engineer)

Bob K...

(Date)

12/20/2021

Payment of: \$

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

APPLICATION FOR PAYMENT NO. 7

PAGE 1 OF 4

To:

City of Tomah, 819 Superior Avenue, Tomah, WI 54660

From:

(OWNER)

Gerke Excavating, Inc., 15341 State Highway 131, Tomah, WI 54660

Project:

(CONTRACTOR)

2021 Street and Utility Improvements - East Monowau Street, King Avenue, East Brownell Street and Lake Tomah Sidewalk

Engineer's Project Number:

TO 121

For work accomplished through: 12/16/2021

Payment Request date: 12/16/2021

ITEM NO.	DESCRIPTION OF WORK	CONTRACTOR'S SCHEDULE OF VALUES			PREVIOUS REQUESTS		THIS PERIOD		TOTAL COMPLETED		
		QUANT.	UNITS	UNIT PRICE	AMOUNT	QUANT.	AMOUNT	QUANT.	AMOUNT	QUANT.	AMOUNT
BASE BID - PART I											
1.	15" SDR 35 PVC Sanitary Sewer	2,785	lineal ft.	\$ 75.08	\$ 209,097.80	2600	\$ 195,208.00	217	\$ 16,292.36	2817	\$ 211,500.36
2.	12" SDR 35 PVC Sanitary Sewer	37	lineal ft.	\$ 183.85	\$ 6,802.45	0	-	34	\$ 6,250.90	34	\$ 6,250.90
3.	8" SDR 35 PVC Sanitary Sewer	573	lineal ft.	\$ 38.89	\$ 22,283.97	350	\$ 13,611.50	233	\$ 9,061.37	583	\$ 22,672.87
4.	48" Standard Sanitary Manhole Masonry	94	vert. ft.	\$ 390.13	\$ 36,672.22	86	\$ 33,551.18	1739	\$ 6,784.36	10339	\$ 40,335.54
5.	Excavate and Remove Existing Sanitary Sewer	1,547	lineal ft.	\$ 2.69	\$ 4,161.43	1300	\$ 3,497.00	403	\$ 1,084.07	1703	\$ 4,581.07
6.	Sanitary Manhole Castings	13	each	\$ 706.41	\$ 9,183.33	0	-	13	\$ 9,183.33	13	\$ 9,183.33
7.	15"x6" Sanitary Sewer Wyes	39	each	\$ 541.12	\$ 21,103.68	33	\$ 17,856.96	6	\$ 3,246.72	39	\$ 21,103.68
8.	8"x6" Sanitary Sewer Wyes	1	each	\$ 271.18	\$ 271.18	0	-	3	\$ 813.54	3	\$ 813.54
9.	6" Sanitary Sewer Laterals	1,525	lineal ft.	\$ 21.92	\$ 33,428.00	1300	\$ 28,496.00	-83	\$ (1,819.36)	1217	\$ 26,676.64
10.	6" x 4" PVC Reducers	40	each	\$ 128.56	\$ 5,142.40	0	-	37	\$ 4,756.72	37	\$ 4,756.72
11.	Sanitary Service Lateral Reconections	40	each	\$ 110.88	\$ 4,435.20	33	\$ 3,659.04	5	\$ 554.40	38	\$ 4,213.44
