



AGENDA FOR PUBLIC WORKS COMMISSION

A Public Works Commission meeting will be held on **Wednesday, September 24, 2025 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

[August Minutes](#)

Discussion Items

1. Airport Update
2. [Discussion & Potential Approval: Superior Ave Water Main Loop Soil Testing](#)
3. [Discussion & Approval: No Left Turn Sign on Wittig Rd.](#)
4. Discussion: Brush/Sludge Water
5. Project Updates
6. Payment of Monthly Water & Sewer Bills
7. Departmental Reports
8. Director's Report
9. Next Meeting Date - Oct 22nd at 5:30 PM

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, August 27, 2025 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 John Glynn

Join Zoom Meeting

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

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Call to Order - Roll Call

Quorum Present (YES)

John Glynn (Y), Dean Peterson (Y), Patrick Devine (A), Brian Rice (Y), Kerwin Greeno (A), Mayor Paul Dwyer (Y), Mitch Koel (Y)

Also present, Director Brandy Leis, Joe Kube, Jeff Marten

Approve Minutes

Motion by Peterson and seconded by Dwyer to approve June minutes as presented. All ayes. Motion carried.

Discussion Items

1. Airport Update

Steve Austin was unable to attend; however, he provided a written report. Fuel pump is working well, and flight office is clean. Cardinal Glass has their video cam operating. Airspaces have been quite active. Request to keep the crack filling on the list of things to do. John Glynn is looking into information on shortening the grass strip (north/south) in hopes of getting it active again. Possibility of a displaced threshold on the East end of runway 25. This would assist jets on their takeoff run.

2. Approval of Proposed Fee For Mattress Removal

Motion by Koel and seconded by Dwyer to approve a \$200 fee to the property owner for any mattresses that require Public Works to remove, after it has been tagged and cited.

3. Discussion: Multi-Use Trail Connection

Parks and Recreation was approved to receive a grant for a Multi-Use Trail. Public Works will help with tree removal and blacktopping to help keep costs down.

4. Discussion: UTV Traffic Control Sign

Local UTV club is requesting that we install a traffic control sign in the vicinity of Pizza Hut enabling UTV crossing across Superior Ave. WI DOT will need to be involved on discussions before proceeding.

5. Project Updates

Nik from Town & Country reported on the Kilbourn project that has started. Drone footage for the trail will be underway soon. Glendale project has been pushed back to 2027.

6. Payment of Monthly Water & Sewer Bills

Motion by Peterson and seconded by Dwyer to approve sewer bills as presented. All ayes. Motion carried.

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

7. Departmental Reports

Sewer - Passed yearly wet testing and lab certifications. Working on cleaning sewers. Average flow 1.1. Sewer supervisor's job has been posted in house. Hauled out 30 loads of sludge to farmers.

Water – August average daily pumpage is 1.6 million. VA is still hoping to have their 3 private wells up and running in August. CTW finished with Well #14 rehab, waiting for more direction from DNR. Culpit roofing put on a new steel roof on the Water Dept. office building. Valve exercise and large meter testing about done. Gerke's started work on Kilbourn replacing 4in water main from 1939. Water main leak on Hollister and Jackson, hole the size of a golf ball.

Public Works – Airport camera was installed and paid by Cardinal Glass. Second camera was installed near the brush pile. Camera is solar powered and recording. Completed 200 block of E Monowau. Kilbourn water main, and the Jackson/Hollister Ave water main leak. Landscaping at the Library to help reduce water damage.

Director's Report

Continuing to work on budget items.

Adjourn

Motion by Peterson and seconded by Dwyer to adjourn the meeting at 6:11 PM. All ayes. Motion carried.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Discussion & Potential Approval: Superior Ave Water Main Loop Soil Testing

Summary and background information: (Appropriate documents attached)

Excavation for the installation of a new water main along Superior Ave is being planned. A portion of the planned excavation is adjacent to a site where the DNR has indicated documentation of remaining petroleum contamination in soil and groundwater. The groundwater contamination may extend into the North Superior Avenue right of way in the vicinity of the planned water main work.

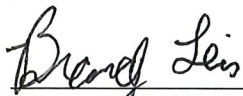
DNR is requiring that we either provide protections for the entire section of watermain or test to determine the limits of contamination.

