



AGENDA FOR PUBLIC WORKS COMMISSION

A Public Works Commission meeting will be held on **Wednesday, March 20, 2024 at 5:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

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

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

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Call to Order - Roll Call

Approve Minutes

[February 2024 Minutes](#)

Discussion Items

1. Airport Update
2. [Review of Public Hearing Comments and Minutes](#)
3. Approval of Public Hearing 2/29/2024 Minutes
4. [Street Closure Approval: 100 Block of E Juneau St](#)
5. [2020 Census Defined Urban Area Boundary Adjustments](#)
6. [Multiple Roof Replacement Approval](#)
7. Project Updates
8. [Building Code/Violation Report](#)
9. Payment of Monthly Water & Sewer Bills
10. Departmental Reports
11. Director's Report
12. Future Meeting Date: April 24, 2024

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 PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, February 28, 2024 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 Kirk Arity.

Call to Order - Roll Call

Quorum Present (YES)

John Glynn (A), Dean Peterson (P), Lamont Kiefer (A), Brian Rice (P), Kerwin Greeno (P), Mayor Mike Murray (P), Nicole Hart (P).

Also present, Director Kirk Arity (P), Brandy Leis (P), Shane Rolff (P), Joe Kube (P), Jeff Marten (P), and Brian Berquist (P).

Approve Minutes

January 2024 Minutes - Motion 1st by Greeno, 2nd by Murray. All ayes. Motioned carried.

Discussion Items

1. Payment of Monthly Water & Sewer Bills
 - a. Sewer- 1st by Peterson, 2nd Murray by to approve water bills as presented. All ayes. Motion carried.
 - b. Water-1st by Peterson, 2nd by Greeno to approve water bills as presented. All ayes. Motion carried.
2. Preliminary Resolution Declaring Intent to Levy Special Assessments

Brian Berquist from Town & Country gave an overview of the special assessments.
1st by Murray, 2nd by Peterson to approve the preliminary resolution. All ayes. Motion carried.
3. Acceptance of 2024 Sidewalk/Curb & Gutter Contract Extension

Wolf Concrete & Construction contract extension would increase an average of 6%.
1st by Peterson, 2nd by Murray to approve the contract extension. All ayes. Motion carried.
4. Approval of the Proposal for the Painting of the Old DNR Building

Metal building north of the Chambers.
1st by Murray, 2nd by Peterson to approve the proposal. All ayes. Motion carried.
5. Award of Painting Project for WWTF

1st by Murray, 2nd by Peterson to award the painting project to Badger Specialty Coating. All ayes. Motion carried.
6. Purchase Approval of Bobcat UW56

This would be for WWTF and intent is to consolidate equipment by buying attachments. This item was not included in the budget as the need came up after budget was approved.
1st by Murray, 2nd by Peterson to approve the purchase of the Bobcat from Coulee Region. All ayes. Motion carried.
7. Approval of Expenditure for Drainage Improvements on Plastic Ave

The area floods during storms. With severe storms flooding has reached Keene's Transfer doors.
1st by Murray, 2nd by Peterson to approve the expense. All ayes. Motion carried.

8. Airport Update

Steve Austin provided a short update. Concerns of wildlife on East end. Suggestion of using an air horn to disperse birds and other animals.

9. Project Updates

Brian Berquist from Town & Country provided an update on Veterans Street project. Gerke's had lowest bid. City and county received a grant for \$1 Million. \$2 million dollar project for the city and county will pay \$600,000 for the project. Project will start at Superior and go west.

10. Building Code/Violation Report

Reviewed by commission. Rolff gave a report on downtown structure fire.

11. Departmental Reports

- a. Sewer- Brandy reports that they are finishing up city hall guardrail project. Facility update on UV systems and grit screen. Jet vac working on storm sewers close to the fire to clean out debris. Passed annual lab testing.
- b. Water- Jeff stated the water pipe inventory is down to 185 properties. They are knocking on doors trying to get responses from the properties that are left. Getting roofing quotes on several water dept buildings. Nearly 1 million gallons of water used to fight downtown fire. Andrew is in his 30 trial with the water department. There has been no breaks or leaks.
- c. Public Works- Joe stated that staff has painted the street shop and has installed a metal ceiling in the shop. It has brightened the shop. Waiting on asbestos abatement prior to epoxying the break room floor. They are working on cutting trees. Mark has been rebuilding the mechanical arms on the garbage trucks.

