



AGENDA FOR PUBLIC WORKS COMMISSION - AMENDED

A Public Works Commission meeting will be held on **Wednesday, April 23, 2025 at 5:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmJLVFEFb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

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

Call to Order - Roll Call

Approve Minutes

[March Minutes](#)

Discussion Items

1. Elect New President
2. Elect New Vice President
3. Airport Update
4. [Request to Appear - Falon Davis](#)
5. [Approval of Roof Replacement - 1118 East Ave](#)
6. [Approval of Town & Country Engineering Proposal](#)
7. Project Updates
8. Payment of Monthly Water & Sewer Bills
9. Departmental Reports
10. Director's Report
11. 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, March 19, 2025 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting was called to order at 5:30 PM by Mayor Dwyer

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

Quorum Present (YES)

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

Also Present, Director Kirk Arity, Brandy Leis, Joe Kube & Nick Morales

Approve Minutes

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

Discussion Items

1. Airport Update

The pump was out for a while but is up and running.

2. Approval of Loader Forks

Motion by Peterson, seconded by Devine to approve the original fork purchase quote with freight included. All ayes. Motion carried.

3. Approval of RFP Chip Sealing

Motion by Peterson, seconded by Rice to accept Fahrner bid proposal. All ayes. Motion carried.

4. Project Updates

David Ohnstad with the Monroe County Highway Department would like to pursue funding for continuation on Hwy 12/E Veterans to Forbes Rd. This would incorporate Town of LaGrange, VA, Monroe County, and City of Tomah to apply for Federal funding specifically.

5. Payment of Monthly Water & Sewer Bills

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

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

6. Departmental Reports

Sewer - Chemical pumps put in this year and are running well. Grapple mower that was ordered has been picked up. Started cleaning storm sewers that get sand and debris in. pumping 1.1 million.

Water – 8828 gallons per day. Frost is starting to come up. No freeze ups. Curb boxes are starting to come up and just need to be pushed back down. Well #12 is still down - parts and repairs will be done soon. Spring Flushing will Start April 11 starting on the South end of town and working towards the North end. This will be directional flushing that will take longer then normal.

Minutes will be approved at

PWC meeting.

Public Works – Storm sewer cleaning. Working on putting up signs that have been hit. Organizing and consolidating the shop. Got rid of Rec. Park dumpsters due to the mattress issues. 280 tons of salt used this year.

7. Director's Report

RFP Chip Sealing bids, audit started on Monday, working on tidying up city hall offices.

Next Meeting Date – April 23rd, 2025, at 5:30 PM

Adjourn

Motion by Peterson, seconded by Devine to adjourn meeting at 5:53 PM. All ayes. Motion Carried.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Request to Appear – Falon Davis

Summary and background information:
(Appropriate documents attached)

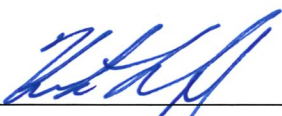
See Attached – Request to Appear


Fiscal Note:

Not At This Time

Recommendation:

I recommend not placing a handicap/disable sign as requested.



Director of Public Works
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: 3-18-25
NAME: Falon Davis
ADDRESS: 1618 Stoughton Ave Apt 112 Tomah WI 54660
PHONE #: 608-466-8500 E MAIL ADDRESS Falondavis23@outlook.com

COMMITTEE NAME: Public Works and Utilities Commission

COMMITTEE DATE: _____

AGENDA ITEM AND DESCRIPTION/EXPLANATION:

I would like a handicap sign put out on
the street in front of my home. I have a
few disabilities, one including needing oxygen
with exertion (walking). It would make this
easier for me as I do not have off street
parking

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.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Roof Replacement at 1118 East Ave.

Summary and background information: (Appropriate documents attached)

Two quotes are provided. Culpitt Roofing has been a responsive contractor for past projects with the Sewer and Water Departments as well as City Hall and the Street Department buildings.

Fiscal Note:


\$62,220.00 plus a possible 7% increase after 4/15/2025. The estimated project cost for 2025 roof replacement was \$65,000. The Water Department has the available funds to cover the total estimated cost of \$66,575.40

Recommendation:

I recommend the Public Works & Utilities Commission approve the roof replacement contract with Culpitt Roofing in the amount of \$62,220.00 with an anticipated 7% increase after April 15th.



Public Works Director
Kirk Arity



Date

CULPITT ROOFING

937 West Ave N. West Salem, WI 54669. P: 608-786-0660 F: 608-786-3510
www.culpittroofing.com info@culpittroofing.com

17 %
April 15

Date 1/25/2024
Name City of Tomah - Public Works & Utilities Proposal ID 2928
Address 819 Superior Avenue Phone (608) 374-7431
Town Tomah, WI 54660 Cell
Building Office - 1118 East Avenue Tomah, WI 54660

Description of Work:

Culpitt Roofing will install a new double lock standing seam metal roof on the City of Tomah's Public Works and Utilities Office.

- *Install titanium slip sheets.
- *Flash four round chimneys.
- *Flash one soil pipe.
- *Install ridge vent.
- *Install new trim and fascia.
- *Install snow rail blocks for antenna.
- *Install one 8" exhaust vent.
- *Rehang gutter.
- *We will dispose of debris.
- ***Option to install snow rail for an additional \$25.00 per foot***

Color Selection CMG color chart

26 Gauge Colored Siliconized Smooth or Textured Polyester (21 1/2" wide panel)

Culpitt Roofing will not be responsible for discoloration in Galvanized Product. Customer responsible for any permits or licenses. Oil canning is not a cause for rejection. Price subject to site evaluation.