Fiscal Note:

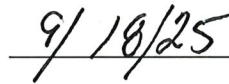
See Attached Quote

Recommendation:

Nik Dorava from Town & Country will provide further information on the proposal and scope of services.



Director of Public Works & Utilities
Brandy Leis



Date

Superior Watermain Environmental Contamination Quote

From Nikolas Dorava <ndorava@tcengineers.net>

Date Wed 8/27/2025 9:50 AM

To Brandy Leis <bleis@TOMAHWI.GOV>

Cc Brian Berquist <brian@tcengineers.net>

 1 attachment (181 KB)

250827_Leis_Proposal_Tomah.pdf;

Brandy,

Attached is the quote from SCS for the investigation of the contamination for the Superior Avenue Watermain we briefly discussed over the phone a while back. Recap on the situation is that an Environmental contamination site exists near the start of the project. DNR is requiring that we either provide protections for the entire section of watermain or test to determine the limits of contamination. Protections would include polyethylene encasement, fluorocarbon gaskets, plugging hydrant drain ports, and utilizing ductile iron rather than HDPE for the creek crossing. The gaskets are quite pricey; we typically see around \$400 a piece for 12". The project would require approximately 95 gaskets for a total approximate cost of \$38,000. The switch from HDPE to Ductile Iron for the crossing is likely to add another 10k-20k as well. The quoted price from SCS is \$12,750. Wanted to get this in front of you early but we can discuss before the public works meeting this afternoon.

Nik

Nikolas Dorava, P.E.

ndorava@tcengineers.net

Town & Country Engineering, Inc.

6264 Nesbitt Road

Madison, WI 53719

(608) 273-3350 – Office

(608) 477-5998 – Cell

August 27, 2025
File No. OP250238.25

Brandy Leis
City of Tomah
Director of Public Works
819 Superior Avenue
Tomah, WI 54660

Subject: Proposal for Limited Soil and Groundwater Investigation
Proposed Water Main Installation – Tomah, WI

Dear Brandy:

Thank you for the opportunity to provide you with this proposal for site investigation services related to the proposed water main construction work on Superior Avenue in Tomah, WI. The scope of services and costs are outlined below. The Agreement for site investigation services is attached for your signature.

BACKGROUND

SCS Engineers (SCS) understands that Town & Country Engineering, Inc. (Town & Country) is planning excavation for the installation of a new water main along Superior Avenue in Tomah, WI. A portion of the planned excavation is adjacent to the former Schreier Oil Bulk facility, a Wisconsin Department of Natural Resources (DNR) Environmental Repair Program (ERP) site, number 02-42-000458. The DNR case file indicates the ERP case was closed on March 19, 2004, with documentation of remaining petroleum contamination in soil and groundwater. The groundwater contamination extends into the North Superior Avenue right-of-way (ROW) in the vicinity of the planned water main work.

Town & Country requires groundwater analytical data to assess the limits of contaminated groundwater where water main protections may be appropriate. Soil analyses will be used to evaluate whether excess soil from the excavation work can be taken to a clean fill site or requires landfill disposal.

SCOPE OF SERVICES

SCS proposes the following scope of services to further evaluate the nature and approximate extent of soil and groundwater contamination within the limits of the proposed water main construction project.



SCS will perform the following tasks:

Task 1 – Project Coordination

- Coordinate with the Client to schedule the work.
- Coordinate with the Geoprobe® (geoprobe) and laboratory subcontractors.
- Arrange for drilling contractor to notify Digger's Hotline or other authorized utility locator to mark underground utilities.
- Prepare a site-specific Health and Safety Plan to be used by SCS personnel on site.

Task 2 – Field Investigation

- Inspect the site immediately prior to drilling to evaluate underground utility markings and access limitations.
- Observe and document the drilling of as many as six geoprobe soil borings to a maximum depth of 15 feet each. Collect continuous soil samples from the borings. Describe and classify the samples using the Unified Soil Classification System, noting stratigraphy and moisture. Perform headspace analysis on each soil sample using a photoionization detector (PID) to screen for the presence of volatile organic compound (VOC) contaminants.
- Collect up to two soil samples from each of the six borings to characterize contaminated soil for potential landfill disposal. Eleven soil samples will be submitted for laboratory analysis of petroleum VOCs (PVOCs), and one soil sample will be submitted for VOCs, diesel range organics (DRO), and lead. Samples will be selected for laboratory analysis based on PID readings and visual evidence of contamination.
- Collect one groundwater sample from each of the six borings for analysis of PVOCs to characterize groundwater for concentrations for potential water main pipe protections.
- Submit soil, groundwater, and quality control samples to a Wisconsin-certified laboratory.
- Document the abandonment of the borings in accordance with NR 141, Wisconsin Administrative Code.