12.	Sewer Lining Setup	1	each	\$ -	\$ -	0	\$ -	0	\$ -	0	\$ -
13.	Preparatory Sewer Cleaning and Pre-Lining Televising -15"	80	lineal ft.	\$ -	\$ -	0	\$ -	0	\$ -	0	\$ -
14.	Sewer Joint Grouting	43	each	\$ -	\$ -	0	\$ -	0	\$ -	0	\$ -
15.	Lining and Post Lining Televising -15"	80	lineal ft.	\$ 2.10	\$ 168.00	0	\$ -	0	\$ -	0	\$ -
16.	10" D.I. Water Main	2,591	lineal ft.	\$ 68.93	\$ 178,597.63	2200	\$ 151,646.00	330	\$ 22,746.90	2530	\$ 174,392.90
17.	8" D.I. Water Main	1,075	lineal ft.	\$ 56.22	\$ 60,436.50	700	\$ 39,354.00	331.5	\$ 18,636.93	1031.5	\$ 57,990.93
18.	6" D.I. Hydrant Leads	116	lineal ft.	\$ 66.65	\$ 7,731.40	75	\$ 4,998.75	34.5	\$ 2,299.43	109.5	\$ 7,298.18
19.	12" Directionally Drilled HDPE Water Main	163	lineal ft.	\$ 83.70	\$ 13,643.10	303	\$ 25,361.10	-62	\$ (5,189.40)	241	\$ 20,171.70
20.	10" Directionally Drilled HDPE Water Main	115	lineal ft.	\$ 73.33	\$ 8,432.95	215	\$ 15,765.95	-63	\$ (4,619.79)	152	\$ 11,146.16
21.	4" Styrofoam Insulation	10	each	\$ 115.43	\$ 1,154.30	0	\$ -	8	\$ 923.44	8	\$ 923.44
22.	10" Gate Valves and Boxes	8	each	\$ 2,531.11	\$ 20,248.88	6	\$ 15,186.66	2	\$ 5,062.22	8	\$ 20,248.88
23.	8" Gate Valves and Boxes	4	each	\$ 1,812.85	\$ 7,251.40	2	\$ 3,625.70	2	\$ 3,625.70	4	\$ 7,251.40
24.	6" Gate Valves and Boxes	7	each	\$ 1,262.58	\$ 8,838.06	6	\$ 7,575.48	2	\$ 2,525.16	8	\$ 10,100.64
25.	Hydrants	7	each	\$ 4,456.40	\$ 31,194.80	6	\$ 26,738.40	2	\$ 8,912.80	8	\$ 35,651.20
26.	2" Corporation Stops	1	each	\$ 1,206.75	\$ 1,206.75	0	\$ -	3	\$ 3,620.25	3	\$ 3,620.25
27.	1" Corporation Stops	41	each	\$ 209.96	\$ 8,608.36	53	\$ 11,127.88	-11	\$ (2,309.56)	42	\$ 8,818.32
28.	2" Curb Stops	1	each	\$ 1,286.86	\$ 1,286.86	0	\$ -	3	\$ 3,860.58	3	\$ 3,860.58
29.	1" Curb Stops	41	each	\$ 318.25	\$ 13,048.25	53	\$ 16,867.25	-15	\$ (4,773.75)	38	\$ 12,093.50
30.	2" HDPE Water Service Laterals	302	lineal ft.	\$ 22.06	\$ 6,662.12	0	\$ -	345	\$ 7,610.70	345	\$ 7,610.70

