



AGENDA FOR PUBLIC WORKS COMMISSION **AMENDED**

A Public Works Commission meeting will be held on **Wednesday, September 25, 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

+13092053325,,2708608080#,,,,*206751# US

Call to Order - Roll Call

Approve Minutes

[August 2024 Minutes](#)

Discussion Items

1. Airport Update
2. [Request to appear - Elizabeth and Bryan Prah](#)
3. [Discussion on request to appear from 315 Dawnee St.](#)
4. [Utility Billing Clerk job description approval](#)
5. [Administrative Assistant job description approval](#)
6. [Approval request for additional street lighting for Industrial Ave.](#)
7. [Approval of "No Parking" signs for S. Buan St.](#)
8. Project Updates
9. Payment of Monthly Water & Sewer Bills
10. Departmental Reports
11. Director's Report
12. Set next Meeting Date

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 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 Dwyer

Call to Order - Roll Call

Quorum Present (YES)

John Glynn (P), Dean Peterson (P), Patrick Devine (A), Brian Rice (A), Kerwin Greeno (A), Mayor Paul Dwyer (P), Richard Yarrington (P).

Also present, Director Kirk Arity (P), Brandy Leis (P), Joe Kube (P), Jeff Marten (P), Nik Dorava and Brian Berquist, Town & Country Engineering (P).

Approve Minutes

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

Discussion Items

1. Airport Update

Operations are going well. Working on crack sealing. Will have Blackhawks using the runway.

2. Simplified Rate Increase for 2025

Motion by Yarrington, seconded by Peterson, to approve the Simplified Rate Increase for 2025.

3. Approval of Paving Project for Vandervort Street.

Motion by Peterson, seconded by Yarrington, to approve paving project for Vandervort St. as presented.

4. Approval of Placement of Storage Trailer for Collection of Mattresses and Set Fees Associated with Collection

No action was taken.

5. Project Updates

Town and County Engineering discussed the progress on the ET project, 70% completed – will be working on grading and paving. Discussed upcoming N. Glendale Ave. project.

Motion by Peterson, seconded by Yarrington, to approve the pay request as presented. All ayes. Motion carried.

6. Payment of Monthly Water & Sewer Bills

Motion by Glynn, seconded by Peterson, to approve sewer bills as presented. All ayes. Motion carried.

Motion by Glynn, seconded by Peterson, to approve water bills as presented. All ayes. Motion carried.

7. Departmental Reports

Sewer – Update on clarifier project, painter and electrician finishing up. Had a broken pipe on Jackson and Clark. Passed DNR lab testing, will retake fish test. Pumping 1.2 million gallons/day.

Water – Pumping 1.624 million gallons/day, high usage due to VA. Well 10 received a new roof and is back in working order. Well 11 generator replaced. Had a leak at 412 Superior.

Public Works – The dam was struck by lightning, working without all controls working. Paved Mclean Ave. parking lot, Arthur St parking lot, Tomah Area School District and Rec Park. Put the flagpole back up on Superior Ave.

8. Director's Report – Working on budgets. Work on Wittig Ave/Superior Ave. Flagpole put back up.

9. Future Meeting date – September 25, 2024

10. **Adjourn**

Motion by Peterson, seconded by Glynn to adjourn at 6:10 PM. All ayes. Motion carried.

Submitted by: Samantha Linehan

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Request to appear – Elizabeth and Bryan Prah

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

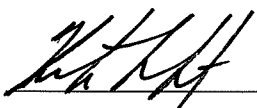
The email correspondences are attached. Ordinance 46-312 (1) specifies a credit procedure, the additional meter is purchased and installed by the customer prior to usage. I cannot advocate for a credit that would go directly against an ordinance in place. The request does not meet the criteria for a sewer credit via the leak adjustment program.

Fiscal Note:

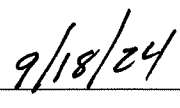
N/A

Recommendation:

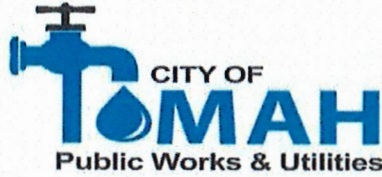
I recommend denial of adjusting the sewer utility charge at 429 Alyssa St.



Public Works Director
Kirk Arity



Date



819 Superior Ave.
Tomah, WI 54660

Public Works (608)374-7430 | Utilities (608) 374-7431

REQUEST TO APPEAR BEFORE COMMITTEE

09-17-2024

DATE OF REQUEST:

NAME: **Elizabeth & Bryan Prah**

ADDRESS: **429 Alyssa Street, Tomah**

PHONE #: **715-338-1095**

E MAIL ADDRESS

erprahl@gmail.com

COMMITTEE NAME: **City of Water Works & Utilities**

COMMITTEE DATE: **9/25/2024**

AGENDA ITEM AND DESCRIPTION/EXPLANATION:

My name is Elizabeth Prah and my husband along with our children are new to the Tomah area. We just moved here in late June and had a Sod lawn put down in July. We certainly wanted to water our brand new lawn, and we did. We did expect the bill to be higher with all of our watering, and the water portion of the bill is where we expected it to be. However, the sewage portion of the bill is where we are a bit confused. We watered our lawn, we certainly did not have that much water going down our sewage. The sewage bill ultimately should be adjusted, as it is unfair to charge us that high of a sewage charge when that much water was not down our sewage. We feel very strongly on this and have tried to have discussions regarding this, but have not gotten on the same page yet. We understand the "we should've done this first" with getting a secondary meter for outside watering, but again, we are new to Tomah with our young family and we didn't know. Now that we are here. we are hoping to work together. agreeably to

This form must be submitted to the appropriate department head at least **ONE WEEK PRIOR** to the scheduled date of the Committee/Council meeting. This is to ensure that the requested item is placed on the agenda prior to the agenda being sent out. If you have additional information, please attach it to this form.

Kirk Arity

From: Patricia Marten
Sent: Monday, September 9, 2024 12:35 PM
To: Kirk Arity
Subject: 429 ALYSSA

Hi Kirk,
Bryan PrahI called and is seeing his high water bill.
It's a new build and they were watering their yard .
I explained that he would be better off getting a waste meter installed to reduce his sewer portion.
He asked if we could give him a break but I said unfortunately we don't for this case then he wanted to talk to you,
his phone number is 608-852-3199.
Thank you!

Pat Marten
Utilities Bookkeeper
City of Tomah
Public Works and Utilities
608-374-7431/Fax 608-374-7444

Kirk Arity

From: Patricia Marten
Sent: Monday, September 9, 2024 2:29 PM
To: Kirk Arity
Subject: FW: 429 Alyssa St PRAHL Bill Adjustment
Attachments: leak_credit_app_PRAHL_429 Alyssa.pdf

Hi Kirk,
We received this email to our tomahutilities email.
Did you speak to them and have them fill the leak credit form out?
Thanks

Pat Marten
Utilities Bookkeeper
City of Tomah
Public Works and Utilities
608-374-7431/Fax 608-374-7444

From: Elizabeth Prah erprahl@gmail.com
Sent: Monday, September 9, 2024 2:09 PM
To: Tomah Utilities <TomahUtilities@TOMAHWI.GOV>
Cc: Bryan Prah prahlb@gmail.com
Subject: 429 Alyssa St PRAHL Bill Adjustment

Good Afternoon,

My name is Elizabeth Prah and my husband along with our children are new to the Tomah area. We just moved here in late June and had a Sod lawn put down in July. We certainly wanted to water our brand new lawn, and we did. We did expect the bill to be higher with all of our watering, and the water portion of the bill is where we expected it to be. However, the sewage portion of the bill is where we are a bit confused. We watered our lawn, we certainly did not have that much water going down our sewage. The sewage bill ultimately should be adjusted, as it is unfair to charge us that high of a sewage charge when that much water was not down our sewage. We feel very strongly on this and have tried to have discussions regarding this, but have not gotten on the same page yet. We understand the "we should've done this first" with getting a secondary meter for outside watering, but again, we are new to Tomah with our young family and we didn't know. Now that we are here, we are hoping to work together, agreeably to rectify this situation.

