



## AGENDA FOR PUBLIC WORKS COMMISSION

A Public Works Commission meeting will be held on **Wednesday, July 20, 2022 at 5:30 PM**  
in the **Council Chamber at City Hall, 819 Superior Ave..**

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Join Zoom Meeting

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

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

+13126266799,,2708608080#,,,,\*206751# US (Chicago)

### Call to Order - Roll Call

### Approve Minutes

[Previous Meeting Minutes](#)

### Discussion Items

1. Airport Update
2. [Driveway Width Variance Approval: 1215 Lincoln Ave](#)
3. [Water Rate Increase](#)
4. Project Updates
5. [Building Code/Violation Report](#)
6. Payment of Monthly Water & Sewer Bills
7. Departmental Reports
8. Director's Report

### 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, June 22, 2022 at 5:30 PM** in the Council Chamber at City Hall, 819 Superior Ave. The meeting was called to order by President, Lamont Kiefer at 5:30 PM.

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## Call to Order - Roll Call

John Glynn (P), Dean Petersen (A), Lamont Kiefer (P), Brian Rice (P), Bruce Peth (P), Mayor Mike Murray (P), Adam Gigous (P). Quorum Present. Also present, Director Kirk Arity, Mark Rezin, Joe Kube and Brian Berquist of Town and Country Engineering.

## Approve Minutes

May 2022 Minutes 1<sup>st</sup>, Mayor Murray, 2<sup>nd</sup> by Glynn. All ayes. Motion approved.

## Public Hearing

1. Public Hearing: Discussion on Preliminary Assessment Report for 2022 Street Utility Project
  - a. Public Hearing was opened at 5:33 PM. Presentation was given by Brian Berquist of Town and Country Engineering. The first part of the process should start in a couple of weeks with the de-water system. All questions were answered from the public. The Public hearing was closed at 6:14 PM. (Mayor Murray left at 5:53 PM)
2. Approval of Preliminary Assessment Report
  - a. 1<sup>st</sup> by Glynn, 2<sup>nd</sup> by Gigous to approve the preliminary report. All ayes. Motion approved.

## Discussion Items

1. Airport Update
  - a. The fuel is good. Grass is being mowed. Governor flew in the past week, very nice to have the newly remodeled flight shack to meet in.
2. Request to Appear: Alley Closure for Kelsey's Annual Corn Boil
  - a. 1<sup>st</sup> by Peth, 2<sup>nd</sup> by Gigous to approve the closure and move to council. All ayes. Motion passed.
3. Bid Approval WWTF Roofing
  - a. Roofs are approximately 25 years old and shingled. There are five building that would need metal roofing. 1<sup>st</sup> Peth, 2<sup>nd</sup> Rice to approve the bid by Culpitt Roofing and to put 25% down. All ayes. Motion passed.
4. Project Updates
  - a. In the process of applying for grants for ET project. No big projects planned for 2023 at this time.
5. Building Code/Violation Report
  - a. Reviewed reports. Committee would like to know why the notes section is blank on a couple of properties.
6. Payment of Monthly Water & Sewer Bills
  - a. 1<sup>st</sup> by Gigous, 2<sup>nd</sup> Glynn to approve water bills as presented. All ayes. Motion passed.
  - b. 1<sup>st</sup> by Gigous, 2<sup>nd</sup> Glynn to approve sewer bills as presented. All ayes. Motion passed.
7. Departmental Reports

- a. Water Department- Average daily pumping is at 1.3 million gallons. The VA is using ½ the amount the whole city uses in their chiller system. They do not pay sewer charges on this water as it is not ran through. Replaced six valves in the streets and the operating nuts. Repaired curb box with the vac truck. The annual CCR report was submitted and is available online or a paper copy in the office. EPA will release new BPA standards by 2023.
- b. Street Department-Seal coated in Lemonweir. Spraying around posts and signs for grass/weeds. Built retaining wall at the brush pile to contain it and approve the aesthetics. Patching on Superior Ave and painting lines. Assisted on preparing the fairgrounds for the Tractor Pull.
- c. Sewer Department- Sludge tank grouting is done. Door frames are cleaned and sewers are ready at the fairgrounds. Average daily pumping is 1.3 million.

8. Director's Report

- a. Assisting as needed at the EMS site.

9. July Meeting Change: July 20, 2022

**Adjourn**

1<sup>st</sup> Kiefer, 2<sup>nd</sup> by Gigous to adjourn at 6:43 PM. All ayes. Motion passed.

# STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:**

Driveway Width Variance Approval: 1215 Lincoln Ave

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

The owner has requested a driveway width greater than allowed by ordinance

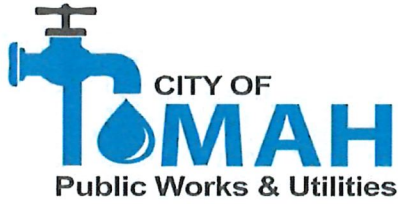
**Fiscal Note:**

None

**Recommendation:**

Kirk Arity (82)  
Director of Public Works  
Kirk Arity

7/14/22  
Date



819 Superior Ave  
Tomah, WI 54660  
Public Works (608) 374-7430  
Utilities (608) 374-7431  
[www.tomahonline.com](http://www.tomahonline.com)

## APPLICATION FOR DRIVEWAY PERMIT

Date: 6/15/22

Robert Hanks  
(Property Owner Name)

\_\_\_\_\_  
(Contractors Name)

1215 Lincoln Ave  
(Address of Driveway Location)

\_\_\_\_\_  
(Contractors Phone Number)

Does hereby apply for permission to install a driveway on the described premises, to comply with Ordinance No. 38.57.

Please attach to this application a complete plan for the proposed driveway, including legal description of property, location on lot, distance from lot lines and size of the driveway opening.

*Applicant is requesting a variance for a driveway opening exceeding 24'*

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Phone Number)

### Approval of the Public Works Director

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date Permit Granted)

## STAFF COMMITTEE PREPARATION REPORT

### Agenda Item:

Water Rate Increase


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


We had approved a rate increase in 2021 for 3%. We did not implement this for a couple reasons. Soon after the proposed approval, we expected our payment system to change. This change would have seen an increase revenue of approx. \$25,000. We also had a years' worth of paper bill stock that would have been wasted. We also had to complete our annual PSC Report before we were able to continue with the increase, which was completed 4/27/22. The payment system upgrade is just getting started this month. The old rate of 3% can no longer be used. As of March 2022, the PSC set a new rate increase factor of 4.5%, effective until February 2023.

### Fiscal Note:

### Recommendation:

I recommend a 4.5% increase to the water rates starting in January 2023.

  
\_\_\_\_\_  
Director of Public Works  
Kirk Arity

  
\_\_\_\_\_  
Date

METER SIZE	NO. OF CUSTOMERS	METER/FIXED CHARGES			ANNUAL REVENUE INCREASE (MAY VARY DUE TO ROUNDING)	
		CURRENT RATE	4.5% INCREASE	NEW RATE		
5/8"	3596	7.87	0.35	8.22		15,282.28
1"	201	13.11	0.59	13.70		1,422.96
1 1/2"	63	24.60	1.11	25.71		836.89
2"	80	38.24	1.72	39.96		1,651.97
3"	16	62.28	2.80	65.08		538.10
4"	8	91.79	4.13	95.92		396.53
6"	0	155.95	7.02	162.97		-
10"	1	347.49	15.64	363.13		187.64
					\$	20,316.38

PUBLIC FIRE PROTECTION						
5/8"	3381	9.40	0.42	9.82		17,161.96
1"	184	12.25	0.55	12.80		1,217.16
1 1/2"	59	18.85	0.85	19.70		600.56
2"	74	28.41	1.28	29.69		1,135.26
3"	16	39.34	1.77	41.11		339.90
4"	9	46.99	2.11	49.10		228.37
10"	1	75.40	3.39	78.79		40.72
					\$	20,723.93

USAGE CHARGES						
WATER USAGE FOR 2021						
	182,232,248	3.37	0.15	3.52		36,945.88
	34,968,252	2.95	0.13	3.08		6,205.93
	160,275,456	2.17	0.10	2.27		20,923.66
In Gallons	377,475,956				\$	36,078.39

**ESTIMATED REVENUE INCREASE**

**\$61,705.41**

	CURRENT RATE	4.5% INCREASE	NEW RATE	ANNUAL REVENUE INCREASE (MAY VARY DUE TO ROUNDING)
ESTIMATED INCREASE FOR RESIDENTIAL CUSTOMER USING 400 CUBIC FEET PER MONTH				
Meter Service Charges	7.87	0.35	8.22	0.35
Public Fire Protection	9.40	0.42	9.82	0.42
Volume Charges	13.48	0.61	14.09	0.61
Monthly increase				<u>\$1.38</u>
Annual Increase				<u>\$16.61</u>

WHEN USING A VARIABLE RATE

First 6,600	3.37	0.15	3.52
Next 10,000	2.95	0.13	3.08
Over 16,600	2.17	0.10	2.27

ESTIMATED INCREASE FOR CUSTOMER USING 38,400 CUBIC FEET PER MONTH

3" Meter Service Charges	62.28	2.80	65.08	2.80
3" Public Fire Protection	39.34	1.77	41.11	1.77
Volume Charges at a Variable Rate	990.48	44.57	1,035.05	44.57
Monthly increase				<u>\$49.14</u>
Annual Increase				<u>\$589.73</u>