APPLICATION FOR PAYMENT NO. 7

Project:

2021 Street and Utility Improvements - East Monowau Street, King Avenue, East Brownell Street and Lake Tomah Sidewalk

Engineer's Project Number:

For work accomplished through: 12/16/2021

Payment Request date: 12/16/2021

ITEM NO.	DESCRIPTION OF WORK	CONTRACTOR'S SCHEDULE OF VALUES			PREVIOUS REQUESTS		THIS PERIOD		TOTAL COMPLETED		
		QUANT.	UNITS	UNIT PRICE	AMOUNT	QUANT.	AMOUNT	QUANT.	AMOUNT		
31.	1" Copper-Water Service Laterals	1,600	lineal ft.	\$ 24.13	\$ 38,608.00	1300	\$ 31,369.00	-90.5	\$ (2,183.77)	1209.5	\$ 29,185.24
32.	Water Service Lateral Reconections	42	each	\$ 125.78	\$ 5,282.76	53	\$ 6,666.34	-14	\$ (1,760.92)	39	\$ 4,905.42
33.	Existing Main Reconections	5	each	\$ 1,026.28	\$ 5,131.40	7	\$ 7,183.96	-2	\$ (2,052.56)	5	\$ 5,131.40
34.	12" HP Storm Sewer	917	lineal ft.	\$ 26.15	\$ 23,979.55	700	\$ 18,305.00	213.5	\$ 5,583.03	913.5	\$ 23,888.03
35.	15" HP Storm Sewer	98	lineal ft.	\$ 30.39	\$ 2,978.22	50	\$ 1,519.50	178	\$ 5,409.42	228	\$ 6,928.92
36.	18" HP Storm Sewer	44	lineal ft.	\$ 37.11	\$ 1,632.84	25	\$ 927.75	-25	\$ (927.75)	0	\$ -
37.	21" HP Storm Sewer	76	lineal ft.	\$ 50.81	\$ 3,861.56	35	\$ 1,778.35	39	\$ 1,981.59	74	\$ 3,759.94
38.	6" Sump Drain	2,850	lineal ft.	\$ 14.66	\$ 41,781.00	2000	\$ 29,320.00	1155	\$ 16,932.30	3155	\$ 46,252.30
39.	6" PVC Tees or Elbows for Sump Pump Drains	37	each	\$ 96.55	\$ 3,572.35	25	\$ 2,413.75	48	\$ 4,634.40	73	\$ 7,048.15
40.	Saddle Inlet	1	each	\$ 3,678.29	\$ 3,678.29	0	\$ -		\$ -	0	\$ -
41.	Area Inlet	3	each	\$ 1,721.96	\$ 5,165.88	2	\$ 3,443.92	1	\$ 1,721.96	3	\$ 5,165.88
42.	12" HP Apron Endwall	2	each	\$ 436.76	\$ 873.52	1	\$ 436.76		\$ -	1	\$ 436.76
43.	Rectangular Curb Inlet with Casting	21	each	\$ 2,511.62	\$ 52,744.02	19	\$ 47,720.78	6	\$ 15,069.72	25	\$ 62,790.50
44.	48" Storm Manholes, Including	2	each	\$ 2,048.82	\$ 4,097.64	1	\$ 2,048.82	3	\$ 6,146.46	4	\$ 8,195.28
45.	Replace Manhole Castings	6	each	\$ 698.49	\$ 4,190.94	0	\$ -	5	\$ 3,492.45	5	\$ 3,492.45
46.	Excavation/Fill to Subgrade	1	lump sum	\$ 77,421.06	\$ 77,421.06	1	\$ 77,421.06		\$ -	1	\$ 77,421.06
47.	Excavation and Disposal of Bad Subbase Below Subgrade	1,800	cu. yd.	\$ 9.84	\$ 17,712.00	0	\$ -	919	\$ 9,042.96	919	\$ 9,042.96
48.	3" Breaker Run Base Course & Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	9,900	tons	\$ 12.22	\$ 120,978.00	6500	\$ 79,430.00	1454	\$ 17,767.88	7954	\$ 97,197.88
49.	3/4" Crushed Aggregate Base Course	10,400	tons	\$ 12.31	\$ 128,024.00	8500	\$ 104,635.00	5309	\$ 65,353.79	13809	\$ 169,988.79
50.	Sawcutting Existing Concrete and Asphalt Pavements	760	lineal ft.	\$ 3.19	\$ 2,424.40	500	\$ 1,595.00	311	\$ 992.09	811	\$ 2,587.09
51.	Topsoil Restoration, Seeding, Fertilizing & Mulching	12,750	sq. yds.	\$ 2.86	\$ 36,465.00	6000	\$ 17,160.00	6750	\$ 19,305.00	12750	\$ 36,465.00
52.	1 3/4" Hot Mix Asphalt Lower Course, Type 4 LT	1,825	tons	\$ 94.47	\$ 172,407.75	1580.07	\$ 149,269.21		\$ -	1580.07	\$ 149,269.21
53.	Clean & Tack	16,590	sq. yds.	\$ 0.33	\$ 5,474.70	16590	\$ 5,474.70		\$ -	16590	\$ 5,474.70
54.	1 1/2" Hot Mix Asphalt Surface Course, Type 5 LT	1,575	tons	\$ 93.78	\$ 147,703.50	1611.52	\$ 151,128.35		\$ -	1611.52	\$ 151,128.35
55.	2" Hot-Mix Asphalt Driveways and Multi-Use Paths	150	sq. yds.	\$ 27.17	\$ 4,075.50	136	\$ 3,695.12		\$ -	136	\$ 3,695.12
56.	24" Concrete Curb & Gutter	7,060	lineal ft.	\$ 12.23	\$ 86,343.80	6700	\$ 81,941.00	796	\$ 9,735.08	7496	\$ 91,676.08

APPLICATION FOR PAYMENT NO. 7

Project:

