



AGENDA FOR PUBLIC WORKS COMMISSION

A Public Works Commission meeting will be held on **Wednesday, August 23, 2023 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=ZTZ0cmJLVFEFb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

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

Call to Order - Roll Call

Approve Minutes

[July 2023 Meeting Minutes](#)

Discussion Items

1. Airport Update
2. [Sump Pump Reimbursement: 1403 Grant St](#)
3. [City of Tomah Utility Staff additional step increase approval](#)
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, July 19, 2023 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

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

Call to Order - Roll Call

John Glynn (A), Dean Peterson (P), Lamont Kiefer (P), Brian Rice (A), Kerwin Greeno (A), Mayor Mike Murray (P), Nicole Hart (P). Quorum Present. Also present, Director Kirk Arity, Brandy Leis, Joe Kube, Mark Rezin and Brian Berquist of Town and Country Engineering.

Approve Minutes

June 2023 Minutes, 1st by DP, 2nd by MM to amend the minutes, to change Nicole Hart to absent from the June meeting. All ayes. Motion approved.

Discussion Items

- 1) Airport Update
 - a) Fuel prices are being updated. Mowing is good. Coyotes are living out there. Windsock was replaced.
- 2) Sump Pump Reimbursement
 - a) Motion by MM, 2nd by NH, to approve. Motion was rescinded, due to the need of clarification on bill, 1st by MM, 2nd by DP to send the paperwork back to residence to get more clarification on charges. All ayes. Motion approved.
- 3) No Parking Signs on N. Glendale
 - a) 1st by MM, 2nd by DP to place permanent, No Parking signs, on east side of Glendale Ave, from Harrison St past the entrance of the fire station. All ayes. Motion approved.
- 4) Project Updates
 - a) Brian met with a few residences on Veterans St, with regards to drainage for the upcoming project. Everything went well.
- 5) Building Code/Violation Report
 - a) Reviewed by committee.
- 6) Payment of Monthly Water & Sewer Bills
 - a) Sewer- 1st by MM, 2nd by DP to approve water bills as presented. All ayes. Motion approved.
 - b) Water- 1st by MM, 2nd by DP to approve water bills as presented. All ayes. Motion approved.
- 7) Departmental Reports
 - a) Sewer- SAAB Mechanical was at the plant fixing a 25 year old machine (Impeller). Received the new truck, sent old plow truck to fire station for their parking lot. Have been jet vaccing in the streets. Tony Newcombe has been trained and hired permanently to fill the open position. Sent the five-year plan in. Pumping 1 million a day.
 - b) Water- Pumping 1 million a day. A two inch water line was hit by the contractor on the current ET project. The lead and copper samples have been sent to the lab for testing. Will be doing 30-40 cross connection for the industrial commercial water use.

Minutes will be approved at August 2023 PWC meeting.

- c) Public Works- Completed May St, Pearl to Jackson. Had one garbage truck down with a sensor out. DTN is going well. Ready for the fair, finished rodeo grounds. Repaving Winnebago Park, Brandon to the parking lot. Street painting will be done on Friday.

8) Directors Report

- a) Working on assessments for the next year. East Juneau has a sidewalk but no curb. Car wash and bank on the Veterans Ave side have no curb. Working on budget for meeting in October. Kube will advertise internally to fill the open position. If there are no internal candidates, we can relook at the previous applicants. Walmart is going from a water-cooling system to an air, their usage will drop significantly.

Adjourn 1st by DP, 2nd by MM at 6:26 PM. All ayes. Motion approved.

Minutes submitted by: Kim Lambert

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Sump Pump Reimbursement: 1403 Grant St

Summary and background information: (Appropriate documents attached)

1403 Grant Sump Pump Expense Breakdown

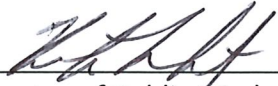
Ace Hardware:	All American:	Labor Payment:	Amazon Expense:
10.99	21.10	460.00	179.49
3.99	+82.25		
109.99	103.35		
+17.99	-23.98 (returned item)	+0	+0
\$142.96	\$79.37	\$460.00	\$179.49
			= \$861.82/2= \$430.91

Fiscal Note:

\$430.91

Recommendation:

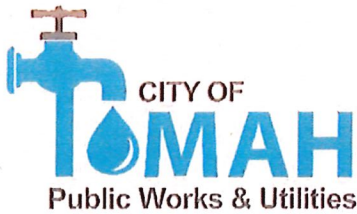
I recommend the approval of the sump pump reimbursement.



Director of Public Works
Kirk Arity



Date



819 Superior Ave, Tomah, WI 54660
608-374-7430 | www.tomahonline.com

Attn: City Resident

The City of Tomah is having a sump pump header line installed adjacent to your property. We would like to offer you a cost share program. By connecting to the header line you will help alleviate standing water on your property which can be a prime breeding ground for mosquitos. Discharging the water properly into the storm sewer will prevent hazardous conditions on the sidewalks and the roadways when temperatures drop below freezing.