Assumptions

- Town & Country or City of Tomah will obtain the necessary permits and arrange access to boring locations in the ROW.
- Town & Country will provide traffic control for work if necessary.
- Soil borings will not be completed on railroad right-of-way.
- Soil borings will be completed using geoprobe direct-push sampling equipment.

- Groundwater is encountered within 15 feet of ground surface and recharges the borehole such that samples can be collected within a reasonable time period (e.g., 15 minutes or less).
- An SCS field geologist will be on site for 1 day to observe and document drilling activities and collect soil and groundwater samples.
- Soil cuttings will be spread on the ground adjacent to each boring.
- Laboratory costs assume standard 10-day reporting schedule.

Task 3 – Data Analysis and Report Preparation

- Evaluate field and laboratory data and prepare a brief letter report that documents the field investigation activities and presents the investigation results. The report will include the following:
 - Description of sampling activities and laboratory analysis.
 - DNR soil boring logs and abandonment forms.
 - Tabulated results of laboratory chemical analysis performed on soil and groundwater samples.
 - Site location map.
 - Site figure with boring locations.
 - Recommendations for additional investigation if necessary.
- Prepare a soil disposal profile to allow landfill to accept petroleum-contaminated soil for disposal at one of their landfills.
- Advise the Client regarding options for disposal of contaminated groundwater from dewatering operations.

Deliverables

- Letter report
- Waste profile

Assumptions

- The report is not intended for, or to be relied on, by persons not party to this agreement.
- Preparation of dewatering and discharge permit applications is not included but may be performed at the Client's request and billed on an additional time-and-materials basis.
- Landfill approves waste profile without additional testing.

ESTIMATED COST

We propose to complete the scope of work described above on a time-and-materials basis for **\$12,750**. Additional work performed at the request of the Client will be billed on a time-and-materials per the attached Fee Schedule.

AUTHORIZATION

If this proposal is acceptable to you, please sign the Agreement and return a signed copy to Robert Langdon via email (rlangdon@scsengineers.com).

Please feel free to contact Robert at (608) 212-3995 or rlangdon@scsengineers.com if you have any questions or comments.

Sincerely,



Robert Langdon
Senior Project Manager
SCS Engineers



Kate Brunner
Senior Project Professional
SCS Engineers

KMB/lmh/REL/EO

Encl. Agreement
Fee Schedule

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SCS File No.: OP250238.25

**AGREEMENT BETWEEN SCS ENGINEERS AND CLIENT
FOR PROFESSIONAL SERVICES**

This Agreement is made by and between City of Tomah (hereafter "Client"), and Stearns, Conrad and Schmidt, Consulting Engineers, Inc. dba SCS Engineers (hereafter "SCS").

WITNESSETH

That for the considerations set forth below, the parties agree as follows:

1. Scope of Services: SCS shall provide professional services (hereafter "Services") for the project (hereafter "Project") as set forth in the attached scope of services dated August 27, 2025, in accordance with the terms and conditions of this Agreement.

2. Basis of Compensation:

SCS will be compensated for time and expenses in accordance with SCS' standard rates in effect at the time of performance, provided that total compensation will not exceed \$12,750 without the authorization of Client.