2021 Street and Utility Improvements - East Monowau Street, King Avenue, East Brownell Street
and Lake Tomah Sidewalk

Engineer's Project Number:

TO 121

For work accomplished through: 12/16/2021

Payment Request date: 12/16/2021

ITEM NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	PREVIOUS REQUESTS QUANT.	PREVIOUS REQUESTS AMOUNT	THIS PERIOD QUANT.	THIS PERIOD AMOUNT	TOTAL COMPLETED QUANT.	TOTAL COMPLETED AMOUNT
57.	4" Thick Concrete Sidewalk	28,800	sq. ft.	\$ 3.53	\$ 101,664.00	24500	\$ 86,485.00	8266.26	\$ 29,179.90	32766.3	\$ 115,664.90
58.	6" Thick Concrete Sidewalk and Driveway Approaches	18,600	sq. ft.	\$ 4.75	\$ 88,350.00	15200	\$ 72,200.00	-1828	\$ (8,683.00)	13372	\$ 63,517.00
59.	Remove, Relocate and Reinstall Mailboxes and Signs	1	lump sum	\$ 3,929.67	\$ 3,929.67	0.9	\$ 3,536.70		\$ -	0.9	\$ 3,536.70
60.	Erosion Control	1	lump sum	\$ 6,925.39	\$ 6,925.39	0.9	\$ 6,232.85		\$ -	0.9	\$ 6,232.85
61.	Traffic Control	1	lump sum	\$ 10,998.75	\$ 10,998.75	0.9	\$ 9,898.88		\$ -	0.9	\$ 9,898.88
BASE BID - PART II - Lake Tomah Sidewalk Improvements											
62.	4" Thick Concrete Sidewalk	870	sq. ft.	\$ 5.61	\$ 4,880.70	0	\$ -		\$ -	0	\$ -
63.	Topsoil Restoration, Seeding, Fertilizing & Mulching	2,100	sq. yds.	\$ 3.99	\$ 8,379.00	0	\$ -		\$ -	0	\$ -
64.	3/4" Crushed Aggregate Base Course	115	tons	\$ 18.07	\$ 2,078.05	0	\$ -		\$ -	0	\$ -
65.	Traffic Bond Crushed Limestone Chips	35	tons	\$ 29.24	\$ 1,023.40	0	\$ -		\$ -	0	\$ -
66.	Excavation/Fill to Subgrade	1	lump sum	\$ 917.41	\$ 917.41	0	\$ -		\$ -	0	\$ -
67.	Erosion Control	1	lump sum	\$ 560.59	\$ 560.59	0	\$ -		\$ -	0	\$ -
68.	Traffic Control	1	lump sum	\$ 472.50	\$ 472.50	0	\$ -		\$ -	0	\$ -
BASE BID - PART III - Sump Pump Extensions											
69a.	6" Sump Drain	1,730	linear ft.	\$ 17.06	\$ 29,513.80	464	\$ 7,915.84	853	\$ 14,552.18	1317	\$ 22,468.02
69b.	12" HP Storm Sewer	72	linear ft.	\$ 33.59	\$ 2,418.48	30	\$ 1,007.70	0	\$ -	30	\$ 1,007.70
70.	6" PVC Tees or Elbows for Sump Pump Drains	33	each	\$ 83.97	\$ 2,771.01	9	\$ 755.73	41	\$ 3,442.77	50	\$ 4,198.50
71.	Saddle Inlet	2	each	\$ 3,063.79	\$ 6,127.58	0	\$ -	1	\$ 3,063.79	1	\$ 3,063.79
72.	24" Concrete Curb & Gutter	30	linear ft.	\$ 28.57	\$ 857.10	0	\$ -	21	\$ 599.97	21	\$ 599.97
73.	3/4" Crushed Aggregate Base Course	86	tons	\$ 44.51	\$ 3,827.86	0	\$ -	86	\$ 3,827.86	86	\$ 3,827.86
74.	Sawcutting Existing Concrete and Asphalt Pavements	204	linear ft.	\$ 5.45	\$ 1,111.80	170	\$ 926.50	34	\$ 185.30	204	\$ 1,111.80
75.	Topsoil Restoration, Seeding, Fertilizing & Mulching	650	sq. yds.	\$ 4.00	\$ 2,600.00	0	\$ -	650	\$ 2,600.00	650	\$ 2,600.00
76.	2" Hot-Mix Asphalt Driveways	25	sq. yds.	\$ 27.17	\$ 679.25	0	\$ -	0	\$ -	0	\$ -
77.	3.25" Hot-Mix Street Patching	78	sq. yds.	\$ 73.64	\$ 5,743.92	0	\$ -	0	\$ -	0	\$ -
78.	4" Thick Concrete Sidewalk	443	sq. ft.	\$ 7.05	\$ 3,123.15	0	\$ -	515	\$ 3,630.75	515	\$ 3,630.75
79.	6" Thick Concrete Sidewalk and Driveway Approaches	770	sq. ft.	\$ 4.98	\$ 3,834.60	0	\$ -	807	\$ 4,018.86	807	\$ 4,018.86
80.	Remove, Relocate and Reinstall Mailboxes and Signs	1	lump sum	\$ 339.59	\$ 339.59	0	\$ -	0.75	\$ 254.69	0.75	\$ 254.69
81.	Erosion Control	1	lump sum	\$ 339.59	\$ 339.59	0	\$ -	0.75	\$ 254.69	0.75	\$ 254.69
82.	Traffic Control	1	lump sum	\$ 2,047.50	\$ 2,047.50	0	\$ -	0.75	\$ 1,535.63	0.75	\$ 1,535.63