In order to be approved for this program, you will need to supply receipts and the form below. Receipts can be for such things as materials, rentals, plumber/contractor costs, etc. The work needs to be completed along with the required information returned to the Public Works Department.

If you have any questions, please contact, Kirk Arity, Director of Public Works at 608-374-7430

REQUEST FOR REIMBURSEMENT FORM

Residential Sump Pump Installation Program

Name: Josie Johnson

Address: 1403 Grant Street

Phone: (Home) _____ (Cell) 770-906-4858

Email: josiejohnson123@gmail.com

Total cost of eligible expenses: \$861.82

Total reimbursement requested (50% of eligible expenses, not to exceed \$500.00): \$430.91

Signature: [Signature]

Date: 8/1/2023

Office Use Only: Director of Public Works Approval: YES ☐ NO ☐ Initial: _____

Check No. _____ Check Issue Date: _____

All American Tomah
1201 N Superior Ave
Tomah, WI 54660

PAGE NO 1

All American
Do it Center

PHONE: (608) 374-4200

CUST NO: *3 JOB NO: 000 PURCHASE ORDER: REFERENCE: CNO: 19405 INVNO: 37 1601# TERMS: CLERK: 1378 DATE / TIME: 5/19/23 4:06

SOLD TO:
**** CASH ****

SHIP TO:
LARKIN/MATTHEW

DUE DATE: 5/20/23

TERMINAL: 108

ORDER: 338031

DEL. DATE: 5/19/23

SALESPERSON: EL MARTY OLIVER
TAX: 003 TOMAH SALES TAX

INVOICE: X28252/3

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	1	1	EA	RENTAL	RENTAL FEE		1	20.00 /EA	20.00
2					EQUIPMENT MUST BE RETURNED IN				
3					SAME CONDITION AS WHEN TAKEN.				
4					CLEANING CHARGES MAY APPLY.				
5					EQUIPMENT MUST BE RETURNED FULL				
6					OF FUEL OTHERWISE FUEL CHARGES				
7					WILL BE APPLIED.				
8					BIT CORE 3-1/8" #7				
9					Rental Clerk: Marty Oliver				
10	2	2	EA	119342	WHT FLEX-A-SPOUT		2	16.99 /EA	33.98
11	2	2	EA	420808	4X4 FLEXIBLE COUPLING		2	11.99 /EA	23.98

** PAID IN FULL **

82.25

TAXABLE 77.96
NON-TAXABLE 0.00
SUBTOTAL 77.96

TAX AMOUNT 4.29

82.25

TOTAL 82.25

BANKCARD PAYMENT
BKCRD# XXXXXXXXXXXX3210



TOT WT: 0.00
MID: ***4264

APP: 09317Z XR: 028252

[Signature]
Received By

Item 2. NOTES/ESTIMATES/ORDERS ARE SUBJECT PRIOR SALE. Due to fluctuations in costs, retail prices can change at any time. This is our best estimate for this project. Due to varying construction procedures WE DO NOT GUARANTEE this quote. Inventoried items returned in good condition will be credited to your account. NON-STOCK SPECIAL ORDER ITEMS ARE NOT RETURNABLE. We reserve the right to correct any clerical errors.

-

Josephine L. Johnson
Debra L. Johnson
23669 Emerald Ave
Tomah, WI 54660-4221

230
64-5/610 GA
15272

6/9/2023 Date

Pay to the Order of Matthew Larkin \$ 460.00

Four Hundred Sixty Dollars and zero cents Dollars

BANK OF AMERICA

ACH R/T 051000052

For labor sump pump

1:061000052: 3340369606640230

Josephine L. Johnson MP

Photo
Date
Signature
Details on back

ISLAND BREEZES

Harold Clarke

THANK YOU FOR SHOPPING AT
ACE HARDWARE 11913
(503) 772-4724

THANK YOU FOR SHOPPING WITH US!!
05/20/23 10:12 AM LMK 572 SALE

A4	2	EA	\$2.99	EA
ANNUAL 4PK				\$5.98
1883	1	EA	\$10.99	EA
HYDRAULIC CRAT 5LB				\$10.99
43741				\$3.99
EAP 8PK 80% POLY WELD				\$3.99
2803954	1	EA	\$129.00	EA
18 HAZARD TIP SW 3/4				\$129.00
70106	1	EA	\$109.99	EA
RAPID CRASE	15#			\$109.99
8306375				\$19.99
CHERRY BEO PHILIP				\$19.99
7307879				\$17.99
EZ STRAW MJLC				\$11.99
NH11142	1	EA		\$11.99
Promotion 30				\$11.99
HPS1177	-1	EA	\$10.00	EA \$10.00
\$10 REWARD				\$10.00

SUB-TOTAL: \$ 237.93 TAX: \$ 15.04
TOTAL: \$ 303.77
BC AMT: \$ 303.77

PROMOTION: XXXX XXXX 3210
AUTH: 015577 AMT: \$ 303.77
Host reference #: 684250 Bat#

