MINUTES FOR PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, September 23, 2026 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting was called to order at 5:30 PM by Paul Dwyer

Call to Order - Roll Call

Quorum Present (YES)

John Glynn (A), Dean Peterson (P -arrived at 5:40 PM), Travis Scholze (P), Brian Rice (P), Kerwin Greeno (P), Mayor Paul Dwyer (P), Mitch Koel (P-arrived at 5:32 PM)

Also Present, Director Brandy Leis, Joe Kube, Chad Richmond, and Nik Dorava from Town & Country.

Approve Minutes

Motion by Rice, seconded by Greeno to approve August minutes as presented. All ayes. Motion carried.

Discussion Items

1. Airport Update
   Steve Austin presented an update on the airport, saying everything looks good. Several new planes have come in and fuel is being used.

2. Discussion & Potential Action: Hollister Phase #2
   Nik from Town & Country indicated the possibility of the potential grant could be reallocated to a future project if it is not utilized for Hollister Phase #2**.** This approach ensures that the grant funds remain fully leveraged while keeping the timeline for Phase #2 entirely on track.

   Motion by Scholze and seconded by Koel to move forward with Hollister Phase #2 in 2027. All ayes. Motion carried.

3. Discussion & Potential Action: Railroad Crossing Sidewalk
   Nik from Town & Country provided a status update regarding the Veterans project and the associated railroad crossing sidewalk. Progress updates will continue to be integrated into future meeting agendas; however, no budgetary allocations will be made for this project at this time.

4. Discussion: Review of current lease agreement
   Current lease agreement was reviewed and will continue with a cost of living increase each year as usual.

5. Discussion & Potential Action: Lease Agreement Template
   Motion by Koel and seconded by Peterson to approve the lease agreement template with the following pricing structure; $1,000 per month or $300 per week for up to 20,000 sq ft and $250 per month or $100 per week for up to 5,000 sq ft. All ayes. Motion carried.

6. Discussion & Potential Action: Pay Request Hollister #6
   Motion by Scholze and seconded by Rice to approve the Hollister Pay Request #6. All ayes. Motion carried.

7. Project Updates
   Nik from Town & Country presented the current engineering and project updates. Preparations are moving forward for the Glendale project slated for 2028, and progress continues on the pool path initiative**.** Additionally, all paving operations for Hollister Phase #1 have been successfully completed, and restoration efforts are underway with grass seed established and showing growth.

8. Payments of Monthly Water & Sewer Bills

   Sewer – Motion by Peterson and seconded by Greeno to approve the sewer bills as presented. All ayes. Motion carried.

   Water – Motion by Peterson and seconded by Rice to approve water bills as presented. All ayes. Motion carried.

9. Departmental Reports

   Sewer – The Sewer Department reported an average flow of 1.0 MGD for August**.** The new polymer system is now operational following its installation last week by Sabel Mechanical. Additionally, through a collaborative effort with the Street Department, sludge hauling operations were conducted with local agricultural partners. This has cleared sufficient storage space to sustain operations until late November, at which point the sludge storage facility will be emptied prior to the winter ground freeze. Staff are also actively working to complete the annual sewer jetting maintenance.

   Water – The Water Department reported an average daily pumpage of 861,000 gallons for September. The annual fall flushing program is scheduled to take place the week of October 5th–9th, and staff is currently conducting routine main valve exercising. Regulatory compliance testing is underway, with the PFAS sample for Well 14 sent in for laboratory processing. Furthermore, large meter testing has been completed for the year. Lastly, the rehabilitation plan for Well 11 is on schedule to begin in mid-October.

   Public Works – The Public Works Department provided a status report on current operations. Mathy Construction relocated their plant into town roughly three weeks ago; associated departmental fuel expenditures have seen a corresponding increase. Infrastructure maintenance included the repair of two catch basin inlets, and staff continue to rotate through routine town-wide inspections. On Superior Avenue, concrete lifting operations are proceeding on schedule. Regarding equipment maintenance, the front differential on the large tractor failed, and repairs are currently underway by the department mechanic. Lastly, management is actively drafting the upcoming budget and finalizing the capital project list for 2027.

   Director's Report – Department staff are actively drafting upcoming fiscal budget items. In addition, we are collaborating closely with Charlie Handy regarding final preparations and logistics for the Housing and Development Tour set for September 30th.

Next Meeting will be held on October 28th, 2026 @ 5:30PM

Adjourn

Motion by Koel and seconded by Peterson to adjourn the meeting at 6:22 PM. All ayes. Motion carried.