Attached you will find the application for the one-time leak adjustment, and again, I know and read the fine print on this about the sod watering, and again I would like to say, we are NOT disputing the water portion of the bill, but the sewage portion of the bill. As for attending the meeting with the Boards & Commissions, we plan to get the Paperwork filled out and sent back soon.

Thank you,

--

Item 2.

Elizabeth Prah
erprahl@gmail.com
(715)-338-1095

Sec. 46-312. - Variable charge basis.

The variable charge portion of the user charge system covers the portion of the cost of amortization of the city's capital costs not distributed to fixed costs, cost for the equipment replacement sinking fund, and costs for the operation and maintenance of the wastewater treatment facility and collection system. Charges shall be based upon the following measurements:

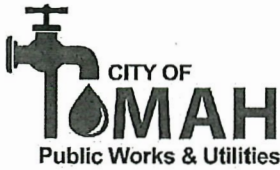
- (1) *Residential users.* Cubic feet of liquid discharged as established by city water meter readings, with credit being given for outside water usage not discharged to sewer only if an additional meter is purchased and installed by the customer prior to usage.
- (2) *Industrial, commercial and public users.* Cubic feet of liquid discharged since the previous billing period as determined by city water meter readings or by meters approved pursuant to this article.
- (3) *The Veteran's Administration (VA) Hospital.* The cubic feet of liquid discharged in the preceding measurement period as determined by representative recordings of the actual wastewater discharged at the VA Hospital.

(Code 1993, § 13.10(7)(j))

Sec. 46-309. - Computation of user charges.

- (a) The volume, BOD₅, suspended solids, ammonia, and phosphorus concentrations shall be used as the basis for each user's contribution to ensure a proportional distribution of costs to each.
- (b) The characteristic of domestic wastewater from residential users will be utilized as the basis for computation of charges for nonresidential users. Nonresidential users shall pay, as a minimum, the same rate per volume as that paid by residential users. Industrial or commercial users with wastes with strengths above the level of domestic wastewater shall pay a surcharge or additional charge based upon the formula established in this article to cover the costs of treating such wastes.
- (c) Each user which discharges any toxic pollutants that cause an increase in the cost of managing the effluent or the sludge of the treatment works as determined by the agency shall pay for such increased costs.
- (d) The costs of operation and maintenance for all flow not directly attributable to users (e.g., infiltration and inflow) shall be distributed among all users on the basis of the flow volume of users, except where the infiltration/inflow is a measurable quantity attributable to a single user, such as that in the area of the Veteran's Administration Hospital complex.

(Code 1993, § 13.10(7)(c)—(e), (g))



Public Works & Utilities
819 Superior Ave
Tomah, WI 54660
608-374-7431

Application for One-time Leak Adjustment

Please print clearly and review the [program rules](#). Applications with missing or incomplete information will be rejected.

Applicant Information

Prahl		Bryan & Elizabeth	
Property Owner Name		Tenants Name (if applicable)	
429 Alyssa Street			
Service Address			
429 Alyssa Street		Tomah, WI 54660	
Mailing address (if different from above)		City/State/ Zip	
715-338-1095		erprahl@gmail.com	
Daytime phone number		Email Address	

Approximate date leak began: _____ Date Leak Repaired: _____

Description of Leak and repair:

We are new to Tomah, new to the rules & regulations. We have a new lawn, and we were watering our lawn. We are NOT disputing the water bill portion, we are disputing the sewage portion of the bill. We watered our lawn, not resulting in that much sewage. This is unfair and we do not feel we are responsible to pay that large sewage portion.

Supporting documentation must be submitted with application.

Examples: Parts receipt, Invoice from plumber showing service address and date work was done.

Applicant Agreement

The leak adjustment is a **one-time** credit on the Tomah Sewer bill. I understand that this property will not be eligible for any additional leak adjustments in the future if this request is approved, for as long as I own this property.

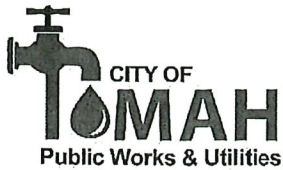
Signature of Property Owner	Date
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Submission Instructions

This form must be signed by the **property owner** to be considered for the credit. We encourage you to continue to make payments to your account.

Email: Send completed applications as an attachment to tomahutilities@tomahwi.gov

Mail: Public Work & Utilities
819 superior Ave
Tomah, WI 54660



Public Works & Utilities
819 Superior Ave
Tomah, WI 54660
608-374-7431

ONE-TIME COURTESY LEAK ADJUSTMENT TO YOUR BILL

Sometimes broken or damaged plumbing fixtures, irrigation equipment or pipes can cause unintentional water loss. If that happens, a customer may be eligible for a one-time Courtesy Leak Adjustment to the sewer portion of his or her bill. If an adjustment is approved, they will see a credit on the sewer portion of their bill only.

City of Tomah Utility encourages you to stay on top of plumbing problems before they get out of hand. There are helpful videos and links on our website, tomahwi.gov, under the water department.

PROGRAM RULES

- Property Owners must submit a Courtesy Leak Adjustment application
- Leak adjustments to sewer will cover no more than two (2) consecutive months.
- Only one (1) billing adjustment will be allowed per premise owner.
- Any adjustment will show as a credit on the sewer portion of the bill following approval.
- The cause of the leak must be repaired and the bill will need to be back to your normal usage before an adjustment can be approved.

NO ADJUSTMENTS WILL BE GRANTED IN THE FOLLOWING SITUATIONS

High water use caused by seasonal activities such as watering of sod, gardening, filling swimming pools or whirlpools, washing vehicles, etc.

When leak continues for three (3) or more months, there will be no adjustment for the third of subsequent months.

If the leak happened over one (1) year ago. It is the owner's responsibility to apply for the credit in a timely manner.

Properties that are master metered.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Discussion on Request to Appear from 315 Dawnee St.

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

Attachment with concerns. The monitoring and frequency will be passed along to the TPD for review.

Fiscal Note:

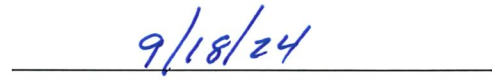
N/A

Recommendation:

No recommendation at this time.



Public Works Director
Kirk Arity



Date

CITY OF TOMAH

819 SUPERIOR AVENUE
TOMAH, WI 54660
OFFICE (608) 374-7431 FAX (608) 374-7444

REQUEST TO APPEAR BEFORE COMMITTEE

DATE OF REQUEST: 9/10/2024

NAME: Jeff Kelner, Deb Kelner

ADDRESS: 315 Dawnee St.