Authorizing Network: MASTERCARD

Chip Read
CARD TYPE: MASTERCARD EXPR: XXXX
AID : A0000000041010
TVR : C00000E000
IAD : C11050700122000600000000000000
TSI : ESC0
ARC : CO
MODE : Issuer
CVM :
Name : CAPITAL ONE
ATC : 0132
AC : D394FE3308E3E28B
TxnID/ValCode: 313507

Bank card USD\$ 303



==> JRN#364250 <==>
CLST N#: 325E4

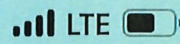
THANK YOU MATTHEW LARKIN
FOR YOUR PATRONAGE
ACE REWARDS ID # 19430535769

Acct: MATT LARKIN

Customer Copy

YOU SAVED \$ 11.00 AS A MEMBER OF
ACE REWARDS.

8:59



View order details

Order date May 24, 2023
Order # 112-5501406-9300204
Order total \$179.49 (1 item)

Shipment details

FREE Prime Delivery

Delivered

Delivery Estimate

Friday, May 26, 2023 by 10pm



Wayne 58321-WYN3 \$170.13
CDU980E 3/4 HP
Submersible Cast Iron
and Stainless...

Qty: 1

Sold By: Amazon.com Services LLC

Payment information

Payment Method

MasterCard ending in 5950

Billing Address

1403 GRANT ST
TOMAH, WI 54660-2409



Search Amazon.com



8:59

LTE



Customer's car floor
and Stainless...

Qty: 1

Sold By: Amazon.com Services LLC

Payment information

Payment Method

MasterCard ending in 5950

Billing Address

1403 GRANT ST
TOMAH, WI 54660-2409

Shipping address

Matthew Larkin
1403 GRANT ST
TOMAH, WI 54660-2409
United States

Order Summary

Items:	\$170.13
Shipping & Handling:	\$0.00
Total Before Tax:	\$170.13
Estimated Tax Collected:	\$9.36
Order Total	\$179.49



Search Amazon.com



STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

City of Tomah Utility Staff additional step increase approval

Summary and background information:
(Appropriate documents attached)

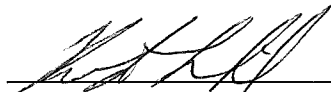
See attached.

Fiscal Note:

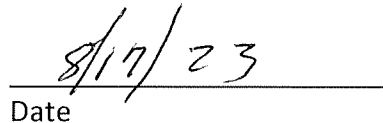
TBD

Recommendation:

Please see attached for request.



Director of Public Works
Kirk Arity


Date



819 Superior Ave.
Tomah, WI 54660
Public Works (608) 374-7430 | Utilities (608) 374-7431

8/17/23

I am requesting an additional step increase for the Licensed Utility Operators and the Wastewater Utility and Water Department Supervisors **and the Utility Clerical staff**. I would look for approval and implementation at the October budget review process. This would be implemented prior to the 1st of the year scheduled step increase.

The median range for a licensed utility operator and superintendents **and clerical staff** has not kept pace with the state average.

Our current license requires a general or advanced exam completion along with a subclass.

Our succession planning needs to be strengthened. I propose implementing a \$1,250 pay incentive for each successful subclass taken by a utility employee. The base requirement for employment as a license utility operator would be exempt from the pay incentive.

Kirk Arity
Director of Public Works and Utilities

1 step

Brandy	36.31	36.74	0.43	895.95
Tom	26.81	27.14	0.33	677.43
Mike	26.81	27.14	0.33	677.43
Chad	26.18	26.50	0.32	655.57
Craig	26.18	26.50	0.32	655.57
Tony	24.04	24.33	0.29	611.87
				<u>4,173.82</u>

Cub	36.74	37.18	0.44	917.80
Dennis	26.81	27.14	0.33	677.43
Jeff	26.81	27.14	0.33	677.43
Derek	26.81	27.14	0.33	677.43
Nate	25.22	25.86	0.63	1,311.15
				<u>4,261.23</u>

Sam	26.18	26.50	0.32	657.55
Pat	21.08	21.33	0.25	514.13
Casey	21.08	21.33	0.25	514.13
				<u>1,685.82</u>
Annual increase				<u>10,120.88</u>

2 steps

Brandy	36.31	37.18	0.87	1,813.76
Tom	26.81	27.44	0.63	1,311.15
Mike	26.81	27.44	0.63	1,311.15
Chad	26.18	26.81	0.63	1,311.15
Craig	26.18	26.81	0.63	1,311.15
Tony	24.04	24.61	0.57	1,175.31
				<u>8,233.66</u>

Cub	36.74	37.61	0.87	1,813.76
Dennis	26.81	27.44	0.63	1,311.15
Jeff	26.81	27.44	0.63	1,311.15
Derek	26.81	27.44	0.63	1,311.15
Nate	25.22	26.18	0.96	1,988.58
				<u>7,735.78</u>

Sam	26.18	26.81	0.63	1,313.13
Pat	21.08	21.58	0.50	1,038.59
Casey	21.08	21.58	0.50	1,038.59
				<u>3,390.32</u>
Annual increase				<u>15,969.44</u>