12. Director's Report

Kirk Arity is working with staff on audit. Street projects and assessments. Guide wires on city hall antennas were fixed. Removed tree from condos per request. Staying busy with projects.

13. Future Meeting Date: March 20, 2024

Meeting will be a week earlier as most staff will be attending training the last week of the month.

Adjourn 1st by Peterson, 2nd by Rice at 6:14 PM. All ayes. Motion approved.

Minutes written and submitted by Casey Kinnear

MINUTES FOR PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS - W. VETERANS ST FROM 24TH AVE (CTH ET) TO SUPERIOR AVE (USH 12)

A Public Hearing on Special Assessments for Public Improvements - W. Veterans St from 24th Ave (CTH ET) to Superior Ave (USH 12) was held on **Thursday, February 29, 2024 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting was called to order at 5:31 PM by Kirk Arity

Introductions

Brian Berquist and Nick from Town & Country Engineering, Director Kirk Arity, John Glynn, and Derek Nofsinger. There were representatives from Gerke's in attendance.

Public Hearing: Discussion on Preliminary Assessment Report - W. Veterans St from 24th Ave (CTH ET) to Superior Ave (USH 12)

Brian Berquist gives an overview of the project and the assessment process.

Project will start by Superior Ave where the previous project ended. The crews will then work west and complete roughly 200 ft per day. City crews will start March 4th by cutting trees down. March 11th the contractors will do a soft start. Digging will begin March 18th. A drone will be used to record project area pre and post construction.

Assessments are for curb & gutter and sidewalks. The preliminary report is an estimate of the cost of assessments. If a property has curb & gutter or sidewalks currently, they will not be assessed for those again. Additionally, properties will not be assessed for the curb radii, handicap ramps, grass work, driveway aprons, blending of driveways to match height of curb & gutter, and drainage work. After the construction is completed, an actual measurement of the curb & gutter and sidewalks installed will be recorded. A Final Assessment Report will be issued in late 2024 or early 2025 and will go to the Public Works & Utilities Commission for review and approval before the final assessments are official. The Commission will also set payment options and installment plans at that time.

Director Kirk Arity opened comments to the public.

Paul Dwyer – 802 W Veterans St: Asked Brian Berquist from Town & Country Engineering if his driveway will be replaced exactly as it is or will he be cheated out of material?

Brian Berquist stated that the project will match what the property has.

Paul Dwyer states that city ordinance says if there is a clear and present danger, no sidewalks will be installed. Mr. Dwyer believes his property at 802 W Veterans is a danger with the truck traffic and it will create a liability as an owner of the business. States the city didn't disclose the project at the time he bought the property for his business.

Leanna Borowiec – 823 W Veterans St: Asked what would happen if water lines got damaged during construction? Who pays for that? How do they know if was damaged during construction or prior to construction?

Brian Berquist response was if a line is broken due to the construction the project will pay for it. If it is found to be broken prior to the project, the owner will have to pay to replace or repair the pipe. Brian stated if the pipe is broken prior to the construction, the pipe debris will explode out from pressure. City Inspector, Derek Nofsinger, will be onsite everyday throughout construction taking pictures to ensure documentation.

Tom Borowiec – 823 W Veterans St: Stated a sidewalk across his property will be a hazard. He said that it would be better to eliminate the bike lane and sidewalk to create parking for visitors of the property owners.

Director Kirk Arity asked the audience if anyone else in attendance wished to speak, three separate times, no one else in attendance wished to be heard.

Adjourn the public hearing at 6:22 PM.

Written and submitted by Casey Kinnear

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Street Closure Approval: 100 Block of E Juneau St

Summary and background information:
(Appropriate documents attached)

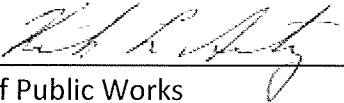
The street is used as a staging area for the Poker Run Bike Blessing fundraiser for the Veterans Assistance Foundation.

Fiscal Note:

None

Recommendation:

I recommend the street closure for the 100 block of E Juneau St on May 25th from 8am until noon.