PHONE #: (715) 896-7258 E MAIL ADDRESS Taco3024@gmail.com

COMMITTEE NAME: Public Works and Utilities Commission

COMMITTEE DATE: Sept 25, 2024

AGENDA ITEM AND DESCRIPTION/EXPLANATION:

We are residents on the corner of Dawnee and Hollister. Several children live and visit homes in this neighborhood. There are also many people walking their dogs, bike riding, mechanical and other devices along these streets and nearby areas. There are no parks or playgrounds in this area.

Dawnee Street alone has at least 15 kids. No one wants to see these children hurt or killed! Please reduce speed, monitor police this area more frequently.

This form must be submitted to the appropriate department head at least ONE WEEK PRIOR to the scheduled date of the Committee/Council meeting. This is to ensure that the requested item is placed on the agenda prior to the agenda being sent out. If you have additional information, please attach it to this form.

Sincerely,
Jeff + Debbie Kelner

signs
of
children
at play
would be
helpful

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Utility Billing Clerk Job Description Approval

Summary and background information:
(Appropriate documents attached)

The utility administrative staff has decreased support staffing levels. This decrease has been accomplished through increased efficiencies with the billing software. Many job duties have changed over the last three years. The separation of code enforcement from the Bookkeeper/Utility Billing Clerk warrants the updating of the job description.

Fiscal Note:

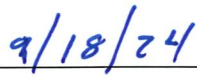
TBD

Recommendation:

I recommend the Public Works and Utilities Commission recommended approval to the Committee of the Whole and City Council for approval of the revised job description.



Director of Public Works
Kirk Arity



Date

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: Utility Billing Clerk/Code Enforcement — **DEPARTMENT:** Public Works & Utilities

SUPERVISOR: Director, Public Works & Utilities **CLASSIFICATION:** Non-Exempt Grade G
Grade H

PAGE: 1 of 3

PREPARED: August 2021— September 2024
COUNCIL APPROVED:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Greeting the public and answering the telephone, directing callers to proper person or responding to questions and/or complaints in a proper, amicable manner, and addressing complaints, questions and recommendations by citizens.
- ~~1.2. Collecting payments for utility bills and meter purchases.~~
- ~~2. Prepare and distribute Public Works agenda, attend Public Works meetings, responsible for minutes and maintenance of official minute book.~~
- ~~3. Prepare and distribute the agenda for Board of Appeals, attend the meetings and take minutes.~~
- ~~4. Prepare and distribute the agenda for the Lake Committee, attend the meetings and take minutes.~~
- ~~5. Prepare and distribute the agenda for the Planning Commission, attend the meetings and take minutes.~~
- ~~6. Responsible for complying with required DOT drug and alcohol testing by setting up appointments, maintaining employee test records and filing required paperwork in a confidential manner.~~
- ~~7. Respond to weed complaints by checking lots, researching property owner information, sending certified notices, and following up on notices, taking further action if necessary.~~
- ~~8. Enforce the City ordinance on snow and ice removal from public sidewalks.~~
- ~~9. Performs inspections of houses and property for conformance with applicable codes pertaining to junk, overgrowth, abandoned vehicles, refuse ordinance enforcement, and general property maintenance.~~
- ~~10. Investigates complaints from the general public and coordinates meetings to resolve the issues.~~
- ~~11. Handles written and oral correspondence relative to code violations.~~
- ~~12. Maintains records of inspections activities; makes photographic records of violations.~~
- ~~13.3. _____ Prepares or completes various forms, reports, correspondences, inspection reports, notices, formal warnings, citations, affidavits and monthly enforcement reports.~~
- ~~14.4. _____ Receives various forms, reports, correspondences, inspection reports, police/fire reports, photographs, maps, property records, legal documents, codes, ordinances, directories, reference material, or other documentation; reviews, completes, processes, forwards or retains as appropriate.~~
- ~~15.5. _____ Communicates with supervisor, employees, other departments, city council members, board members, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.~~
- ~~16.6. _____ Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate.~~
7. Responsible for all aspects of utility billing including verifying meter reads, processing, printing, and mailing/emailing monthly bills ing for water and sewer service and uploading files to payment portal software. Responsible for all month-end reports and closing monthly periods.-

- 8. Responsible for processing and enforcing disconnects.
- ~~9. Process and balance payments daily for customers. Receipting and balancing daily utility payments.~~
- 10. Responsible for making necessary bank deposits, via remote deposit, ACH upload, bank.
- 11. Responsible for implementing and enforcing payment agreements.
- 12. Responsible for ensuring that the non-sufficient payments are collected for the water and sewer department and applying applicable penalties.
- 13. Process account credits, transfers and payment adjustments.
- 14. Process billing adjustments, fees and penalties.
- 15. Responsible for inputting and maintaining all aspects of meters.
- 16. Responsible for terminating customer accounts.
- 17. Responsible for creating new customer accounts.
- 18. Responsible for handling, inputting, and retaining confidential information related to customer accounts.
- 19. Responsible for processing leak credits.
- 20. Cross-trained in all aspects of Accounts Payable including processing, printing and mailing checks.
- ~~17-21.~~ Answer customer questions about billings and rate schedules.
- ~~18. Type reports, correspondence, and documents as required.~~
- ~~19-22.~~ Handle confidential material for the Director.
- ~~20-23.~~ Perform related duties as required.
- ~~21-24.~~ Work is performed according to established rules, regulations and procedures under the supervision of the Public Works and Utilities Director.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

- 1. Minimum of an Associate Degree in related field (Preferred, not required).
- 2. Two years of clerical office experience.
- 3. Or, any combination of education and experience that will provide the required skills and abilities.
- 4. Ability to read and write comprehensively.
- 5. Possession of a valid Wisconsin driver's license.
- ~~6. Physically able to work outside year round.~~

OTHER REQUIREMENTS:

- 1. Knowledge of office practices, procedures, and operation of standard office equipment.
- 2. Knowledge and experience with computer systems, including Microsoft Word and Excel, ~~and Caselle,~~ Invoice Cloud and Senus Analytics.
- 3. Ability to perform tasks with good, professional judgment, and a high degree of accuracy and integrity.
- 4. Ability to deal with the public calmly, tactfully and courteously.
- 5. Ability to establish and maintain effective working relationships with superiors, employees and the general public.
- 6. Knowledge of Municipal Codes, ~~procedures in issuing citations and presenting cases for trial.~~
- 7. Ability to use all available sources of information to gather data.
- ~~8. Ability to inspect property to determine if unsafe and unsanitary conditions occur.~~
- ~~9-8.~~ Ability to explain City Ordinances, and regulations to property owners.
- ~~10-9.~~ Ability to recognize problems, initiate action, and explain it to property owners who are highly emotional.
- ~~11-10.~~ Ability to communicate clearly and effectively oral and written.
- ~~12-11.~~ Ability to keep detailed records and reports.
- ~~13-12.~~ Ability to work with strict deadlines.

~~14.13.~~ Ability to use independent judgment and work with little direct supervision when necessary.

~~15.14.~~ Ability to comprehend, interpret, and apply regulations, procedures, and related information.

~~16.15.~~ Ability to establish and maintain an effective working relationship with the public and other employees.

~~17.16.~~ Ability to tolerate high levels of stress and react quickly and calmly in situations and to determine proper course of action.

~~18.17.~~ Specific knowledge in following and adhering to policy department rules and regulation related to this position.