Supervisor	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	31.06	31.93	32.80	33.68	34.55	35.43	35.87	36.31	36.74	37.18	37.61	38.05	38.49	38.94	39.40	39.80
Lic.	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	22.68	23.32	23.95	24.58	25.22	25.86	26.18	26.50	26.81	27.14	27.44	27.77	28.09	28.40	28.72	29.04
Maint.	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	20.58	21.16	21.74	22.31	22.88	23.46	23.75	24.04	24.33	24.61	24.90	25.18	25.48	25.76	26.05	26.34
Director	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	44.14	45.39	46.63	47.89	49.13	50.38	51.00	51.64	52.26	52.88	53.50	54.13	54.75	55.38	56.00	56.63
Admin. Assist.	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	22.68	23.32	23.95	24.58	25.22	25.86	26.18	26.50	26.81	27.14	27.44	27.77	28.09	28.40	28.72	29.04
Bookkeeper	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	18.49	19.01	19.53	20.05	20.56	21.08	21.33	21.58	21.84	22.09	22.36	22.61	22.88	23.13	23.40	23.65

2022 SURVEY RESULTS

OPERATORS/LABORERS

	Low	Average	High
<i>0 - 1500 (population)</i>			
Statewide	12.50	22.41	48.00
<i>1501 - 3000 (population)</i>			
Statewide	19.24	22.57	37.29
<i>3001 - 5000 (population)</i>			
Statewide	23.00	28.92	41.65
<i>5001 - 10,000 (population)</i>			
Statewide	15.69	27.00	44.47
<i>Over 10,000 (population)</i>			
Statewide	20.00	30.83	46.61

DPW/SUPERINTENDENT/MANAGER

	Low	Average	High
<i>0 - 1500 (population)</i>			
Statewide	17.20	26.62	42.75
<i>1501 - 3000 (population)</i>			
Statewide	20.00	32.07	57.90
<i>3001 - 5000 (population)</i>			
Statewide	23.93	37.63	50.51
<i>5001 - 10,000 (population)</i>			
Statewide	28.33	38.67	51.19
<i>Over 10,000 (population)</i>			
Statewide	29.87	46.23	72.00

CLERKS/OFFICE

	Low	Average	High
<i>0 - 1500 (population)</i>			
Statewide	10.00	22.40	33.57
<i>1501 - 3000 (population)</i>			
Statewide	16.24	23.20	28.32
<i>3001 - 5000 (population)</i>			
Statewide	18.20	22.74	27.44
<i>5001 - 10,000 (population)</i>			
Statewide	19.38	23.36	27.00
<i>Over 10,000 (population)</i>			
Statewide	18.46	27.16	42.15

Disclaimer: "The results of this survey are dependent on the information that is submitted to us by our membership. While we receive hundreds of responses, the information is submitted anonymously so we have no way to verify that the information submitted is correct and is representative of all areas of the state".

CHAPTER 7 SALARY ADMINISTRATION

Purpose This chapter sets forth the basis of authority and the delineation of responsibilities in the establishing and administration of the City of Tomah's Administrative Salary Plan.

Administrative Salary Plan The Administrative Salary Plan covers all classified regular positions not covered by a Collective Bargaining Agreement, professional services agreement or grant agreement. The principal objectives of the Plan are the following:

Policy The City Council, based upon the recommendations of the Senior Executive Team, shall establish the general policy governing the administration of the Plan and shall establish annually funds to be used for salary adjustment purposes.

Administration The Senior Executive Team shall establish specific rules and procedures governing the overall administration of the Plan. The Senior Executive Team shall determine the specific amounts of salary adjustments to be provided individual employees consistent with the rules and procedures established by the City Council. The Senior Executive Team shall oversee the day-to-day administration of the Plan and shall implement the salary adjustments approved by the City Council. He/she shall also be responsible for preparing recommendations and cost analysis relative to any revisions to the Plan and shall report, at least annually, to the City Council regarding the status of the Plan and the salaries of all covered employees.

Salary Range Assignment Salary ranges shall be assigned to individual positions by the City Council based upon the results of a comparative salary analysis prepared by the Senior Executive Team and reviewed by the Committee of the Whole.

Re-Evaluations The Senior Executive Team shall be responsible for keeping the job descriptions current and will recommend the same to the City Council when appropriate. Position incumbents, their department heads or the Senior Executive Team may request re-evaluation of job descriptions. The City Council shall meet at least annually to consider such requests. Following City Council action, the Senior Executive Team shall advise the requesting party.

Initial Salary Assignment

Upon hire, an employee shall be advised in writing as to their beginning salary. The beginning salary shall be within the salary range established for the position and shall normally be the minimum rate in the range. Upon recommendation of the Senior Executive Team, the City Council may authorize a beginning salary above the minimum rate in the salary range. The Common Council may authorize salary range adjustments.