Director of Public Works
Kirk Arity

3/14/2024

Date

PW+M+C

March

Kirk Arity

From: Faye Vega <faye.rainey@vafvets.org>
Sent: Thursday, February 29, 2024 10:00 AM
To: Kirk Arity
Subject: Request to close 100 block E Juneau in May

Kirk,

Hello, It is time for the Poker Run Bike Blessing fundraiser. I am requesting the 100 block of E Juneau be blocked off from through traffic to include alley access, on May 25th starting at 8am until noon.

We will need the space for the bikes to park and pull out onto Superior heading south.

Please let me know if anything else is needed for this request.

Thank you,

--

Faye Vega
Executive Director
1118 Superior Ave
Tomah, WI 54660
Veterans Assistance Foundation, Inc
faye.rainey@vafvets.org
Phone: 608-343-8387

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: 2020 Census Defined Urban Area Boundary Adjustments

Summary and Background Information: Defined boundary adjustments determine eligibility for Federal Funding primarily the STP-Urban and STP-Rural programs.

Recommendation From: Public Works and Utilities Commission

Minutes Attached:

Yes No

Budget Account: N/A

Fiscal Impact: TBD

Staff Responsible for implementation: Director of Public Works and Utilities

Economic Impact: We have received substantial grant funding for these programs.

Zoning/Rezoning Issues: N/A

Supports Organizational Goals:

Yes No

Questions from SET:

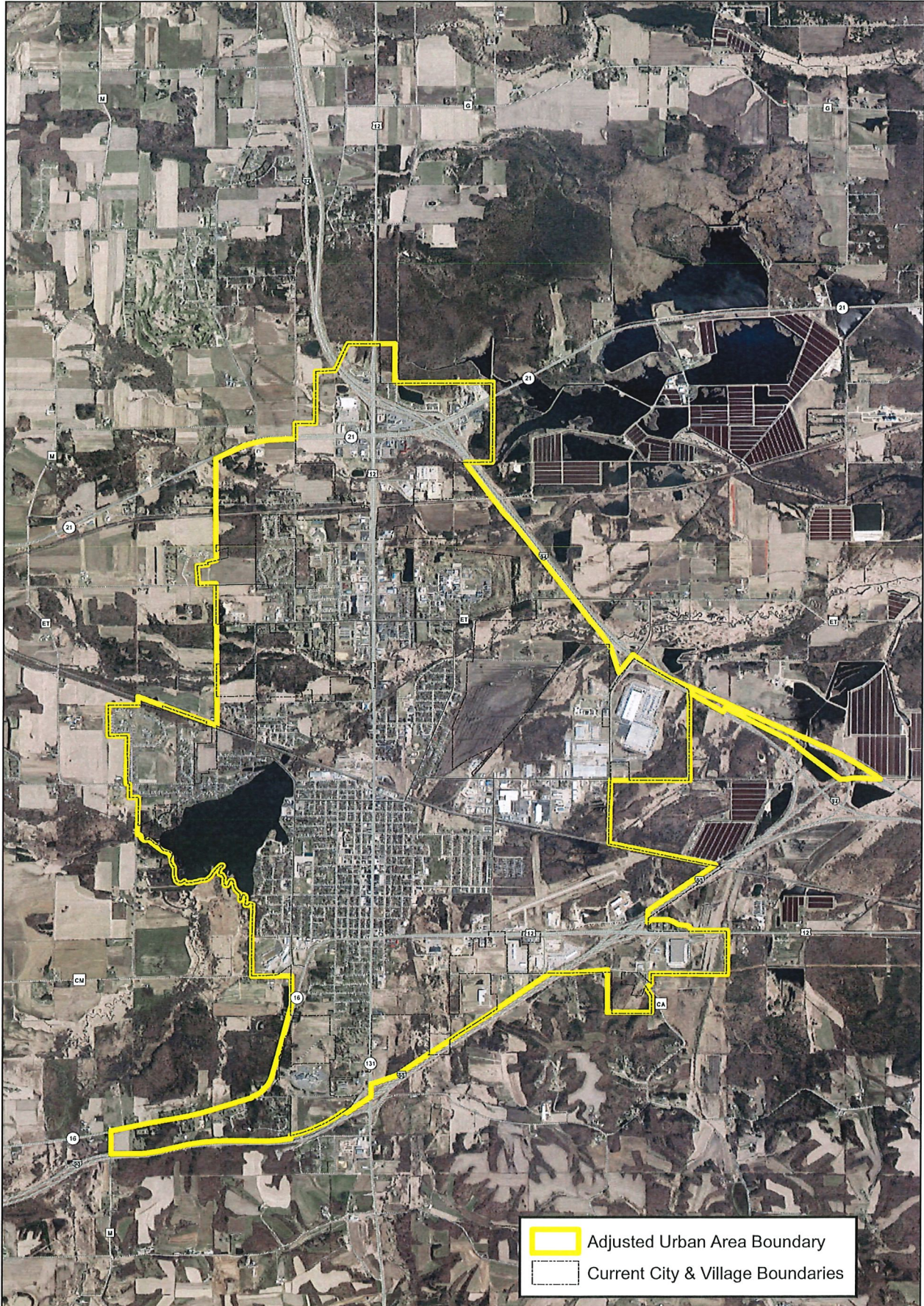
Grants Pursued/Opportunity Pursued: ongoing