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or company furnishing labor or materials for the construction on owners land may have lien rights on owners land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner will receive notice from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender if any, builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.
We Hereby propose to furnish all labor and materials complete with above specifications for the sum of

\$61,440.00 Siliconized Smooth Polyester (21 1/2" panel) 25% Down 75% on Completion.
\$62,220.00 Siliconized Textured Polyester (21 1/2" panel) 25% Down 75% on Completion.

Please check back of color chart for 26 gauge available colors. 24 gauge available in all colors.

With Payment as follows 25% Down payment 75% upon completion.
1 1/2% per month finance charge on accounts past due.

Authorized Signature

Tim Higley
For Culpitt Roofing Inc.

NOTE: This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal

I hereby certify that the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlines above.

Date Accepted _____ Signature _____ Owner

Bank Reference _____ Signature _____ Co-Owner

INTERSTATE ROOFING & WTP., INC.

PROPOSAL

No 612275



N5544 Commerce Road
ONALASKA, WISCONSIN 54650

(608) 783-2106
Fax (608) 783-1900

TO: Tomah Water Department
Attn: Jeff Marten
1118 East Ave
Tomah, WI 54660
Email: Jmarten@tomahwi.gov

PHONE	608-343-5325	DATE	4/2/2025
JOB NAME/LOCATION			
Tomah Water Department			
1118 East Ave			
Tomah, WI 54660			

We hereby submit specifications and estimates for:

Interstate Roofing & Waterproofing, Inc. disclaims any responsibility for asbestos below the roof.

Standing Seam Metal Roof Quote (6800 SF)

Install scaffolding up to the roof edge to provide a work platform and fall protection per all OSHA guidelines as needed.

Remove the existing K-style gutters and save for re-installation.

Remove the existing shingle roofing and felt down to the wood roof deck.

Remove the existing fascia.

Dispose of all tear off materials at a legal landfill.

Inspect wood decking and replace any rotted or deteriorated plywood with new plywood sheathing at \$3.15 per sq. ft.

Install Clad Gard ice and water shield over the entire roof deck.

Install new fascia and drip edge metal.

Install pre painted 24 ga. metal 20" wide by 1.5" high UC-3 continuous from eave to peak standing seam metal roof panels over the entire roof deck.

Install shop fabricated 24 ga. metal ridge and wall flashings.

Re-install the saved K-style gutters and reattach the downspouts.

Install new Sno Bar with a color insert, mounting blocks and sno clips.

Note: The Sno-bar is recommended to protect the gutters and anything beyond the eave.

Price \$124,115.00

We Propose hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of:

dollars (\$ 124,115.00)

Payment to be made as follows: Minimum service charge \$3.00. 1½% Per month on unpaid balance after 30 days. (18% per annum)

This is to advise you that in furnishing labor or materials for the above listed job, Interstate Roofing & Waterproofing, Inc. will maintain construction lien rights on the property and will claim a lien to the extend of all unpaid invoices.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
Signature

Note: This proposal may be withdrawn
bv us if not accented within 30 days.

Signature

Signature

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Approval of Town & Country Engineering Proposal

Summary and background information: (Appropriate documents attached)

Town & Country Engineering has been asked to support the Public Works & Utilities department during the recruitment process for the open position of the Director of Public Works & Utilities.

Fiscal Note:

As presented

Recommendation:

I recommend the Public Works & Utilities Commission approve the proposal as presented.



Public Works Director
Kirk Arity



Date

MEMORANDUM

Date: April 21, 2025

To: City of Tomah
Public Works and Utilities Commission
819 Superior Avenue
Tomah, WI 54660

From: Brian Berquist, P.E.

Subject: Interim Public Works Assistance Services

We are pleased to present this proposal for assistance to the City of Tomah during the interim period while the City finds a replacement for Kirk Arity, the outgoing Director of Public Works. This service is to fill that position on a part-time, temporary basis. It is anticipated that this service will be needed for about two to three months starting sometime in May 2024. Based on our discussions, the position is expected to involve approximately four entire days each month and includes being at City Hall on two days each month (including attending the Public Works and Utilities Commission meetings as needed on the 4th Wednesday of the month). For weeks that do not involve a physical on-site presence our representative will be generally available between 8 AM and 5 PM on a direct day via virtual platforms (telephone, Microsoft Teams video meeting, or Zoom video meeting).

The duties of this person might include guidance and assistance for departmental leads for wastewater, drinking water, and streets. It is our understanding that our engineer would work directly under City Council and executive staff, and the general duties include managing any self-performed City construction projects that might be undertaken and potentially other miscellaneous engineering duties that might arise. This position also entails handling day-to-day communications from residents. Due to the limited time our representative will be in the City, it is not anticipated that any major project design will be undertaken under this effort but would instead be handled under separate task orders.

The persons we propose from our firm are myself, Greg Droessler, and Nik Dorava. If desired, a schedule could be arranged so staff know which one of us would be covering the on-site days. If there are site reviews that need to be completed and adequate time is not available, we can complete them back at our office.

This service is proposed on a lump sum basis at a cost of \$6,500 per month, based on an availability timeframe that coincides with City Staff's work day (whether on-site or virtual). If additional hours are required, I will be billed out at \$170 per hour. We recommend that we spend several hours with Kirk before he leaves, at no cost to the City, to get more familiar with the daily work tasks.

If you have any questions, clarifications, or modifications to this, please give me a call at your earliest convenience.

BRB:sai

J:\JOB#S\Tomah\TO-00-00\O&E Agreements\Interim Public Works Assistance.docx