Step Adjustments

Each employee shall be eligible to receive a step adjustment in the salary range for their position upon an acceptable performance evaluation. Written evaluations shall be completed prior to the end of the calendar year. The Senior Executive Team and Mayor will complete department head evaluations. The Senior Executive Team may request that the City Council deny a salary increase for any non-represented employee due to unsatisfactory performance. The employee shall then be notified of the decision regarding the step adjustment. If the employee does not agree with the step adjustment recommendation, the employee may appeal the decision to the Senior Executive Team. If still not satisfied, the employee may appeal to the Mayor, and then the Committee of the Whole for further review. Any such adjustment shall be exclusive of salary adjustments granted for other purposes. Any such adjustments shall be withheld when performance shortcomings or other compelling circumstances warrant. The Senior Executive Team will provide the Council with a summary of the step adjustments each year. If an employee or department head desires more of an increase than the scale provides, the request must be

in writing and signed off by the appropriate department head or City Administrator. The request shall then be submitted to the appropriate Committee and must also be signed off by the Senior Executive Team. Upon approval of the appropriate Committee, the matter will be reviewed by the Committee of the Whole and a recommendation made to the City Council. The City Council will make the final determination on changes in the wage scale that are not consistent with the regular step increase process. This type of request should be limited to the annual budget review process or when circumstances arise causing a notable change in job duties and responsibilities. The Mayor and City Council shall evaluate the Senior Executive Team on an annual basis.

Longevity

Employees shall receive longevity pay, added to their base rate of pay, in accordance with the following schedule:

- After two (2) years of employment-\$10.00 per month additional pay
- Each subsequent year - \$5.00 per month additional pay
- Maximum longevity pay - \$75.00 per month after fifteen (15) years of employment

Annual Salary Adjustment Each employee shall be eligible to receive a salary adjustment at one-year intervals. A cost-of-living wage scale adjustment will be established annually effective the first payroll in January each year with non-represented employees also being eligible for a step adjustment on the first payroll of the calendar year, based on performance evaluation ratings as indicated above. The City Council shall establish the cost-of-living wage scale adjustment each year for budgeting purposes. A salary survey should be completed every four-five years for wage analysis purposes. Part-time positions will be reviewed during the annual budget process and will be addressed individually.

Special Adjustments On an exceptional basis, the City Council, based upon the recommendations of the Senior Executive Team, Mayor, or respective Committee Chairperson may authorize additional compensation for individual employees for the purpose of enhancing internal equity, effectively responding to current labor market conditions requiring immediate action, or to reward the employee for outstanding service to the City. The additional compensation does not become part of the base wage.

Other Adjustments The following personnel actions may require a salary adjustment for an affected employee as determined by the Senior Executive Team:

- **Transfer** When an employee is transferred from one department to another having the same job content, the salary rate in effect for the employee prior to the transfer shall remain in effect.
- **Promotion** When an employee is promoted to a position having a higher job content, they shall be eligible for a salary adjustment upon promotion. The amount of the salary adjustment shall be determined by the Senior Executive Team, Department Head and HR representative based on current wage verses placement into the Wage Scale. Not more than two steps in the appropriate Range of the Wage Scale above the existing wage are authorized. The terms, conditions and amounts of any other such adjustment shall require the approval of the City Council, and shall be offered to and accepted by the employee, in writing, prior to the date of the promotion.
- **Demotion** is the movement of an employee from one position to another having a lower salary grade in the same or different department. When an employee is demoted to a position in a lower salary grade, pay may be adjusted by the Senior Executive Team to any step within the salary grade. An employee may request a voluntary demotion in the same manner as a transfer should there be a vacancy in the lower salary grade position for which the employee is qualified.
- **Reinstatement** When an employee is reinstated to their former position, they shall normally be paid at the level in the salary range that corresponds with the rate that was in effect at the time that they left the position.

Professional Service Agreements Upon approval of the City Council, the Senior Executive Team shall have authority to execute professional service agreements with independent contractors who provide services of a professional nature to the City or any of its operating departments.