APPLICATION FOR PAYMENT NO. 7

Project:

2021 Street and Utility Improvements - East Monowau Street, King Avenue, East Brownell Street and Lake Tomah Sidewalk

Engineer's Project Number:

TO 121 For work accomplished through: 12/16/2021

Payment Request date: 12/16/2021

ITEM NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	PREVIOUS REQUESTS QUANT.	AMOUNT	THIS PERIOD QUANT.	AMOUNT	TOTAL COMPLETED QUANT.	AMOUNT
SUPPLEMENTAL BID ITEMS											
S1	Existing Property Corner Replacement	10	each	175.50	\$ 1,755.00						
S2	Removal and Replacement of Unsuitable Trench Backfill	1,250	cu. yds. in the trench	8.83	\$ 11,037.50	0	\$ -		\$ -	0	\$ -
SUBTOTAL WORK ITEMS					\$ 2,025,426.49	\$ 1,627,969.42		\$ 353,846.54		\$ 1,981,815.97	

CHANGE ORDERS

CO 1					\$ -	0	\$ -		\$ -		\$ -
TOTAL WORK ITEMS AND CHANGE ORDERS					\$ 2,025,426.49	\$ 1,627,969.42		\$ 353,846.54		\$ 1,981,815.97	

Final Assessments
2021 STREET AND UTILITY IMPROVEMENTS - E. Monowau Street, King Avenue, E. Brownell Street, E. Monroe Street

I, the undersigned, do hereby state that it is my judgment that the properties listed below, will benefit from, and will not be damaged by, curb & gutter, sidewalk, hot-mix asphalt, and utility lateral construction in the City of Tomah, Wisconsin