Recommendation: Public Works and Utilities Commission recommends approval of the adjusted census boundaries map attached.

Tomah Urban Area

(Adjusted Urban Area Boundary)

DRAFT



Item 5.



Population (2020): 9,818
Housing Units: 4,560
Map Date: 02/28/2024

RESOLUTION No:

Resolution Adopting Adjusted Urban Area Boundary

WHEREAS, the Wisconsin Department of Transportation every 10 years, following the release of decennial census data, leads a process to adjust Urban Area Boundaries (UABs) across the state of Wisconsin, in conjunction with the Federal Highway Administration of Wisconsin; and

WHEREAS, the Federal Highway Administration allows states to adjust the census-defined urban area boundaries for planning and funding purposes; and

WHEREAS, the Wisconsin Department of Transportation has submitted an adjusted urban area boundary for the City of Tomah urban area; and

WHEREAS, the adjustments proposed to the City of Tomah urban area boundary are summarized in the change table, as shown in Exhibit 1 to this Resolution; and

WHEREAS, after review by the Director of Public Works and Utilities, Public Works and Utilities Commission and staff, the proposed adjusted Urban Area Boundary has been found to be justified.

NOW, THEREFORE, BE IT RESOLVED by the City of Tomah, Monroe, Wisconsin that the City of Tomah informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as outlined in the change table, as shown in Exhibit 1, and reflected in the City of Tomah map, as shown in Exhibit 2 to this Resolution are approved and adopted on this 16th day of January, 2024.

By: _____
Michael Murray, Mayor

Attest: _____
Rebecca Weyer, City Clerk

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Multiple Roof Replacement Approval

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

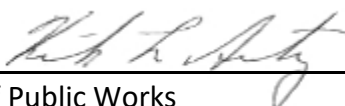
More information to follow at the meeting.

Fiscal Note:

TBD

Recommendation:

Recommendation based on discussion of proposals.