~~19.18.~~ The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

WORK HOURS:

1. Monday through Friday, 8 a.m. to 4:30 p.m. plus additional hours as necessary.

~~2. Attend Commission meetings.~~

PHYSICAL REQUIREMENTS:

1. Frequent twisting and bending
2. Reaching above and below shoulder height.
3. Carries various weights.
4. 40% of work day will be spent sitting.
5. 30% of work day will be spent walking.
6. 20% of work day will be spent standing.
7. 10% of the workday is spent driving.
8. Percentages of time may vary depending on tasks performed and the time of year.
9. Reaching above and below shoulder height frequently.
10. Occasional bending and stooping.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: Administrative Assistant GRADE: I
SUPERVISOR: Director, Public Works and Utilities DEPARTMENT: Public Works & Utilities
PAGE: 1 of 2 CLASSIFICATION: Hourly/Non-Exempt Non-Represented

PREPARED: March 2019
COUNCIL APPROVED: June 11, 2019

GENERAL DESCRIPTION OF DUTIES:

Under the general administration of the Public Works and Utilities Director, an employee in this class has the responsibility for the efficient and effective operation of the public works and utilities office as well as exercises supervision over business administration personnel, is involved in confidential matters, and acts in the absence of the Director. Performs a variety of administrative and clerical work of moderate to high complexity. Work is performed according to established guidelines, with limited verbal and written instructions from an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently, no check is made of routine work since the day-to-day operations of this position are within the discretion of this position. The clerical support is provided to other administrative staff when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in the position.

- 1. Accountable for accurately maintaining complete financial records of the Water Utility and Sewer Utility in accordance with generally accepted accounting principles and regulations of the Wisconsin Public Service Commission and Wisconsin Administrative Code including the maintenance of two complete sets of general journals and ledgers and prepare monthly reports to the Director and Commission.
2. Prepares and calculates year end procedures to be in compliance with the audit process and work close with the auditors on an annual basis.
3. Evaluates financial needs and assists in investing idle and debt retirement funds.
4. Oversees the preparation and data processing of the utilities billing and collections, maintaining and updating customer billing and meter records.
5. Oversees the data processing and procedures of the utilities payroll for year-end.
6. Provides information regarding utility billing in response to inquiries and complaints.
7. Prepares accounts payable vouchers and checks.
8. Maintains insurance and plant account records in detail.
9. Prepares and maintain financial records of construction projects and invest monies received for each project according to projected costs on monthly basis.
10. Assists in preparation of annual budgets for public works department, water utility, and sewer utility.
11. Prepares and files the annual financial and operational water utility report required by the WI Public Service Commission.
12. Prepares fiscal and physical data required for rate increase requests.
13. Answers telephone and respond to personal inquiries, either firsthand or through referrals; refer visitors; and secure and transmit routing information. Promote positive public service to customers.
14. Assigns work and supervises office personnel.
15. Performs other duties as assigned by the Director of Public Works and Utilities.
16. Performs all other related work as required. SPECIAL ASSESSMENTS ORDERING 3 FORMANS PUBLICATIONS ENGINEER FIRMS CCR ADMIN CODES BILLING BACK UP GARB AND RECY. WHITE GLOVE COW/COUNCIL PUBLIC WORKS AND LAKE AGENDA ITEMS/ AGENDAS /MINUTES PREPARES TAXROLL LETTERS/DATA

Maint. level of prof. knowledge to support Ap

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

- 1. Associate degree in Accounting or Finance required or equivalent combination of education and experience.

POSITION: Administrative Assistant DEPARTMENT: Public Works & Utilities
PAGE: 2 of 2

EDUCATION, TRAINING AND EXPERIENCE REQUIRED (CONTINUED):

- 2. A minimum of three years of accounting, financial, or utility billing experience.
- 3. A minimum of three years of administrative experience.
- 4. Considerable knowledge of accounting; budgeting; and financial administration, principles, methods, and techniques of the operation of data processing and the ability to apply them to utility accounting problems.
- 5. Excellent math skills, organization and file management skills, grammar and proofreading skills required.
- 6. Excellent communication skills – both oral and written.
- 7. Ability to work on multiple tasks establishing priorities for work and procedures to follow and the ability to meet critical deadlines required for monthly reports, annual reports, and monthly billing and collection of accounts, ensuring accuracy of all tasks.
- 8. Ability to plan and supervise the work of office personnel.
- 9. The ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the work place; ability to concentrate for extended periods of time and be flexible.
- 10. Experience with multi-line telephone system and other office equipment (computer, fax, calculator, printer, copier, etc.)
- 11. Proficiency in Microsoft Word, Excel, and Outlook required.

PHYSICAL REQUIREMENTS

- 1. Frequently sits at keyboard.
- 2. Frequent twisting.
- 3. Reaches shoulder height frequently.
- 4. Reaches above and below shoulder height.
- 5. Occasional bending.
- 6. Lifts and carries less than thirty (30) pounds.
- 7. Sixty (60) percent of work day spent sitting.
- 8. Twenty (20) percent of workday spent walking.
- 9. Twenty (20) percent of workday spent standing.
- 10. All percentages above could vary; depending upon duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