GRADE	JOB TITLE	DEPARTMENT	RECOMM	87.50%	90.00%	92.50%	95.00%	97.50%	100.00%	Control Point	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%
				Minimum	Step 1	Step 2	Step 3	Step 4	Step 5		Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Maximum
T	CITY ADMINISTRATOR	ADMINISTRATION		\$47.28	\$48.74	\$49.95	\$51.29	\$52.62	\$53.97	\$54.63	\$55.30	\$55.98	\$56.65	\$57.31	\$57.98	\$58.65	\$59.33	\$59.99	\$60.66	
S	DIRECTOR PUBLIC WORKS & UTILITIES	PUBLIC WORKS & UTILITIES		\$44.14	\$45.39	\$46.63	\$47.89	\$49.13	\$50.38	\$51.00	\$51.64	\$52.26	\$52.88	\$53.50	\$54.13	\$54.75	\$55.38	\$56.00	\$56.63	
R	FIRE CHIEF	FIRE		\$41.52	\$42.70	\$43.86	\$45.04	\$46.21	\$47.39	\$47.98	\$48.57	\$49.15	\$49.74	\$50.32	\$50.91	\$51.49	\$52.08	\$52.68	\$53.27	
Q	CHIEF OF POLICE	POLICE DEPARTMENT																		
P	BUILDING AND INSPECTION DEPT. SUPERVISOR	PUBLIC WORKS & UTILITIES		\$39.00	\$40.11	\$41.23	\$42.34	\$43.88	\$45.00	\$45.55	\$46.11	\$46.67	\$47.22	\$47.78	\$48.34	\$48.89	\$49.46	\$50.02	\$50.58	
	CITY CLERK	ADMINISTRATION		\$36.50	\$37.96	\$39.01	\$40.06	\$41.55	\$42.60	\$43.13	\$43.65	\$44.19	\$44.71	\$45.24	\$45.76	\$46.29	\$46.83	\$47.35	\$47.88	
O	CITY TREASURER	ADMINISTRATION																		
	ASSISTANT POLICE CHIEF	PARKS & RECREATION		\$35.24	\$36.24	\$37.23	\$38.22	\$39.21	\$40.21	\$40.70	\$41.20	\$41.70	\$42.20	\$42.70	\$43.19	\$43.69	\$44.19	\$44.69	\$45.19	
		POLICE DEPARTMENT																		
N	LIBRARY DIRECTOR	LIBRARY																		
M	POLICE LIEUTENANT	POLICE DEPARTMENT		\$33.15	\$34.08	\$35.02	\$35.95	\$36.89	\$37.82	\$38.29	\$38.76	\$39.22	\$39.68	\$40.15	\$40.63	\$41.09	\$41.56	\$42.03	\$42.50	
	PUBLIC WORKS/STREETS SUPERVISOR	PUBLIC WORKS & UTILITIES		\$31.05	\$31.93	\$32.80	\$33.68	\$34.55	\$35.43	\$35.87	\$36.31	\$36.74	\$37.18	\$37.61	\$38.05	\$38.49	\$38.94	\$39.40	\$39.80	
	WASTEWATER TREATMENT PLANT SUPERVISOR	PUBLIC WORKS & UTILITIES																		
	WATER DEPARTMENT SUPERVISOR	PUBLIC WORKS & UTILITIES																		
	DEPUTY AMBULANCE CHIEF	PUBLIC WORKS & UTILITIES																		
	DEPUTY FIRE CHIEF	AMBULANCE																		
L		FIRE																		
K	HOUSING/CDBG DIRECTOR	HOUSING/CDBG		\$28.95	\$29.77	\$30.58	\$31.40	\$32.21	\$33.03	\$33.44	\$33.84	\$34.25	\$34.66	\$35.07	\$35.47	\$35.88	\$36.29	\$36.70	\$37.10	
	POLICE SERGEANT	POLICE DEPARTMENT		\$26.85	\$27.62	\$28.38	\$29.13	\$29.89	\$30.64	\$31.01	\$31.39	\$31.78	\$32.15	\$32.53	\$32.90	\$33.28	\$33.66	\$34.04	\$34.41	
J	ADULT LIBRARIAN	LIBRARY		\$24.77	\$25.47	\$26.16	\$26.85	\$27.56	\$28.25	\$28.60	\$28.94	\$29.29	\$29.65	\$29.98	\$30.34	\$30.68	\$31.03	\$31.38	\$31.73	
	SR & DISABLED SERVICES COORDINATOR	SENIOR & DISABLED SERVICES																		
	CHILDREN'S LIBRARIAN	LIBRARY																		
	MECHANIC	PUBLIC WORKS & UTILITIES																		
I	DEPUTY TREASURER	TREASURER		\$22.68	\$23.32	\$23.95	\$24.58	\$25.22	\$25.86	\$26.18	\$26.50	\$26.81	\$27.14	\$27.44	\$27.77	\$28.09	\$28.40	\$28.72	\$29.04	
	ADMINISTRATIVE ASSISTANT	POLICE DEPARTMENT																		
	WORKING FOREMAN	AMBULANCE																		
	EQUIPMENT OPERATOR	PARKS & RECREATION																		
	SEWER LICENSED	PUBLIC WORKS & UTILITIES																		
	WATER LICENSED	PUBLIC WORKS & UTILITIES																		
	ADMIN. ASST. PUBLIC WORKS & UTILITIES	PUBLIC WORKS & UTILITIES																		
H	DEPUTY CLERK	CITY CLERK		\$20.58	\$21.16	\$21.74	\$22.31	\$22.88	\$23.46	\$23.75	\$24.04	\$24.33	\$24.61	\$24.90	\$25.18	\$25.48	\$25.76	\$26.05	\$26.34	
	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																		
	WATER MAINTENANCE WORKER	PUBLIC WORKS & UTILITIES																		
	EVIDENCE ROOM CUSTODIAN	PUBLIC WORKS & UTILITIES																		
	CUSTODIAN	POLICE DEPARTMENT																		
	TRUCK DRIVER	PUBLIC WORKS & UTILITIES																		
G	BOOKKEEPER	PUBLIC WORKS & UTILITIES																		
	CODE ENFORCEMENT/CLERK	PUBLIC WORKS & UTILITIES																		
	AMBULANCE BOOKKEEPER	PUBLIC WORKS & UTILITIES		\$18.49	\$19.01	\$19.53	\$20.05	\$20.56	\$21.08	\$21.39	\$21.58	\$21.84	\$22.09	\$22.36	\$22.61	\$22.88	\$23.13	\$23.40	\$23.65	
F		AMBULANCE																		
E	SR & DISABLED SERVICES AID	SENIOR & DISABLED SERVICES		\$16.99	\$17.40	\$17.87	\$18.33	\$18.81	\$19.28	\$19.52	\$19.75	\$19.99	\$20.22	\$20.46	\$20.70	\$20.93	\$21.17	\$21.40	\$21.64	
D	LIBRARY ASSISTANT	LIBRARY		\$15.87	\$16.32	\$16.75	\$17.20	\$17.64	\$18.08	\$18.30	\$18.52	\$18.74	\$18.96	\$19.18	\$19.40	\$19.63	\$19.85	\$20.07	\$20.29	
	CLERK TYPIST	POLICE DEPARTMENT		\$14.89	\$15.24	\$15.65	\$16.06	\$16.48	\$16.89	\$17.09	\$17.29	\$17.51	\$17.71	\$17.92	\$18.12	\$18.32	\$18.54	\$18.74	\$18.95	
	CUSTODIAL SERVICE WORKER (PT)	POLICE DEPARTMENT																		
C	LIBRARY AID (PT)	LIBRARY		\$13.78	\$14.17	\$14.54	\$14.93	\$15.31	\$15.69	\$15.89	\$16.07	\$16.26	\$16.45	\$16.64	\$16.84	\$17.03	\$17.21	\$17.41	\$17.60	
B	CROSSING GUARDS	POLICE DEPARTMENT																		
A	SEE FINAL WAGE SCALE - ALL			\$12.73	\$13.09	\$13.44	\$13.78	\$14.14	\$14.49	\$14.67	\$14.84	\$15.01	\$15.20	\$15.37	\$15.54	\$15.73	\$15.90	\$16.07	\$16.25	
				\$11.69	\$12.02	\$12.33	\$12.66	\$12.97	\$13.30	\$13.46	\$13.63	\$13.78	\$13.94	\$14.11	\$14.27	\$14.42	\$14.58	\$14.75	\$14.91	