ESTIMATED INCREASE FOR CUSTOMER USING 21,000 CUBIC FEET PER MONTH

3" Meter Service Charges	62.28	2.80	65.08	2.80
3" Public Fire Protection	39.34	1.77	41.11	1.77
Volume Charges at a Variable Rate	612.90	27.58	640.48	27.58
Monthly increase				<u>\$32.15</u>
Annual Increase				<u>\$385.84</u>



ESTIMATED INCREASE FOR RESIDENTIAL CUSTOMER USING 400 CUBIC FEET PER MONTH

	<b>2021 RATE</b>	<b>4.5% INCREASE</b>	<b>NEW RATE</b>	<b>ANNUAL REVENUE INCREASE (MAY VARY DUE TO ROUNDING)</b>
Meter Service Charges	7.87	0.35	8.22	0.35
Public Fire Protection	9.40	0.42	9.82	0.42
Volume Charges	13.48	0.61	14.09	0.61
Monthly increase				<u>\$1.38</u>
Annual Increase				\$16.61



## June Permit Report

06/01/2022 - 06/30/2022

Permit #	Permit Date	Permit Type	Project Description	Parcel Address	Total Fees	Construction Value
6210	6/1/2022	Accessory building >150 sq. ft.	18 x 24 Accessory Structure in rear yard	1411 DORA STREET	\$50.00	7,537.00
6209	6/13/2022	Alter/Addition One or Two Family	Crawlspace encapsulation	861 MAPLE GROVE STREET	\$160.00	16,588.00
6206	6/20/2022	Alter/Addition One or Two Family	New 10 x 19 deck on rear of home. Replace existing window to accommodate new door to deck.	616 KILBOURN AVENUE	\$35.00	16,397.00
6205	6/14/2022	Electrical	Installation of generator and automatic transfer switch	407 RIDGEVIEW COURT	\$70.00	8,500.00
6204	6/14/2022	Electrical	Installation of generator and automatic transfer switch	320 N LAWRENCE AVENUE	\$70.00	8,250.00
6203	6/30/2022	Sign Permit	Installing new ground sign (2 sided, not back lit)	201 LARKIN STREET	\$40.00	0.00
6202	6/24/2022	Fence	4'6" iron fence on property lines (property boundaries located)	308 E HOLTON STREET	\$20.00	0.00
6201	6/29/2022	Alter/Addition One or Two Family	Installation of earth anchors for basement wall support	304 CADY AVENUE	\$30.00	3,867.00
6197	6/30/2022	Electrical	Meter and service inspection for dormant service	1115 N SUPERIOR AVENUE	\$35.00	100.00
6196	6/30/2022	Electrical	Electric service pedestal (Manufactured home)	800 Sime Ave.	\$50.00	2,300.00
6195	6/30/2022	Electrical	Electrical for new single family home	408 Alyssa St.	\$98.00	17,000.00
6194	6/29/2022	Electrical	Replacing meter pedestal and installing new electrical service to manufactured home	800 Sime Ave.		2,300.00
6193	6/29/2022	Alter/Addition One or Two Family	Conversion of attached garage into 3 bedrooms	626 HAYWARD AVENUE	\$492.00	50,000.00

6192	6/27/2022	Fence	6' vinyl fence in rear yard >2' from property lines	2005 HOLLISTER AVENUE	\$20.00	0.00
6191	6/27/2022	Plumbing	Plumbing for new Duplex(part of 4 unit development) fire separation provided	429 W Veterans St.	\$98.00	17,990.00
6190	6/27/2022	Plumbing	Plumbing for new Duplex(part of 4 unit development) fire separation provided	429 W Veterans St.	\$98.00	17,990.00
6189	6/27/2022	Plumbing	Plumbing for new Duplex(part of 4 unit development) fire separation provided	427 W Veterans St.	\$98.00	17,990.00
6188	6/27/2022	Plumbing	Plumbing for new Duplex(part of 4 unit development) fire separation provided	427 W Veterans St.	\$98.00	17,990.00
6187	6/27/2022	Alter/Addition One or Two Family	36 x 64 addition to single family home	100 E WARREN STREET	\$691.20	700,000.00
6186	6/21/2022	Alter/Addition One or Two Family	Installation of drain tile system	1422 BUTTS AVENUE	\$130.00	13,997.00
6185	6/14/2022	Electrical	Electrical for new Emergency Services Building	400 N Glendale Ave.	\$5,890.00	1,440,803.00
6184	6/13/2022	Deck Permit	New porch flooring and framing	312 W MONOWAU STREET	\$35.00	1,200.00
6183	6/13/2022	Fence	6' Vinyl fence in rear yard > 2' from property lines	202 N LAWRENCE AVENUE	\$20.00	0.00
6182	6/13/2022	Alter/Addition One or Two Family	Constructing non-load bearing partition walls in basement	717 PACKARD STREET	\$100.00	10,000.00
6181	6/3/2022	Fence	6' vinyl privacy fence in rear yard >2' from property lines	1422 STOUGHTON AVENUE	\$20.00	0.00
6180	6/3/2022	Electrical	Service for Bud's ballpark lights	400 N Glendale Ave.		0.00
6179	6/2/2022	Building- New Single Family	New single family home	408 Alyssa St.	\$1,882.00	675,000.00
6178	6/1/2022	Fence	4' chain link fence in rear yard >2' from property lines	626 JERRY AVENUE	\$20.00	0.00
6176	6/1/2022	Fence	5'6" Vinyl fence in rear yard >2' from property lines	1206 PARKVIEW DRIVE	\$20.00	0.00
6164	6/1/2022	Alt/Addition Commercial Building	Constructing stairs to press box	1625 Butts Ave.	\$0.00	0.00
					<b>\$10,370.20</b>	<b>3,045,799.00</b>