UPDATED 10/13/23

3%

Control Point

GRADE	JOB TITLE	DEPARTMENT	87.50% Minimum	90.00% Step 1	92.50% Step 2	95.00% Step 3	97.50% Step 4	100.00% Step 5	101.25% Step 6	102.50% Step 7	103.75% Step 8	105.00% Step 9	106.25% Step 10	107.50% Step 11	108.75% Step 12	110.00% Step 13	111.25% Step 14	112.50% Maximum
T	CITY ADMINISTRATOR	ADMINISTRATION	\$51.07	\$52.53	\$53.99	\$55.45	\$56.91	\$58.37	\$59.10	\$59.83	\$60.56	\$61.29	\$62.02	\$62.75	\$63.48	\$64.20	\$64.93	\$65.66
S	DIRECTOR PUBLIC WORKS & UTILITIES	PUBLIC WORKS & UTILITIES	\$47.67	\$49.03	\$50.40	\$51.76	\$53.12	\$54.48	\$55.16	\$55.84	\$56.53	\$57.21	\$57.89	\$58.57	\$59.25	\$59.93	\$60.61	\$61.29
R	FIRE CHIEF	FIRE	\$44.85	\$46.13	\$47.41	\$48.69	\$49.97	\$51.26	\$51.90	\$52.54	\$53.18	\$53.82	\$54.46	\$55.10	\$55.74	\$56.38	\$57.02	\$57.66
	CHIEF OF POLICE	POLICE DEPARTMENT																
Q			\$42.58	\$43.80	\$45.01	\$46.23	\$47.45	\$48.66	\$49.27	\$49.88	\$50.49	\$51.10	\$51.71	\$52.31	\$52.92	\$53.53	\$54.14	\$54.75
P	BUILDING AND INSPECTION DEPT. SUPERVISOR	INSPECTION	\$40.31	\$41.47	\$42.62	\$43.77	\$44.92	\$46.07	\$46.65	\$47.23	\$47.80	\$48.38	\$48.95	\$49.53	\$50.11	\$50.68	\$51.26	\$51.83
	CITY CLERK	ADMINISTRATION																
	ASSISTANT POLICE CHIEF	POLICE DEPARTMENT																
	CITY TREASURER	ADMINISTRATION																
O	PARKS & RECREATION DIRECTOR	PARKS & RECREATION	\$38.05	\$39.13	\$40.22	\$41.31	\$42.40	\$43.48	\$44.03	\$44.57	\$45.11	\$45.66	\$46.20	\$46.74	\$47.29	\$47.83	\$48.38	\$48.92
	POLICE LIEUTENANT	POLICE DEPARTMENT																
N	LIBRARY DIRECTOR	LIBRARY	\$35.79	\$36.81	\$37.84	\$38.86	\$39.88	\$40.90	\$41.42	\$41.93	\$42.44	\$42.95	\$43.46	\$43.97	\$44.48	\$44.99	\$45.51	\$46.02
M	DEPUTY FIRE CHIEF	FIRE	\$33.52	\$34.48	\$35.44	\$36.40	\$37.36	\$38.31	\$38.79	\$39.27	\$39.75	\$40.23	\$40.71	\$41.19	\$41.67	\$42.14	\$42.62	\$43.10
	PUBLIC WORKS/STREETS SUPERVISOR	PUBLIC WORKS & UTILITIES																
	WASTEWATER TREATMENT PLANT SUPERVISOR	PUBLIC WORKS & UTILITIES																
	WATER DEPARTMENT SUPERVISOR	PUBLIC WORKS & UTILITIES																
	DEPUTY AMBULANCE CHIEF	AMBULANCE																
L	POLICE SERGEANT	POLICE DEPARTMENT	\$31.26	\$32.15	\$33.04	\$33.94	\$34.83	\$35.72	\$36.17	\$36.62	\$37.06	\$37.51	\$37.96	\$38.40	\$38.85	\$39.30	\$39.74	\$40.19
K			\$28.99	\$29.82	\$30.65	\$31.48	\$32.30	\$33.13	\$33.55	\$33.96	\$34.37	\$34.79	\$35.20	\$35.62	\$36.03	\$36.45	\$36.86	\$37.27
J	ADULT LIBRARIAN	LIBRARY	\$26.73	\$27.50	\$28.26	\$29.03	\$29.79	\$30.55	\$30.93	\$31.32	\$31.70	\$32.08	\$32.46	\$32.84	\$33.23	\$33.61	\$33.99	\$34.37
	SR & DISABLED SERVICES COORDINATOR	SENIOR & DISABLED SERVICES																
	CHILDREN'S LIBRARIAN	LIBRARY																
	MECHANIC	PUBLIC WORKS & UTILITIES																
I	DEPUTY TREASURER	TREASURER	\$24.47	\$25.17	\$25.87	\$26.56	\$27.26	\$27.96	\$28.31	\$28.66	\$29.01	\$29.36	\$29.71	\$30.06	\$30.41	\$30.76	\$31.11	\$31.46
	ADMINISTRATIVE ASSISTANT	POLICE DEPARTMENT																
	ADMINISTRATIVE ASSISTANT	AMBULANCE																
	WORKING FOREMAN	PARKS & RECREATION																
	SEWER LICENSED	PUBLIC WORKS & UTILITIES																
	WATER LICENSED	PUBLIC WORKS & UTILITIES																
	EQUIPMENT OPERATOR	PUBLIC WORKS & UTILITIES																
	ADMIN. ASST. PUBLIC WORKS & UTILITIES	PUBLIC WORKS & UTILITIES																
H	DEPUTY CLERK	CITY CLERK	\$22.20	\$22.83	\$23.47	\$24.10	\$24.74	\$25.37	\$25.69	\$26.01	\$26.32	\$26.64	\$26.96	\$27.27	\$27.59	\$27.91	\$28.23	\$28.54
	COURT CLERK	MUNICIPAL JUDGE																
	PAYROLL/ACCOUNTS PAYABLE CLERK	TREASURER																
	MAINTENANCE WORKER	PARKS & RECREATION																
	MAINTENANCE WORKER RECREATION PARK	PARKS & RECREATION																
	SEWER MAINTENANCE WORKER	PUBLIC WORKS & UTILITIES																
	TRUCK DRIVER	PUBLIC WORKS & UTILITIES																
	WATER MAINTENANCE WORKER	PUBLIC WORKS & UTILITIES																
	EVIDENCE ROOM CUSTODIAN	POLICE DEPARTMENT																
	SR & DISABLED SERVICES COORDINATOR	SENIOR & DISABLED SERVICES																

	CUSTODIAN	PUBLIC WORKS & UTILITIES																
G	BOOKKEEPER	PUBLIC WORKS & UTILITIES	\$19.94	\$20.51	\$21.08	\$21.65	\$22.22	\$22.79	\$23.08	\$23.36	\$23.65	\$23.93	\$24.22	\$24.50	\$24.79	\$25.07	\$25.36	\$25.64
	CODE ENFORCEMENT/CLERK	PUBLIC WORKS & UTILITIES																
F			\$18.24	\$18.76	\$19.29	\$19.81	\$20.33	\$20.85	\$21.11	\$21.37	\$21.63	\$21.89	\$22.15	\$22.41	\$22.67	\$22.93	\$23.20	\$23.46
E	SR & DISABLED SERVICES AID	SENIOR & DISABLED SERVICES	\$17.11	\$17.60	\$18.09	\$18.58	\$19.07	\$19.55	\$19.80	\$20.04	\$20.29	\$20.53	\$20.78	\$21.02	\$21.27	\$21.51	\$21.75	\$22.00
D	LIBRARY ASSISTANT	LIBRARY	\$15.99	\$16.44	\$16.90	\$17.36	\$17.81	\$18.27	\$18.50	\$18.73	\$18.96	\$19.18	\$19.41	\$19.64	\$19.87	\$20.10	\$20.33	\$20.55
	CLERK TYPIST (FT & PT)	POLICE DEPARTMENT																
	CUSTODIAL SERVICE WORKER (PT)	POLICE DEPARTMENT																
C	LIBRARY AID (PT)	LIBRARY	\$14.84	\$15.27	\$15.69	\$16.12	\$16.54	\$16.96	\$17.18	\$17.39	\$17.60	\$17.81	\$18.02	\$18.24	\$18.45	\$18.66	\$18.87	\$19.08
	CROSSING GUARDS	POLICE DEPARTMENT																
B			\$13.71	\$14.10	\$14.49	\$14.89	\$15.28	\$15.67	\$15.86	\$16.06	\$16.26	\$16.45	\$16.65	\$16.84	\$17.04	\$17.24	\$17.43	\$17.63
A			\$12.59	\$12.95	\$13.31	\$13.67	\$14.02	\$14.38	\$14.56	\$14.74	\$14.92	\$15.10	\$15.28	\$15.46	\$15.64	\$15.82	\$16.00	\$16.18
	SEE FINAL WAGE SCALE - ALL																	

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Administrative Assistant job description

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

The updated job description and duties is attached. The Administrative Assistant duties have evolved and changed with the decrease in staff and the needs of the various departments.

Fiscal Note:

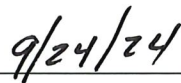
TBD

Recommendation:

I recommend approval of the job description and forward it to the City Council for approval at the budget workshop.