Owner	Tax Parcel	Parcel Frontage	Curb & Gutter Assessable Length (ft.)	Long Side?	M-1, M-2, M-3 zoning?	Curb & Gutter Cost (\$12.23/L.F.)	Sidewalk Assessable Length (ft.)	Sidewalk Cost (\$17.65/L.F.)	Hot-Mix Asph. Cost (\$32.13/ front foot	Sewer /Water Lateral Cost (\$2319.04) /lot	Assessment Adjustment (for storm water easement)	Total
East Brownell Street - North Side JAMES A MOSER 506 E BROWNELL ST TOMAH WI 54660 D'S DWELLINGS LLC 23711 EMERALD AVE TOMAH WI 54660 (for 510 E Brownell St) CITY OF TOMAH 819 SUPERIOR AVE TOMAH WI 54660 MONROE CNTY HOUSING AUTHORITY PO BOX 392 SPARTA WI 54656 (for 612 E Brownell St) WILLIAM J SPIERS LAVONNE M SPIERS 706 E BROWNELL ST TOMAH WI 54660 ROBERT E BROWN % ALICE M BROWN - LE 714 E BROWNELL ST TOMAH WI 54660	286-00168-0000	80		N			65 CONC. DRIVE	\$1,147.25				\$1,147.25
	286-00167-0000	116					104 CONC. DRIVE	\$1,835.60			-\$1,835.60	\$0.00
	286-00666-0000 (north side property)	242.9					269.45	\$4,755.79				\$4,755.79
	286-00660-0000	270		Y			195 ASPH. DRIVE	\$3,441.75				\$3,441.75
	286-00659-0000	135		Y			58.5 CONC. DRIVE	\$1,032.53				\$1,032.53
	286-00654-0000	135		Y			67.5 D/W ON KING	\$1,191.38				\$1,191.38
East Brownell Street - South Side CITY OF TOMAH 819 SUPERIOR AVE TOMAH WI 54660 DONALD A HARTSHORN 3000 S RANDOLPH ST APT 448 ARLINGTON VA 22206-2256 (for 705 E Brownell St)	286-00666-0000 (south side property)	598.8	400.5			\$ 4,898.12	488.7	\$8,625.56				\$13,523.67
	286-00679-0000	135		Y			59.15 CONC. DRIVE	\$1,044.00				\$1,044.00

Owner	Tax Parcel	Parcel Frontage	Curb & Gutter Assessable Length (ft.)	Long Side?	M-1, M-2, M-3 zoning?	Curb & Gutter Cost (\$12.23/L.F.)	Sidewalk Assessable Length (ft.)	Sidewalk Cost (\$17.65/L.F.)	Hot-Mix Asph. Cost (\$32.13/ front foot	Sewer /Water Lateral Cost (\$2319.04) /lot	Assessment Adjustment (for storm water easement)	Total
East Monowau Street - North Side CRAM FAMILY REVOCABLE TRUST 713 E BROWNELL ST TOMAH WI 54660	286-00678-0000	135		Y			67.5 D/W ON KING	\$1,191.38				\$1,191.38
	286-00980-0000	170		Y	Y		71.25	\$1,257.56				\$1,257.56
	286-00205-0000	30						\$0.00				\$0.00
	286-00206-0000	566.8	454.5			\$ 5,558.54	549.3	\$9,695.15				\$15,253.68
	286-00204-0002	135 FRONTAGE ON KING	67.5	Y		\$ 825.53	67.5	\$1,191.38				\$1,016.90
East Monowau Street - South Side CITY OF TOMAH 819 SUPERIOR AVE TOMAH WI 54660 (for City Public Works Garage)	286-00205-0000	704		Y	Y		497.0	\$8,110.62				\$8,110.62
	286-00678-0000	120		N			96.8 CONC. DRIVE	\$1,708.52	\$3,855.60			\$5,564.12
King Avenue - West Side CRAM FAMILY REVOCABLE TRUST 713 E BROWNELL ST TOMAH WI 54660	286-00677-0000	105					68.7 CONC. DRIVE	\$1,212.56	\$3,373.65			\$4,586.21
	286-00676-0000	105					87 CONC. DRIVE	\$1,535.55	\$3,373.65			\$4,909.20