MINUTES FOR PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, June 28, 2023 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=ZTZ0cmJLVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

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

Call to Order - Roll Call

John Glynn (A), Dean Peterson (P, arrived at 5:34 PM), Lamont Kiefer (P), Brian Rice (P), Kerwin Greeno (A), Mayor Mike Murray (P), Nicole Hart (P). Quorum Present. Also present, Director Kirk Arity, Brandy Leis, Joe Kube, Jeff Martin and Brian Berquist of Town and Country Engineering.

Approve Minutes

May 2023 Minutes 1st by MM, 2nd by DP. All ayes. Motion approved.

Discussion Items

- 1) Airport Update
 - a) New windsock was requested.
- 2) Public Information Meeting: Cty Hwy ET and W. Veterans Project
 - a) Several residents along the project were present. Questions that were focused on personal property were taken outside of the meeting. Concerns noted were snow plowing and why having a sidewalk to nowhere. The County and City are working jointly on this project and the County is requiring the new road to be bimodal.
- 3) Discussion on Licensed Operator Additional Step Increase
 - a) Motion was made by MM to give the Licensed Operators two steps on the current scale along with Supervisors, and implement a bonus for each successful subclass test in the amount of \$1250.00, 2nd by DP. All ayes. Motion passed.
- 4) Information Only: Change Angle Parking to Parallel Parking on E. Cameron St
 - a) The change has been made and has been successful.
- 5) Project Updates
 - a) Motion made by MM, 2nd by DP to make Payment NO. 6 to Gerke Excavating in the amount of \$188,676.19. All ayes. Motion approved.
- 6) Building Code/Violation Report
 - a) Reviewed by committee.
- 7) Payment of Monthly Water & Sewer Bills
 - a) Sewer- 1st by MM, 2nd by BR to approve water bills as presented. All ayes. Motion approved.
 - b) Water-1st by MM, 2nd by LK to approve water bills as presented. All ayes. Motion approved.