Public Works Director
Kirk Arity



Date

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: ~~Administrative Assistant~~ Office Manager
SUPERVISOR: Director, Public Works and Utilities
PAGE: 1 of 2

GRADE: ~~I~~ J
DEPARTMENT: Public Works & Utilities
CLASSIFICATION: Hourly/Non-Exempt
Non-Represented

PREPARED: March 2019

COUNCIL APPROVED: June 11, 2019

GENERAL DESCRIPTION OF DUTIES:

Under the general administration of the Public Works and Utilities Director, an employee in this class has the responsibility for the efficient and effective operation of the public works and utilities office as well as exercises supervision over business administration personnel, is involved in confidential matters, and acts in the absence of the Director. Performs a variety of administrative and clerical work of moderate to high complexity. Work is performed according to established guidelines, with limited verbal and written instructions from an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently, no check is made of routine work since the day-to-day operations of this position are within the discretion of this position. The clerical support is provided to other administrative staff when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in the position.

1. Accountable for accurately maintaining complete financial records of the Water Utility and Sewer Utility in accordance with generally accepted accounting principles and regulations of the Wisconsin Public Service Commission and Wisconsin Administrative Code including the maintenance of two complete sets of general journals and ledgers and prepare monthly reports to the Director and Commission.
2. Prepares and calculates year end procedures to be in compliance with the audit process and work close with the auditors on an annual basis.
3. Evaluates financial needs and assists in investing idle and debt retirement funds.
4. Oversees the preparation and data processing of the utilities billing and collections, maintaining and updating customer billing and meter records and maintains knowledge on all aspects of utility billing.
5. Oversees the data processing and procedures of the ~~utilities~~utility's payroll for year-end.
6. Provides information regarding utility billing in response to inquiries and complaints.
7. Prepares accounts payable vouchers and checks.
8. Maintains insurance and plant account records in detail.
9. Prepares and maintain financial records of construction projects and invest monies received for each project according to projected costs on ~~monthly~~ monthly basis.
10. Assists in preparation of annual budgets for public works department, water utility, and sewer utility.
11. Prepares and files the annual financial and operational water utility report required by the WI Public Service Commission.
12. Prepares and distributes the Public Works agenda and is responsible for recording minutes.
13. Prepares and distributes the Lake Committee agenda and is responsible for recording minutes.
14. Responsible for preparing and distributing the Consumer Confidence Report annually.
15. Responsible for maintaining the official Administrative Code books.
16. Responsible for all aspects of delinquent water and sewer bills for tax roll including mailing notices and making necessary journal entries.
- ~~11-17.~~ Prepares and maintains other accounts receivable for the water and sewer utility.
18. Responsible for publication and mailing notices to residents regarding special assessments and utility projects.
- ~~12-19.~~ Responsible for ordering all office supplies, as needed, and ordering supplies for the Public Works, Water and Sewer departments.
- ~~13-20.~~ Prepares fiscal and physical data required for rate increase requests.

- 14:21. Answers telephone and respond to personal inquiries, either firsthand or through referrals; refer visitors; and secure and transmit routing information. Promote positive public service to customers.
- 22. Assigns work and supervises office personnel.
- 23. Provides support to the Public Works, Water and Sewer foreman's.
- 24. Maintains all records of garbage and recycling totes including serial numbers, losses and damages. Prepares and mails annual tipping fee invoices, as well as prepares invoices for additional tote purchases.
- 15:25. Maintains records for the rollout/white glove service.
- 16:26. Supervises work tasks for licensed Water and Sewer and Public Works staff.
- 17:27. Coordinates work tasks for Digger Hotline locates.
- 18:28. Approves Right of Way Excavation Permits.
- 19:29. Assists in the decision process for staff recruiting, including interviewing and training.
- 20:30. Responsible for transferring funds via ACH.
- 21:31. Performs other duties as assigned by the Director of Public Works and Utilities.
- 22:32. Performs all other related work as required.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

1. Associate degree in Accounting or Finance required or equivalent combination of education and experience.
2. A minimum of three years of accounting, financial, or utility billing experience.
3. A minimum of three years of administrative experience.
4. Considerable knowledge of accounting; budgeting; and financial administration, principles, methods, and techniques of the operation of data processing and the ability to apply them to utility accounting problems.
5. Excellent math skills, organization and file management skills, grammar and proofreading skills required.
6. Excellent communication skills – both oral and written.
7. Ability to work on multiple tasks establishing priorities for work and procedures to follow and the ability to meet critical deadlines required for monthly reports, annual reports, and monthly billing and collection of accounts, ensuring accuracy of all tasks.
8. Ability to plan and supervise the work of office personnel.
9. The ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the work place; ability to concentrate for extended periods of time and be flexible.
10. Experience with multi-line telephone system and other office equipment (computer, fax, calculator, printer, copier, etc.)
11. Proficiency in Microsoft Word, Excel, and Outlook required.

PHYSICAL REQUIREMENTS

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches shoulder height frequently.
4. Reaches above and below shoulder height.
5. Occasional bending.
6. Lifts and carries less than thirty (30) pounds.
7. Sixty (60) percent of work day spent sitting.
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PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care

of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval Request for Additional Street Lighting for Industrial Ave.

Summary and background information:
(Appropriate documents attached)

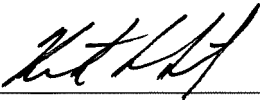
Wal-Mart DC has requested additional street lighting along Industrial Ave for the two entrances and Rusch/Industrial Ave. intersection. A recent bicycle and vehicle accident has brought heightened awareness to this area. Wal-Mart has approx. 850 employees and bimodal transportation has become more prevalent in this area.

Fiscal Note:

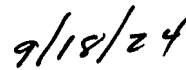
\$16,203.95 – TIF funding available

Recommendation:

I recommend approval of the installation of solar street lighting including the Rusch/Industrial Ave. intersection and coverage for the Wal-Mart DC entrances along Industrial Ave. Funding would be from TID dollars and installation by Alliant Energy.



Public Works Director
Kirk Arity



Date



525 Industrail Ave
Tomah, WI, 54660
(608) 374-8500
Travis.Scholze@Walmart.com

9/10/2024

Kirk Arity
City of Tomah
819 Superior Ave
Tomah, WI, 54660

I hope this email finds you well. As a senior leader at Walmart, I am writing to respectfully request that streetlights be installed in front of the Walmart Distribution Center located at 525 Industrial Avenue. Our commitment to ensuring the safety and well-being of our associates and drivers is of utmost importance, and I believe that the installation of streetlights will significantly contribute to achieving this goal.

The current lack of proper lighting in the area has been a concern for us, particularly during evening hours when the facility is open 24/7. The dimly lit conditions can create challenges for associates and drivers navigating the street, as well as for those using alternative transportation to and from the facility. Moreover, the darkness can potentially increase the risk of accidents and criminal activity.

By installing streetlights in front of the DC, we can significantly improve the overall safety and security of the area, which aligns with Walmart's commitment to providing a safe and welcoming environment for our customers and associates. The improved lighting will not only enhance the aesthetic appeal of the area but also contribute to the overall quality of life for the community.

We understand that the installation process may require coordination and planning, and we are more than willing to collaborate closely with your team to ensure a seamless and successful installation. We believe that the benefits of improved lighting far outweigh any potential costs or inconvenience, and we are confident that the installation of streetlights will have a positive impact on the community.