Owner	Tax Parcel	Parcel Frontage	Curb & Gutter Assessable Length (ft.)	Long Side?	M-1, M-2, M-3 zoning?	Curb & Gutter Cost (\$12.23/L.F.)	Sidewalk Assessable Length (ft.)	Sidewalk Cost (\$17.65/L.F.)	Hot-Mix Asph. Cost (\$32.13/ front foot	Sewer /Water Lateral Cost (\$2319.04) /lot	Assessment Adjustment (for storm water easement)	Total
MARK A. TRALMER 1125 LAKESIDE DR TOMAH WI 54660 (for 703 King Ave)	286-00675-0000	105					88.8 CONC. DRIVE	\$1,567.32	\$3,373.55			\$4,940.97
BONNIE J. PARLOW 709 KING AVE TOMAH WI 54660	286-00674-0000	105					87 CONC. DRIVE	\$1,535.55	\$3,373.65			\$4,909.20
DANIEL RAUL ANDRADE ROXANNA ANDRADE 717 KING AVE TOMAH WI 54660	286-00673-0000	118.37		N			118.37 D/W ON MONROE ST	\$2,089.23	\$3,803.23			\$5,892.46
TESSA J PRISEL 809 KING AVE TOMAH WI 54660	286-00703-0000	91	91	N		\$ 1,112.93	91 D/W ON MONROE ST	\$1,606.15	\$2,923.83			\$5,642.91
WILLIAM B ADDISON ANGELA S ADDISON 811 KING AVE TOMAH WI 54660	286-00702-0000	91	91			\$ 1,112.93	69.8 CONC. DRIVE	\$1,231.97	\$2,923.83			\$5,268.73
DORDEL FAMILY IRREVOCABLE TRUST 24146 HIGH AVE TOMAH WI 54660 (no address)	286-00701-0000	91	91			\$ 1,112.93	91 NO DRIVE	\$1,606.15	\$2,923.83			\$5,642.91
DORDEL FAMILY IRREVOCABLE TRUST 24146 HIGH AVE TOMAH WI 54660 (for 821 King Ave)	286-00700-0000	91					69.8 CONC. DRIVE	\$1,231.97	\$2,923.83	\$2,319.04		\$6,474.84
HO-CHUNK NATION % REGISTER OF DEEDS PO BOX 310 BLACK RIVER FALLS WI 54615 (for 905 King Ave)	286-00699-0000	91					69.8 CONC. DRIVE	\$1,231.97	\$2,923.83			\$4,155.80

Owner	Tax Parcel	Parcel Frontage	Curb & Gutter Assessable Length (ft.)	Long Side?	M-1, M-2, M-3 zoning?	Curb & Gutter Cost (\$12.23/L.F.)	Sidewalk Assessable Length (ft.)	Sidewalk Cost (\$17.65/L.F.)	Hot-Mix Asph. Cost (\$32.13/ front foot	Sewer /Water Lateral Cost (\$2319.04) /lot	Assessment Adjustment (for storm water easement)	Total
ALLEN R AUSTIN REVOCABLE TRUST GINGER L AUSIN REVOCABLE TRUST 519 BROWNELL ST TOMAH WI 54660 (for 909 King Ave)	286-00698-0000	91					71 CONC. DRIVE	\$1,253.15	\$2,923.83			\$4,176.98
BENJAMIN S KORTBEIN 413 MCLEAN AVE TOMAH WI 54660 (for 919 King Ave)	286-00697-0000	91					70.6 CONC. DRIVE	\$1,246.09	\$2,923.83			\$4,169.92
BENJAMIN S KORTBEIN 413 MCLEAN AVE TOMAH WI 54660 (for 1003 King Ave)	286-00696-0000	94.96					77.56 CONC. DRIVE	\$1,368.93	\$3,051.06			\$4,420.00
SELECT ASSOCIATES LLC 1612 LAKEVIEW DR TOMAH WI 54660 (no address)	286-00204-0001	98.11	86.31			\$ 1,055.57	97.64 NO DRIVE	\$1,723.35	\$3,152.27	\$2,319.04		\$8,250.23
COLLIN S RICE 113 E ANDRES ST TOMAH WI 54660 (no address)	286-00204-0002	98.11	98.11	N		\$ 1,199.89	97.64 NO DRIVE	\$1,723.35	\$3,152.27	\$2,319.04		\$8,394.55
King Avenue - East Side JENNIFER R DEUSTER % FREEDOM MORTGAGE CORPORATION 307 PLEASANT VALLEY AVE MOUNT LAUREL NJ 08054 (for 801 E Brownell St)	286-00667-0000	120		N			29.3 D/W ON BROWNELL	\$517.15	\$3,855.60			\$4,372.75
LYNSEY HANSEN 510 KING AVE TOMAH WI 54660	286-00668-0000	105					85.1 CONC. DRIVE	\$1,502.02	\$3,373.65			\$4,875.67
CAMERON E. KIRK PAMELA S. KIRK 516 KING AVE TOMAH WI 54660	286-00669-0000	105					88.9 CONC. DRIVE	\$1,569.09	\$3,373.65			\$4,942.74