3. General Conditions:

a. Payments for invoices prepared by SCS are due and payable upon receipt. Payments due SCS under this Agreement shall be subject to a service charge of one and one-half (1-1/2) percent per month for invoices not paid within thirty (30) days after the date of receipt of invoice.

b. Client agrees to pay all costs and expenses of SCS, including reasonable attorneys' fees, arising out of or in connection with collecting amounts for which Client is responsible pursuant to this Agreement

c. This Agreement may be terminated by either party upon 15 days' written notice to the other party. Upon termination, SCS shall be paid for all Services rendered to the date of termination together with any termination expenses incurred.

d. Any work in addition to that described in Article 1 above performed at the request of the Client shall be compensated on a time-and-materials basis at the rates contained in SCS' Standard Fee Schedule in effect at the time of performance of the Services. Unless expressly stated therein, the scope of work does not include testimony or responding to subpoenas or other legal orders requiring production of records or testimony. In the event SCS receives a subpoena or other legal order for the production of project records or testimony related to the Scope of Service or other work for Client, SCS will be compensated by client at current Fee Schedule rates.



Agreement
August 27, 2025

e. The parties hereto shall each maintain in full force and effect Commercial General Liability insurance with coverage limits which are reasonable in light of the Services to be undertaken, and Workers' Compensation Insurance as required by law.

f. All reports, drawings, renderings, source and object code, software, data and other works and documents prepared by SCS under this Agreement, and all intellectual property rights in the same, shall be owned exclusively by SCS.

g. Neither party shall delegate its duties under this Agreement without the written consent of the other party. Each party binds itself to the successors, administrators and assigns of the other party in respect of all covenants of this Agreement.

h. The parties agree that the total liability of SCS under this Agreement and for the Project shall be limited to Fifty Thousand Dollars (\$50,000) or the amount of SCS's total fees hereunder (whichever is greater), unless Client pays for the assumption of additional liability by SCS as a separate line item in Article 2 above.

i. Unless otherwise expressly stated in the Scope of Services, SCS shall have no responsibility for site health and safety, except with respect to the activities of SCS and its subcontractors. In no event shall SCS be responsible for the means, methods or manner of performance of any persons other than SCS and SCS' subcontractors.

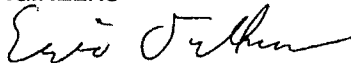
j. Client agrees that SCS will not be responsible for liability caused by the presence or release of hazardous substances or contaminants at the site, unless the release results from the sole negligence of SCS or its subcontractors. The Client will make others responsible for liabilities due to such conditions, or will indemnify, defend and save harmless SCS from such liabilities. At no time shall title to hazardous substances, solid wastes, petroleum contaminated soil or other regulated substances pass to SCS, nor shall any provision of this Agreement be interpreted to permit or obligate SCS to assume the status of a "generator," "owner," "operator," "transporter," "arranger" or "treatment, storage or disposal facility" under state or federal law. The provisions of this Article 3j shall survive any termination of this Agreement.

k. SCS shall be entitled to rely on information provided by Client. SCS shall be entitled to an equitable adjustment in the price and schedule if conditions differ materially from information provided by Client, or differ from what could reasonably be anticipated given the nature of the Services.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the last date written below.

SCS ENGINEERS

BY:



NAME: Eric Oelkers

TITLE: Project Director

DATE: August 27, 2025

CLIENT: City of Tomah

BY:

NAME:

TITLE:

DATE:

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2025 Fee Schedule

<u>Category</u>	<u>Personnel</u>	<u>Rate/Hour</u>
Project Director		\$ 250 – \$ 300
Technical Advisor		\$ 250 – \$ 280
Senior Project Manager		\$ 200 – \$ 225
Project Manager/Senior Project Professional		\$ 165 – \$ 195
Project Professional		\$ 150 – \$ 160
Staff Professional		\$ 145
Associate Professional		\$ 135
Field Professional		\$ 135
Senior Designer/CAD Technician		\$ 135
Technical Associate		\$ 120
Senior Technician		\$ 120
Project Administrator		\$ 115
Designer/CAD Technician		\$ 110
Technician		\$ 95
Administrative Assistant		\$ 95

General Terms:

1. The hourly and equipment/expense rates are effective through March 31, 2026. Work performed thereafter is subject to a new Fee Schedule. Equipment and expense rates may be modified by SCS Engineers from time to time as new equipment is added or costs change. Client will be notified prior to any change in the personnel rates that will affect the project billings.
2. Schedule labor rates include overhead and profit on labor. Costs for sub-consultants, subcontractors, job-related employee travel and subsistence, equipment, supplies, and other direct costs are billed at cost plus 15 percent.
3. For special situations, such as expert court testimony, hourly rates for principals of the firm will be on an individually-negotiated basis.