We would greatly appreciate the opportunity to discuss this matter further and work together to improve the safety and well-being of our customers and associates. Please let us know if there are any questions or concerns, and we look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Travis Scholze
Assistant General Manager
Walmart DC 6085

Kirk Arity

From: Fritz, Peter <PeterFritz@alliantenergy.com>
Sent: Wednesday, September 18, 2024 7:29 AM
To: Kirk Arity
Subject: Light near Walmart DC
Attachments: CITY TOMAH LIGHTING OPTIONS.pdf; MS1 LIGHT INFO.pdf

Hey Kirk,

Good seeing you the other day. Below I have provided an over all quote to run lighting to 5 new concrete structures near Walmart DC. Attached I have an overview map showing the pole locations (these can be moved from the locations shown). The red circles are the new concrete poles and light. The red dashed line is the duplex cable we would bury.

UPFRONT COST

5 concrete poles @ \$1778.23 X 5 = \$8891.15
1430' Duplex cable – 750' free footage → 680' billable X \$0.96/ft = \$652.80
1180' Trench/plow – 750' free footage → 430' billable X \$6.75/ft = \$2902.50
250' Directional drill Road and Walmart Driveway X \$16.93/ft = \$4232.50
-\$95 Light Allowance X 5 = - \$475.00
TOTAL = \$16,203.95

Yearly cost

Fixture Charge = \$40.50-\$43.00 per year depending on size light picked
Concrete Pole = \$67.20 per year

If you have any questions please let me know.

Thank you,

Peter Fritz
Engineering Technician
Cell: 608-963-5676



From: Kirk Arity <karity@TOMAHWI.GOV>
Sent: Thursday, September 12, 2024 12:56 PM
To: Fritz, Peter <PeterFritz@alliantenergy.com>
Subject: [EXTERNAL] RE: street lights

Sounds good. See you then.

Item 6.

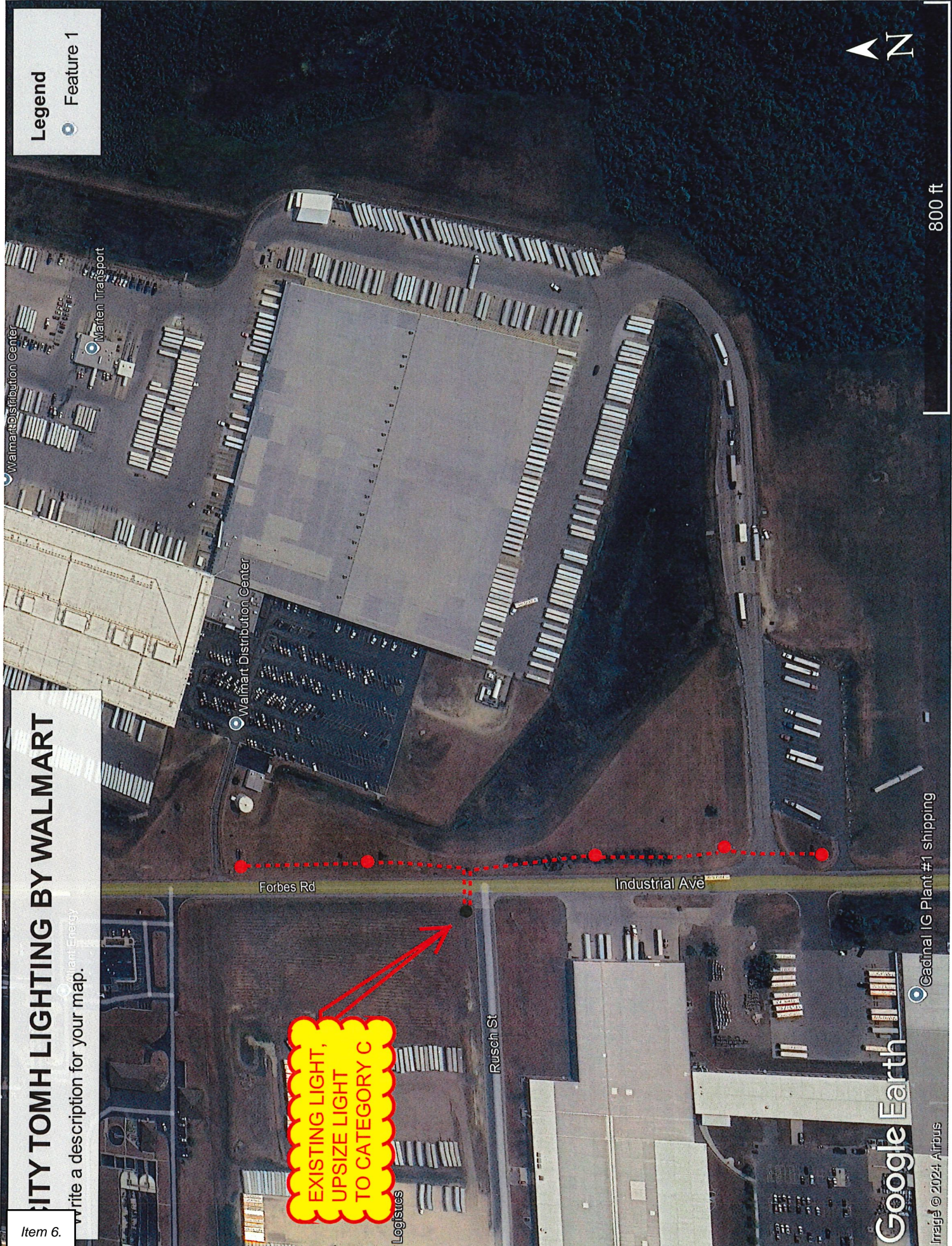
CITY TOMH LIGHTING BY WALMART

Write a description for your map.

Legend

Feature 1

EXISTING LIGHT,
UPSIZE LIGHT
TO CATEGORY C



800 ft

Cardinal IG Plant #1 shipping

Google Earth

Image © 2024 Airbus

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of “No Parking 8:00 PM – 8:00 AM” for S. side of Buan St.

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

The hotel guests park in the street and the hotel owner is concerned about the congestion in the mornings. In monitoring the area, this no parking would impact delivery companies’ ability to offload food service items to the business adjacent to the proposed no parking sign. A copy of the crash history report will be presented at the meeting.

Fiscal Note:

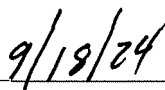
\$1,500

Recommendation:

