

MINUTES FOR PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, August 26, 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 (P), Dean Peterson (P), Travis Scholze (P), Brian Rice (P), Kerwin Greeno (A), Mayor Paul Dwyer (P), Mitch Koel (P)

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

Approve Minutes

Motion by Peterson, seconded by Rice to approve July minutes as presented. All ayes. Motion carried.

Discussion Items

1. Airport Update
Steve Austin was unavailable to attend but suggested tar stripping be done soon. Director Leis and Interim City Administrator Steve Saarvi started looking into this. An airport CIP plan currently exists. Working with DOT to extend the plan and to add on a threshold and reopening the grass runway to the CIP.
2. Approval: Shared maintenance of W Veterans
Motion by Peterson and seconded by Glynn to approve the shared maintenance with a \$75 gas card for this year, and \$150 gas card every year, paid at the end of the year. Motion carried (Koel opposed)
3. Approval: Street Privilege Permit
Motion by Koel and seconded by Peterson to approve the street privilege permit. Motion carried. All ayes.
4. Discussion & Potential Action: Stop Sign at Woodard and Brownell
Motion by Koel and seconded by Scholze to keep the yield sign. Motion carried. All ayes.
5. Discussion & Potential Action: Slow Down/Autistic Child Sign
Motion by Koel and seconded by Glynn to approve an autistic child sign be placed on Monowau St. Motion carried. All ayes.
6. Discussion: Storm Water Service Charge
Town & County provided some feedback on what other municipalities have done and what are options are. Town & County can provide a feasibility study if the City chooses. This item will be tabled to next month with more information coming from Town & Country.
7. Approval: Part-Time Personnel
Motion by Glynn and seconded by Rice to approve recommendation be sent to Council for approval of part-time personnel in the Utilities office. Motion carried. All ayes.
8. Approval: Sump Pump Reimbursement
Motion by Peterson and seconded by Glynn to approve the sump pump reimbursement. Motion carried. All ayes.

9. Discussion and Potential Action: Stop Sign at Vandervort St.
Motion by Koel and seconded by Peterson to approve a stop sign at Vandervort St. Motion carried. All ayes.
10. Discussion and Potential Action: Lease Agreement Template
Agenda item will be tabled until next month
11. Discussion and Potential Action: Hollister Phase #2
Nik from Town and Country presented Hollister Phase #2 and the potential grant the City could be receiving for this project. To receive this grant the project would then need to be pushed back to 2028-2029. This agenda item will be tabled to next month.
12. Discussion and Potential Action: Railroad Crossing – Sidewalk
Nik from Town and Country briefed the commission on their meeting with Monroe County and the Railroad at the Noth Ave crossing. The Railroad is considering doing work to the crossing and could provide a potential cost share with a joint project that could extend pedestrian crossing. Discussions and collaboration with the Railroad will continue and updates will be given. This agenda item will be tabled to next meeting.
13. Discussion and Potential Action: Widen Sewer Easement on Gopher Ave.
Nik from Town and Country presented the Commission with the easement on Gopher Dr. Abandoning the sewer easement on the west while also widening the easement.
Motion by Scholze and seconded by Glynn to approve the abandonment of the sewer easement and also the widening of the easement. Motion carried. All ayes.
14. Pay Request Hollister Project #5
Motion by Peterson and seconded by Rice to approve the Hollister Pay Request #5.
Motion carried. All ayes.
15. Pay Request – Lime Silo
Motion by Scholze and seconded by Peterson to approve the Lime Silo request. Motion carried. All ayes.
16. Project Updates
Nik from Town and Country presented project updates including DOT planning projects.
 - Hollister Phase #1: Nearing completion
 - Townline Lift Station Abandonment: scheduled to begin this fall
 - Watermain Loop: Scheduled to start on October 1st
 - Glendale Project: Scheduled for implementation in 2028
 - Planning & Coordination: Active planning is underway for Hollister Phase 2 as well as joint coordination items involving County Hwy ET and the railroad.
17. Payments of Monthly Water & Sewer Bills

Sewer – Motion by Peterson and seconded by Glynn to approve 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.

18. Departmental Reports

Sewer – During the past month, plant flows averaged 1.4 MGD while operations neared completion on the annual jetting and flushing maintenance program. System infrastructure repairs progressed significantly, including core and pour work on local manholes conducted by Gerke Excavating, alongside routine maintenance and repairs on the influent pump and primary flow meter. Additionally, representatives from the Department of Natural Resources (DNR) conducted an on-site evaluation of operational processes to support the upcoming Spring permit review.

Water – During August, average daily pumpage was 973,000 gallons per day, reflecting a shift in demand as the Department of Veterans Affairs (VA) facility resumed utilizing its private well system. System maintenance and reliability efforts progressed on schedule, including completed servicing on all standby generators, ongoing main valve exercising, and accuracy testing on large meters. Staff also allocated significant operational resources to high-volume utility locates driven by active fiber optic contractor work. Routine monitoring confirms water quality remains safe and stable, with nitrate levels holding steady at an average of 7 to 8 mg/L.

Public Works – Active municipal projects and seasonal maintenance progressed smoothly over the past week, highlighted by the successful completion of sidewalk installation on the Hollister project. Mathy Construction relocated their asphalt plant last week, and final paving across pending projects will resume as soon as the plant becomes fully operational. System calibrations were performed at the dam to resolve recent lake level reporting discrepancies, restoring accurate water monitoring. Meanwhile, routine citywide mowing operations remain ongoing.

Director's Report – We are continuing our collaboration with both the Lake Committee and the Lake Association to evaluate and execute the installation of a new aerator in the retention pond adjacent to the covered bridge. Additionally, our ongoing partnership with the Chamber of Commerce remains active as we support their market initiatives. On the development front, the demolition of the residential property on Clark Street has been completed.

Next Meeting will be held on September 23rd, 2026 @ 5:30PM

Adjourn

Motion by Peterson and seconded by Koel to adjourn the meeting at 7:12 PM. All ayes. Motion carried.