SCS Engineers

Equipment and Expenses

Groundwater Monitoring		Surveying	
Brass Well Locks	\$ 20/each	¾-inch Irons	\$ 5/each
Chipped Bentonite	\$ 18/bag	GPS Unit/Total Station	\$ 100/day
Dedicated Bailers.....	\$ 112/each	Drone	Proposal-specific fee
Disposable Bailers	\$ 15/each	Level/Laser Level.....	\$ 50/day
Field Filtering Apparatus.....	\$ 22/day	Marking Paint.....	\$ 11/each
Field Filters.....	\$ 18/each	Survey Hubs	\$ 2/each
Ice	\$ 8/bag	Survey Lath.....	\$ 1.25/each
Low-flow Sampling Compressor/Controller..	\$ 50/day	GIS Mobile Apps/Field Devices	\$50/day
Petroleum Product Interface Probe	\$ 70/day	Miscellaneous	
pH Meter.....	\$ 20/day	5-Gallon Pail	\$ 8/each
Pressure Trans. / Data Logger	\$ 125/day	55-Gallon Drums.....	\$ 115/each
Turbidity Meter	\$ 30/day	Portable Air Compressor.....	\$ 50/day
Water Level Indicator.....	\$ 40/day	Curlex Blanket	\$ 65/each
Well Caps.....	\$ 12/each	Cut Off Saw.....	\$ 85/day
YSI Meter (Temp, conductivity, pH, DO, ORP)...	\$ 130/day	Dump Trailer.....	\$ 200/day
Pumps		Hard Boom (10").....	\$ 2.25/foot/day
2" Gas Engine Pump.....	\$ 50/day	Metal Detector	\$ 40/day
Explosion Proof Pump.....	\$ 150/day	Oil Absorbent Boom (5" x 10').....	\$ 70/each
Grundfos Pump	\$ 200/day	Oil Absorbent Boom (8" x 10').....	\$ 90/each
Peristaltic Pump.....	\$ 40/day	Oil Absorbent Pad	\$ 1.25/each
Sump Pump.....	\$ 15/day	Oil Dry Absorbent	\$ 15/bag
Well Development Pump	\$ 30/day	Orange Safety Fence.....	\$ 60/roll
PPE and Air and Gas Monitoring		Plastic Sheeting (20' x 100').....	\$ 125/roll
Air Monitoring Detector Tubes	\$ 15/each	Portable Generator	\$ 80/day
Four Gas Meter	\$ 75/day	Power Broom	\$ 50/day
Landfill Gas Meter.....	\$ 100/day	Spill Response Trailer.....	\$ 250/day
Personal Air Sampling Pump.....	\$ 40/day	Utility Trailer.....	\$ 60/day
Respirator Cartridges.....	\$ 50/pair	Water Storage Tank	\$ 75/day
Tyvek Suit	\$ 20/each	UTV.....	\$ 185/day; 450/week
Soil Sampling and Testing		Administrative/Mileage	
Concrete Core Drill.....	\$ 120/day	Specialty Software/Hardware	\$ 20/hour
FID/PID Rental	\$ 110/day	Vehicle	Current Federal Mileage Rate
Hand Auger Kit.....	\$ 30/day		
Nuclear Density Gauge	\$ 125/day		
Stainless Vapor Pin Cap	\$ 37/each		
Vapor Pins	\$ 70/each		
Vapor Sampling Kit	\$ 150/day		



STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Discussion & Approval: No Left Turn Sign on Wittig Rd.

Summary and background information: (Appropriate documents attached)

Ho-Chunk Cinema is requesting a No Left Turn sign be placed on Wittig Rd to reduce the traffic congestion that takes place from Dunkin Donuts drive thru. Ho-Chunk Cinema plans to open this fall and the congested traffic causes a safety issue with their driveway being blocked and a bottle neck of traffic during premier show times.

Fiscal Note:

N/A

Recommendation:

I recommend placing a No Left Turn sign on Wittig Rd. to reduce traffic congestion.

A handwritten signature in black ink that reads "Brandy Leis". The signature is written in a cursive, flowing style.

Director of Public Works & Utilities
Brandy Leis

A handwritten date in black ink that reads "9/16/25". The date is written in a cursive, flowing style.

Date