Total Records: 30

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# JUNE 2022 Code Enforcement Violation Report

Case Date	Case #	Parcel Address	Violation Name	Complaint Type	Due Date	Status
6/29/2022	2022080	911 BUTTS AVENUE	36-9 General Regulation - Solid Waste	Solid Waste	7/4/2022	Issued Order to Correct
6/29/2022	2022084	203 SUMNER STREET	36-9 General Regulation - Solid Waste	Solid Waste	7/4/2022	Issued Order to Correct
6/29/2022	2022085	315 W JACKSON STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022086	120 W NOTT STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022087	507 MC LEAN AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022088	421 N GLENDALE AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022089	209 N Glendale	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022082	310 WOODARD AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022083	606 WILLIAMS STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022068	1316 MC LEAN AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022069	1023 MC LEAN AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022070	222 W COUNCIL STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022071	711 LAKE STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022072	614 W JUNEAU STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022073	430 W MONOWAU STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct

6/29/2022	2022074	325 W MONOWAU STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022075	1103 OAK STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022076	1114 OAK STREET	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022077	1500 LINCOLN AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022078	1507 LINCOLN AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022079	1415 LINCOLN AVENUE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/29/2022	2022081	214 GLENDALE AVENUE	18-52- Public Nuisance	Nuisance - Junk Accumulation	7/4/2022	Issued Order to Correct
6/22/2022	2022066	307 E Brownell St	Chapter 18 Article III, 18-52 - Nuisance Junk and Junk Vehicles	Nuisance - Junk Vehicle	7/7/2022	Issued Order to Correct
6/22/2022	2022066	307 E Brownell St	52-206 Parking in Front Yard	Nuisance - Junk Vehicle	7/7/2022	Issued Order to Correct
6/10/2022	2022059	105 DAWNEE STREET	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	Completed
6/10/2022	2022060	116 W BROWNELL STREET	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	Completed
6/10/2022	2022061	401 GLENDALE AVENUE	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	Completed
6/10/2022	2022062	905 GRASSMAN STREET	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	Completed
6/10/2022	2022063	1020 HOLLISTER AVENUE	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	Completed
6/10/2022	2022064	221 SUMNER STREET	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	TOT Snow & Weed Contractor
6/10/2022	2022065	210 W BROWNELL STREET	48-65- Grass Mowed & Maintained	Grass/Weeds	6/13/2022	Issued Order to Correct
6/10/2022	2022057	1010 JODI CIRCLE	36-9 General Regulation - Solid Waste	Nuisance - Junk Accumulation	6/13/2022	Completed
6/10/2022	2022058	221 SUMNER STREET	18-52- Public Nuisance	Public Nuisance Junk and Junk Vehicles	6/27/2022	Completed
6/10/2022	2022058	221 SUMNER STREET	52-206 Parking in Front Yard	Public Nuisance Junk and Junk Vehicles	6/27/2022	Completed
6/10/2022	2022057	1010 JODI CIRCLE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	6/13/2022	Completed

6/6/2022	2022055	1004 GLENDALE AVE	18-19 Nuisances Generally - Prohibited	Nuisance - Junk Accumulation	6/10/2022	Abatement
6/1/2022	2022037	522 WILLIAMS STREET	18-52- Public Nuisance	Nuisance - Junk Accumulation	6/17/2022	Issued Order to Correct
	<b>74816615</b>					

**Total Records: 37**

**7/6/2022**