

May 12, 2025

#### Town of Tomah Town Board Meeting

- Meeting called to order at 7:00 p.m. by Chairman Todd Sparks. Board Member present: Chairman Todd Sparks, Supervisors John Ollendick and Ken Simon, Treasurer Teresa Hubert, and Clerk Breanne Zarembo
- Pledge of Allegiance was recited
- Chairman Sparks made note of copies of the agenda being available to the public
- Public Comment Period
  - Vaughn Kuehl made note that the mailbox behind the Town Hall was placed there for the convenience of the mailperson
  - Val Holmes asked about the timeline for reconstruction of the Highland Ave Bridge; they are still in the engineering phase
- Minutes of the April 14, 2025 Town Board Meeting were read. Clerk Zarembo noted the date for the Town Roads School should be April 22-23. Motion was made by Supervisor Simon to accept the minutes with the amended date of April 22-23, seconded by Supervisor Ollendick. All board members voted yes; motion approved.
- Clerk's Report – Grewal Brothers LLC made application to renew their Class A Beer, Class A Liquor, Cigarette, and 2 operator's licenses. Board members received copies of the applications. Clerk Zarembo said she checked to make sure there were no new convictions and no bad reports from the State of WI. Supervisor Simon made a motion to approve renewal of the Class A Beer, Class A Liquor, Cigarette, and 2 Operator's Licenses, seconded by Supervisor Ollendick. All board members voted yes; motion approved. Clerk Zarembo will issue an invoice for a total of \$665, and will deliver it tomorrow.
- Treasurer's Report – Treasurer Hubert read the balance sheet for all accounts. Motion by Supervisor Ollendick to approve the treasurer's report, seconded by Supervisor Simon. All board members voted yes; motion approved.
- Appoint June Chairperson—Chairman Sparks will be out of town for the next town board meeting in June. Motion made by Chairman Sparks to appoint Supervisor Ollendick as the meeting chair, seconded by Supervisor Simon. All board members voted yes; motion approved.
- Establishing a town P.O. Box—Clerk Zarembo looked into fees for a 5"x5.5" P.O. Box. Fees for rental are \$180 for 12 months. Motion was made by Supervisor Simon to establish a Town P.O. Box for \$180. Chairman Sparks seconded the motion. All board members voted yes; motion approved.
- Dump & Debris Hours of Operation—Chairman Sparks is concerned residents are not following the hours of operation posted. Supervisor Simon would like to see the board investigate extending hours and looking at options with current employees. Motion made by Chairman Sparks to table the matter until July, seconded by Supervisor Simon. All board members voted yes; motion approved.
- Town Website—Supervisor Simon received to set up a town website. He is suggesting the board go with the bid from Digital North for \$1,050. Supervisor Simon will look into using the townoftomah.wi.gov domain used by Clerk Zarembo to set up a .gov email address. Discussion by board members. Chairman Sparks would like to hold off on accepting any bids until Supervisor Simon can get more info.

- Computers & Printer Purchasing—Supervisor Simon looked at the treasurer’s laptop and believes it can be updated to Windows 11 without purchasing a new laptop. For a new laptop for the chairman, he estimates laptops to be roughly \$500 + \$149 for the Microsoft Office Suite of programs. The treasurer will need a new printer before tax season, and he estimates \$150 will cover the purchase. Discussion on costs of a .gov email address and costs for the treasurer and chairman. Motion made by Supervisor to have the board allow him to purchase a new laptop with Microsoft Office, not to exceed \$750, motion seconded by Chairman Sparks. All board members voted yes; motion approved. Motion made by Supervisor Simon to have the board allow him to purchase a new printer for the treasurer, not to exceed \$150, seconded by Supervisor Ollendick. All board members voted yes; motion approved. Motion made by Supervisor Simon to create a .gov email address for the chair and treasurer, not to exceed \$550 per year, seconded by Supervisor Ollendick. All board members voted yes; motion approved.
- Bank Account Notifications—Clerk Zaremba looked into account security offered by CCF Bank. For no cost, the treasurer could set up alerts to come to her email address, but the service is not available if you do not have online access (not available for the rest of the board). The bank also offers Positive Pay Services for \$90/month, which would require the clerk to enter all check information into their database in order to clear checks and payments to be made. Discussion occurred. For now, Supervisor Simon will work with Treasurer Simon to get alerts set up under new email account.
- Oakdale Area Fire Association Representative for Town of Tomah—Howard Hanson was the representative for the Town of Tomah before he retired from the Board. Motion was made by Chairman Sparks to appoint Howard Hanson as the representative for the Town of Tomah on the Oakdale Area Fire Association Board, seconded by Supervisor Simon. All board members voted yes; motion approved.
- Wisconsin Towns Association Spring Workshop—Chairman Sparks looked into signing up for the virtual session for \$70, which will allow the town to have a link to the recorded session, and all members can watch the recording at a later date. Motion was made by Chairman Sparks to pay \$70 for the Virtual Registration fee for the WTA Spring Workshop, seconded by Supervisor Simon. All board members voted yes; motion approved.
- Wisconsin Towns Association Monroe County Unit Meeting—the meeting will be held May 15, 2025 at the Cataract Sportsman Club, for \$22/person. Supervisors Simon and Ollendick, and Chairman Sparks would all like to attend. Motion was made by Supervisor Ollendick to pay \$66 for the 3 board members to attend the WTA Monroe County Unit Meeting on May 15, 2025, seconded by Supervisor Simon. All board members voted yes; motion approved.
- Approval of bills by the board
- Motion at 8:52pm by Supervisor Simon to adjourn, seconded by Supervisor Ollendick. All board members voted yes; motion approved. Meeting adjourned.

Respectfully Submitted,

Breanne Zaremba, Clerk