Director of Public Works
Kirk Arity

3/14/2024

Date



February Permit Report

02/01/2024 - 02/29/2024

Permit #	Permit Date	Permit Type	Project Description	Parcel Address	Total Fees	Construction Value
6739	2/28/2024	Alt/Addition Commercial Building	Renovation of 2 ED rooms	501 Gopher Dr.	\$5,050.00	500,000.00
6738	2/27/2024	Electrical	Fire Inspection for power to be reinstalled	1106 SUPERIOR AVENUE	\$160.00	5,000.00
6737	2/26/2024	Electrical	Service Inspection- Adjacent building damaged by fire.	1108 SUPERIOR AVENUE		0.00
6735	2/22/2024	Electrical	200 amp service upgrade	302 VIEW STREET	\$55.00	3,780.00
6734	2/22/2024	Electrical	Electric for new single family home	428 W JUNEAU STREET	\$0.00	18,000.00
6733	2/21/2024	Electrical	Electric for 3 new exam rooms remodel	820 N SUPERIOR AVENUE	\$190.00	15,000.00
6732	2/19/2024	Electrical	New Chicken Fryer Hood in Kitchen	1504 SUPERIOR AVENUE	\$55.00	15,000.00
6731	2/15/2024	Alt/Addition Commercial Building	Building Canopy	411 MARTIN AVENUE	\$600.00	55,000.00
6730	2/14/2024	Deck Permit	Adding new deck to property.	419 SCHALLER STREET	\$35.00	51,929.29
6729	2/14/2024	Township-Tomah (New const.)	New Single Family Home (Converting existing building into home)	23897 Destiny Ave.	\$463.20	0.00
6728	2/14/2024	Deck Permit	deck addition	414 E FOSTER STREET	\$35.00	1,000.00
6727	2/14/2024	Deck Permit	Remove exst landing/steps, replace with new	318 E MONOWAU STREET	\$35.00	13,861.00
6726	2/13/2024	Sign Permit	T-town Nutrition sign currently at 1106 superior ave	900 SUPERIOR AVENUE	\$40.00	0.00
6725	2/13/2024	Sign Permit	New signage package for exterior of existing Walmart	222 W MC COY BOULEVARD	\$40.00	0.00
6724	2/12/2024	Electrical	Electrical for Emergency Department remodel	501 Gopher Dr.	\$450.00	80,000.00
6722	2/8/2024	Mechanical	Hood, Rooftop unit upgrade	1504 SUPERIOR AVENUE	\$130.00	25,000.00

6721	2/7/2024	Plumbing	Bathroom remodel	310 WOODARD AVENUE	\$65.00	6,675.00
6720	2/5/2024	Accessory building >150 sq. ft.	Constructing new 20 x 24 steel carport and 24 x 147 steel shed in rear yard.	1209 GRANDVIEW AVENUE	\$97.92	1,500.00
6719	2/5/2024	Alt/Addition Commercial Building	Alteration/Extension of non-combustible wall for installation of larger Type 1 hood.	1504 SUPERIOR AVENUE	\$150.00	10,000.00
6718	2/5/2024	Alt/Addition Commercial Building	Selective demolition, masonry walls, wood framing, finish carpentry, custom cabinetry, metal and wood doors, storefront doors, interior finishes, specialties and counter tops. Main Level Entries, Gathering and Coat Room.	525 SUPERIOR AVE	\$2,630.00	258,370.00
6717	2/1/2024	Plumbing	Plumbing for new 1/2 bathroom, handwash sink, & 3 compartment sink.	900 SUPERIOR AVENUE	\$60.00	4,500.00
				Totals	\$10,341.12	1,064,615.29

Total Records: 21

3/13/2024

Code Enforcement Violation Report

FEB 2024

02/01/2024 - 02/29/2024

Case Date	Case #	Parcel Address	Violation Name	Violation Notes	Complaint Type	Status
2/20/2024	2024012	Municipal Parking Lot on McLean Ave	Sec. 44-124 Parking restricted or prohibited	Truck with plate TD9155 has been parking in the municipal lot off of McLean Ave for the past few weeks. Truck belongs to Harvey Tallent at 1103 Superior Ave Apt B	General Nuisance	Completed
2/14/2024	2024010	Municipal Parking Lot on McLean Ave	18-54 - Storage of Vehicles Restricted Sec. 44-124 Parking restricted or prohibited	1997 Chevy GMC Red Pickup truck has been parked in the city municipal lot for an extended period of time. The truck is not registered nor has the title been transferred to the current owner.	Nuisance - Junk Vehicle	Issued Order to Correct

2/14/2024	2024011	Municipal Parking Lot on McLean Ave	18-54 - Storage of Vehicles Restricted	A truck with a trailer attached to it has been parking in the municipal lot for an extended period of time. Owner was tracked down and told to move it from the lot.	General Nuisance	Completed
2/13/2024	2024009	429 FRANKLIN STREET	Sec. 36-18 Large items	Owner has placed dozens of furniture items at the curb and made a posting online on Feb 11, 2024 about free items at the curb. 2 days later items are still at the curb. Items were tagged with a violation notice and a notice will be mailed to the owners.	Nuisance - Junk Accumulation	Issued Order to Correct
8096042						

Total Records: 4

3/8/2024

Municipal lot on McLean will be resurfaced this spring. Vehicles are being stored in the lot from adjacent properties. Working to get the last truck removed that is not registered and belongs to a tenant from the apartment above Peking. They were affected by the fire and needs a little more time. They will need to have it removed by the 18th of March.