Owner	Tax Parcel	Parcel Frontage	Curb & Gutter Assessable Length (ft.)	Long Side?	M-1, M-2, M-3 zoning?	Curb & Gutter Cost (\$12.23/L.F.)	Sidewalk Assessable Length (ft.)	Sidewalk Cost (\$17.65/L.F.)	Hot-Mix Asph. Cost (\$32.13/ front foot	Sewer /Water Lateral Cost (\$2319.04) /lot	Assessment Adjustment (for storm water easement)	Total
WESLEY C BURKE 702 KING AVE TOMAH WI 54660	286-00670-0000	105					88.1 CONC. DRIVE	\$1,554.97	\$3,373.65			\$4,928.62
DAVID J LINCOLN REVOCABLE TRUST KATHRYN A LINCOLN REVOCABLE TRUST 708 KING AVE TOMAH WI 54660	286-00671-0000	105					92.9 CONC. DRIVE	\$1,639.69	\$3,373.65			\$5,013.34
PATRICK E KUCERA REVOCABLE TRUST 1910 CROOKED AVE HOMEN WI 54636 (for 714 King Ave)	286-00672-0000	118.23		N			96.43 CONC. DRIVE	\$1,701.99	\$3,798.73			\$5,500.72
DANIAL SAUTER LOREN SAUTER 802 KING ST TOMAH WI 54660	286-00687-0000	103		N			83.9 CONC. DRIVE	\$1,480.84	\$3,309.39			\$4,790.23
EDDIE G. MIZE JUDY L. MIZE 812 KING AVE TOMAH WI 54660	286-00688-0000	103					89.7 CONC. DRIVE	\$1,583.21	\$3,309.39			\$4,892.60
SARA J WALTERMATH 818 KING AVE TOMAH WI 54660	286-00689-0000	103					69.1 CONC. DRIVE	\$1,219.62	\$3,309.39			\$4,529.01
KARLA I. KUEHL 902 KING AVE TOMAH WI 54660	286-00690-0000	103					84.6 CONC. DRIVE	\$1,493.19	\$3,309.39			\$4,802.58
DRAEGER SPECIAL TRUST % LEONA B. DRAEGER 910 KING AVE TOMAH WI 54660	286-00691-0000	103					78.5 CONC. DRIVE	\$1,385.53	\$3,309.39			\$4,694.92
MATTHEW R MARKIN 916 KING AVE TOMAH WI 54660	286-00692-0000	103					85.2 CONC. DRIVE	\$1,503.78	\$3,309.39			\$4,813.17

Owner	Tax Parcel	Parcel Frontage	Curb & Gutter Assessable Length (ft.)	Long Side?	M-1, M-2, M-3 zoning?	Curb & Gutter Cost (\$12.23/L.F.)	Sidewalk Assessable Length (ft.)	Sidewalk Cost (\$17.65/L.F.)	Hot-Mix Asph. Cost (\$32.13/ front foot	Sewer /Water Lateral Cost (\$2319.04) /lot	Assessment Adjustment (for storm water easement)	Total
LARRY BARBEAU FAMILY TRUST 1203 MCLEAN AVE TOMAH WI 54660 (for 1002 King Ave)	286-00693-0000	103					85.1 CONC. DRIVE	\$1,502.02	\$3,309.39			\$4,811.41
WADE CZARNIK ERICA CZARNIK 1008 KING AVE TOMAH WI 54660	286-00694-0000	103					84.9 CONC. DRIVE	\$1,498.49	\$3,309.39			\$4,807.88
PAUL C STEELE RACHEL M STEELE 924 ALDERMAN ST TOMAH WI 54660 (for 802 E Monowau St)	286-00695-0000	103.53		N			103.53 ASPH. DRIVE	\$1,827.30	\$3,326.42			\$5,153.72
E. Monroe Street (North side) DANIEL PAUL AND ROXANNA ANDRADE 717 KING AVENUE TOMAH WI 54660	286-00673-0000	140		Y			58 CONC. DRIVE	\$1,023.70				\$1,023.70
E. Monroe Street (South side) TESSA J. PRIESEL 809 KING AVENUE TOMAH WI 54660	286-00703-0000	140	70	Y		\$ 856.10	70 GRAV. DRIVE	\$1,235.50				\$2,091.60
TOTALS			1,379.92			\$16,876.42		\$90,370.56	\$101,926.32	\$6,957.12		\$214,294.82

Brian R. Berquist, City Engineer