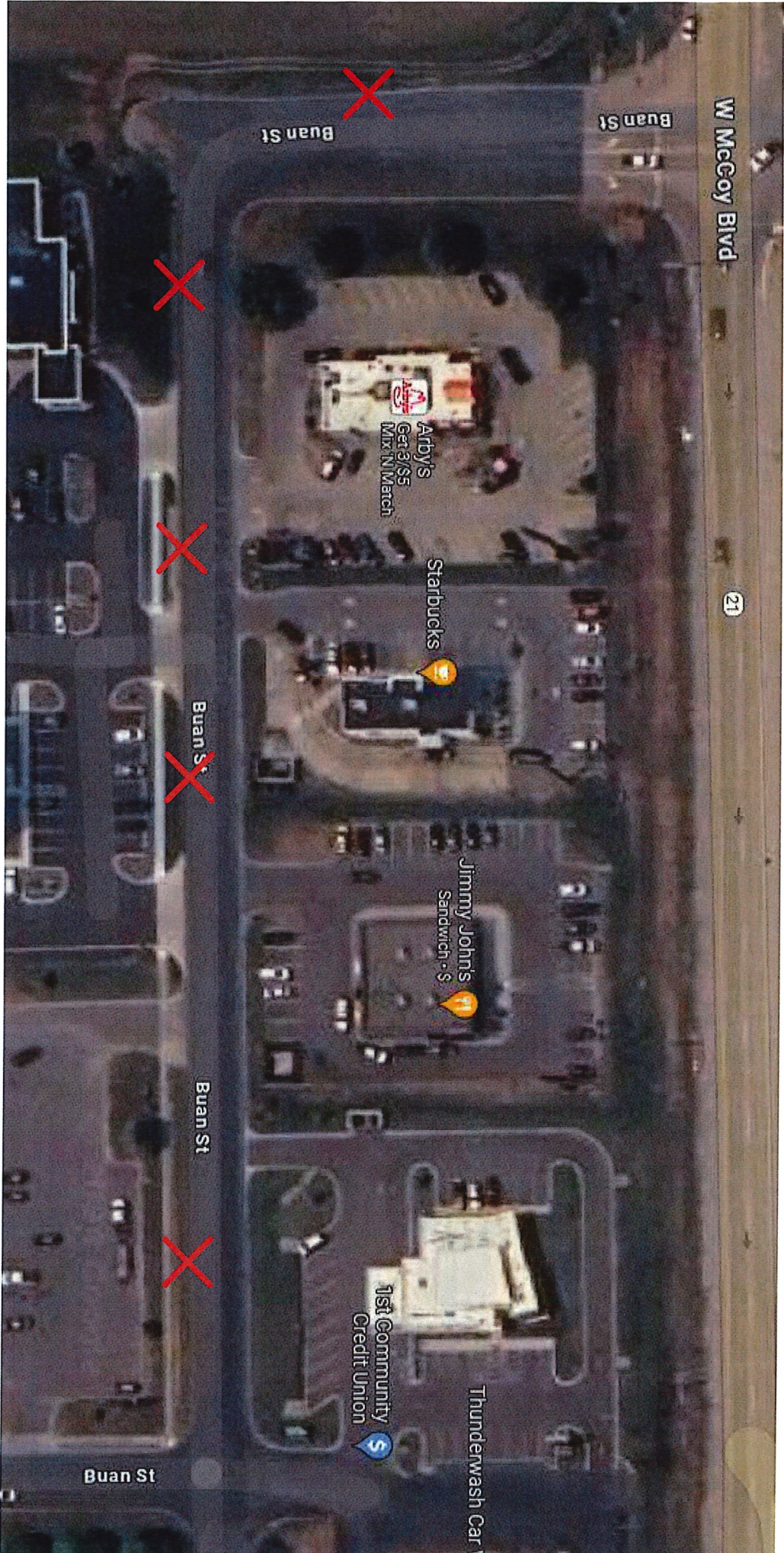
I recommend not posting “No Parking” on the south side of Buan St.



Public Works Director
Kirk Arity



Date



Item 7.

Kirk Arity

From: Ian Holloway <ian.holloway@tomahhiexs.com>
Sent: Wednesday, August 21, 2024 10:30 AM
To: Kirk Arity
Cc: rstumpmail@gmail.com
Subject: RE: No Overnight Parking Signs -- South Side of Buan St.
Attachments: No Overnight Parking Proposal.pdf

Good morning, Kirk. Hope all is well.

I wanted to circle back to this ongoing congestion issue on Buan St.

Would it be possible to put a few No Overnight Parking signs on our side of the road? Maybe have 8pm – 8am on the signs??

See attached proposal.

One could be on the short strip from Hwy 21 to the corner across from Arby's
One could be in front of the Hampton
One could be in the middle boulevard
One could be in front of the Holiday Inn Express.

Possibly one in front of the strip mall with Dollar Tree.

There is just a lot of congestion in the mornings when our guests park in the road. We have plenty of parking in the back of the Holiday Inn.

Let me know your thoughts. I could also meet with you and show you what we are thinking.

Thank you for your consideration on this. Ian

Ian Holloway | Director of Operations

Hat Trick Hospitality, LLC
Stump Hospitality, LLC
ian.holloway@TomahHIEXS.com

Holiday Inn Express & Suites

215 Buan St. | Tomah | WI | 54660
608.567.2067

Hampton Inn by Hilton

219 Buan St. | Tomah | WI | 54660
608.374.3800

From: Ian Holloway <ian.holloway@tomahhiexs.com>
Sent: Friday, May 12, 2023 2:18 PM
To: Kirk Arity <karity@TOMAHWI.GOV>

Cc: rstumpmail@gmail.com

Subject: Re: No Parking Signs -- South Side of Buan St.

Sounds good Kirk. Thank you for looking into it. Much appreciated. Ian

Ian Holloway | Director of Operations

Hat Trick Hospitality, LLC

Stump Hospitality, LLC

ian.holloway@TomahHIEXS.com

Holiday Inn Express & Suites

215 Buan St. | Tomah | WI | 54660

608.567.2067

Hampton Inn

219 Buan St. | Tomah | WI | 54660

608.374.3800

From: Kirk Arity <karity@TOMAHWI.GOV>
Sent: Friday, May 12, 2023 2:13 PM
To: Ian Holloway <ian.holloway@tomahhiexs.com>
Cc: rstumpmail@gmail.com <rstumpmail@gmail.com>
Subject: RE: No Parking Signs -- South Side of Buan St.

Ian, I did get a chance to talk with your neighbor. They are not in favor of the change. I did have an accident report pulled for this area. There have been very little property damage and zero injuries on this section of road. At this time, I would not recommend to the Commission a change in signage along this section of roadway.

Kirk Arity
Chairperson Senior Executive Team
Director of Public Works and Utilities
City of Tomah
608-374-7453

From: Ian Holloway <ian.holloway@tomahhiexs.com>
Sent: Wednesday, May 3, 2023 10:13 AM
To: Kirk Arity <karity@TOMAHWI.GOV>

Cc: rstampmail@gmail.com

Subject: RE: No Parking Signs -- South Side of Buan St.

Thank you Kirk. What was Jason's opinion? Ian

Ian Holloway | Director of Operations

Hat Trick Hospitality, LLC

Stump Hospitality, LLC

ian.holloway@TomahHIEXS.com

Holiday Inn Express & Suites

215 Buan St. | Tomah | WI | 54660

608.567.2067

Hampton Inn

219 Buan St. | Tomah | WI | 54660

608.374.3800

From: Kirk Arity <karity@TOMAHWI.GOV>
Sent: Tuesday, May 2, 2023 3:02 PM
To: Ian Holloway <ian.holloway@tomahhiexs.com>
Subject: RE: No Parking Signs -- South Side of Buan St.

Ian, I reached out to Jason Adler for his input. I would have to take it to Public Works for discussion and the next meeting is 5/24. My thoughts are you know the area as well if not better than most and I and the Commission will take that into consideration.

Kirk Arity
Chairperson Senior Executive Team
Director of Public Works and Utilities
City of Tomah
608-374-7453

From: Ian Holloway <ian.holloway@tomahhiexs.com>
Sent: Sunday, April 30, 2023 2:16 PM
To: Kirk Arity <karity@TOMAHWI.GOV>
Cc: rstampmail@gmail.com
Subject: No Parking Signs -- South Side of Buan St.

Kirk,

We were wondering if the City has considered putting No Parking signs on the South side of Buan St? We have guests constantly parking there and it really clogs up the street. When we ask them to park in the back of the hotel, they say "There aren't any No Parking signs, so it should be fine". They do not know how busy the street is.