July Permit Report and year to date comparison for 2022 & 2023

07/01/2023 - 07/31/2023

Permit #	Permit Date	Permit Type	Project Description	Parcel Address	Total Fees	Construction Value
6532	7/10/2023	Driveway permit	Increase current driveway by 6ft	501 E BROWNELL STREET		0.00
6511	7/31/2023	Electrical	Electrical for building addition	1520 N SUPERIOR AVENUE	\$266.00	34,000.00
6510	7/31/2023	Building- New Duplex	New Modular 2 family dwelling	1224/1226 Hansen St.	\$1,111.00	270,000.00
6509	7/31/2023	Building- New Duplex	New Modular 2 family dwelling	1228/1230 Hansen St.	\$1,111.00	270,000.00
6508	7/31/2023	Alt/Addition Commercial Building	Installing exterior door in existing window space	417 FAIR STREET	\$30.00	1,000.00
6507	7/31/2023	Sign Permit	120" x41" sign - no illumination	1000 SUPERIOR AVENUE	\$40.00	0.00
6506	7/31/2023	Deck Permit	New deck in rear yard	1208 LAKEVIEW DRIVE	\$35.00	40,000.00
6505	7/27/2023	Electrical	Service upgrade 200 amp	424 PINE STREET	\$50.00	2,400.00
6504	7/27/2023	Fence	4ft chain link fence to finish playground enclosure	525 SUPERIOR AVE	\$20.00	0.00
6503	7/25/2023	Alter/Addition One or Two Family	Installing (4) helical piers, blocking in (2) basement windows	307 W BENTON STREET	\$200.00	20,591.00
6502	7/24/2023	Fence	4ft chainlink / 2ft from property line	614 W JUNEAU STREET	\$20.00	0.00
6501	7/21/2023	Fence	4ft chainlink fence >2ft from property line	800 Sime Ave.	\$20.00	0.00
6500	7/21/2023	Fence	4ft chainlink on property line	430 GANNON COURT	\$20.00	0.00
6499	7/20/2023	Electrical	New electrical service	1110 KILBOURN AVENUE	\$50.00	2,500.00
6498	7/20/2023	Alt/Addition Commercial Building	Addition of breakroom in Infusion Department	501 Gopher Dr.	\$2,050.00	200,000.00
6497	7/19/2023	Fence	6ft vinyl fence / >2ft from property line	825 LEMONWEIR PARKWAY	\$20.00	0.00
6496	7/17/2023	Fence	3ft aluminum picket fence/>3ft from property line	1000 LAKESIDE DRIVE	\$20.00	0.00
Item 5. 6494	7/17/2023	Fence	6ft vinyl / 2ft from property line	308 ANN STREET	\$20.00	0.00

6493	7/13/2023	Deck Permit	New 12 x 16 deck on front of home	1319 DORA STREET	\$35.00	3,600.00
6492	7/13/2023	Building- New Single Family	New single family home	428 W JUNEAU STREET	\$651.80	100,000.00
6490	7/12/2023	Alter/Addition One or Two Family	17 x 81 concrete slab for Manufacture Home Installation	800 Sime Ave.	\$30.00	18,500.00
6489	7/12/2023	Alter/Addition One or Two Family	17 x 81 concrete slab for Manufacture Home Installation	800 Sime Ave.	\$30.00	18,500.00
6488	7/12/2023	Alter/Addition One or Two Family	17 x 81 concrete slab for Manufacture Home Installation	800 Sime Ave.	\$30.00	18,500.00
6487	7/12/2023	Alter/Addition One or Two Family	17 x 81 concrete slab for Manufacture Home Installation	800 Sime Ave.	\$30.00	18,500.00
6486	7/12/2023	Accessory building >150 sq. ft.	10 x 16 shed (Mobile Home Park)	229 N Superior Ave.	\$30.00	0.00
6485	7/12/2023	Alter/Addition One or Two Family	Kitchen remodel(replacing cabinets and countertops)	615 DONNA AVENUE	\$190.00	19,700.00
6484	7/5/2023	Fence	6ft Vinyl/ 2ft & 10ft setback	226 HYLAND AVENUE	\$20.00	0.00
					\$6,129.80	1,037,791.00

Total Records: 27

8/8/2023

Year to date permits through July for 2022 & 2023

	<u>2022</u>	<u>2023</u>
Permits issued	131	153
Permit fees	\$46,000	\$117,000
Construction Value	\$13 million	\$24 million

Code Enforcement Violation Report

JULY 2023

07/01/2023 - 07/31/2023

Case Date	Case #	Parcel Address	Violation Name	Violation Notes	Complaint Type	Status
7/25/2023	2023069	110 LAKEVIEW COURT	48-65- Grass Mowed & Maintained	Grass/weeds longer than 8"	Grass/Weeds	Open
7/12/2023	2023070	506 ELM STREET	Sec. 36-18 Large items	Property had numerous black contractor bags and rolls of carpet out for pick up. The city does not pick up garbage bags outside of the tote.	Nuisance - Junk Accumulation	Completed
7/11/2023	2023068	821 LEMONWEIR PARKWAY	Chapter 18 Article III, 18-52 - Nuisance Junk and Junk Vehicles	Property has a lot of metal items and junk in both the front yard and then back yard	Nuisance - Junk Accumulation	Issued Order to Correct
7/11/2023	2023068	821 LEMONWEIR PARKWAY	Chapter 18 Article V - Substitute Buildings	A wooden structure with a tarp wrapped around the top half. Possibly being used as storage.	Nuisance - Junk Accumulation	Issued Order to Correct
	8092275					

Total Records: 4

8/8/2023