# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** **Board of Public Works**

**DATE OF MEETING:** April 3, 2018 (Tuesday)

**PLACE OF MEETING:** City Hall – 415 Main Street (Common Council Chambers)

**TIME OF MEETING:** 6:30 P.M.

## PURPOSE OF MEETING

1. Call to Order and roll call.

2. Approval of minutes from the previous meeting.

3. Public input: (limited to 3 minutes/individual)

## Consideration and possible action on the following items:

4. **Public Hearing: Approximately 6:30 PM (or immediately following the public input)** – Regarding restricting parking on along Mason Street

5. **Public Hearing: Approximately 6:40 PM (or immediately following previous hearing at 6:30 PM)** – Regarding restricting two parking spaces along Main Street for handicap only parking

6. Review and consideration of frozen water lateral at 2016 Charles Avenue including policy on frozen water laterals

7. Review and consideration of chemical storage tanks and pumping equipment for Wells #7, #8, #9 and #10

8. Review and consideration of bids received for four wheel drive mower with cab

9. Review and consideration of professional services for water system non-residential cross-connection inspection

10. Review and consideration of bids received for 2018 Pavement Project

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Board may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

* Mayor Joe Chilsen
Ald. Jim Binash
Ald. Jim Olson
Ald. Jerry Every
* Ald. Ron Gjertsen
* Ald. Harvey Bertrand
** Ald. Bob Muth
City Attorney — City Administrator
La Crosse Tribune — Dept Heads.
Coulee Courier Life
WKTY WLXR WLAX
WKBT WXOW FOX

*Jarrod Holter, City Engineer
*Fred Buehler, Financial Services Director/Treasurer

Onalaska Omni Center
Onalaska Public Library

*Board Members ** Alternate Member

Date Notices Mailed and Posted: 3-28-18

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

11. Review and consideration of bids received for Equipment for Tandem Axle Truck

12. Review and consideration of 2017 Public Works Department Annual Report

13. Review and consideration of Sodium Chloride (road salt) purchase for 2018 budget year

14. Review and consideration of Wisconsin Department of Natural Resources 2017 Storm Water Permit Annual Report

15. Pay Estimates: Strand Associates, Short Elliot Hendrickson Inc., Fahrner Asphalt Sealers, Fowler & Hammer, Wisconsin Department of Transportation, and any other contractor/developer.

16. Adjournment

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #4 |
| Project/Item Name: | Mason Street parking |
| Location: | Mason Street |
| Requested Action: | Discussion regarding parking |
| Staff Report/Description: | A public hearing will be held regarding additional no parking along Mason Street. Staff has talked to YMCA representatives and they concur with extending the no parking between the two current no parking areas along the North side of Mason Street. |
| Attachments: | Map and letter |

# CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
*www.cityofonalaska.com*

***Engineering/Public Works Dept.***
*PHONE:* (608) 781-9537
*FAX:* (608) 781-9506


March 12, 2018



Dear Resident/Property Owner:

This notice is to inform you that the City of Onalaska Board of Public Works is considering a proposal to place additional "No Parking" along the 300 – 400 block of Mason Street. Please find attached a map showing the existing "No Parking" in this area.

This issue will be discussed at the next Board of Public Works Meeting, which will be held at the City Hall Council Chambers, 415 Main Street, Onalaska, on Tuesday, April 3, 2018 at 6:30 PM. At this time your concerns, opinions and questions will be heard.

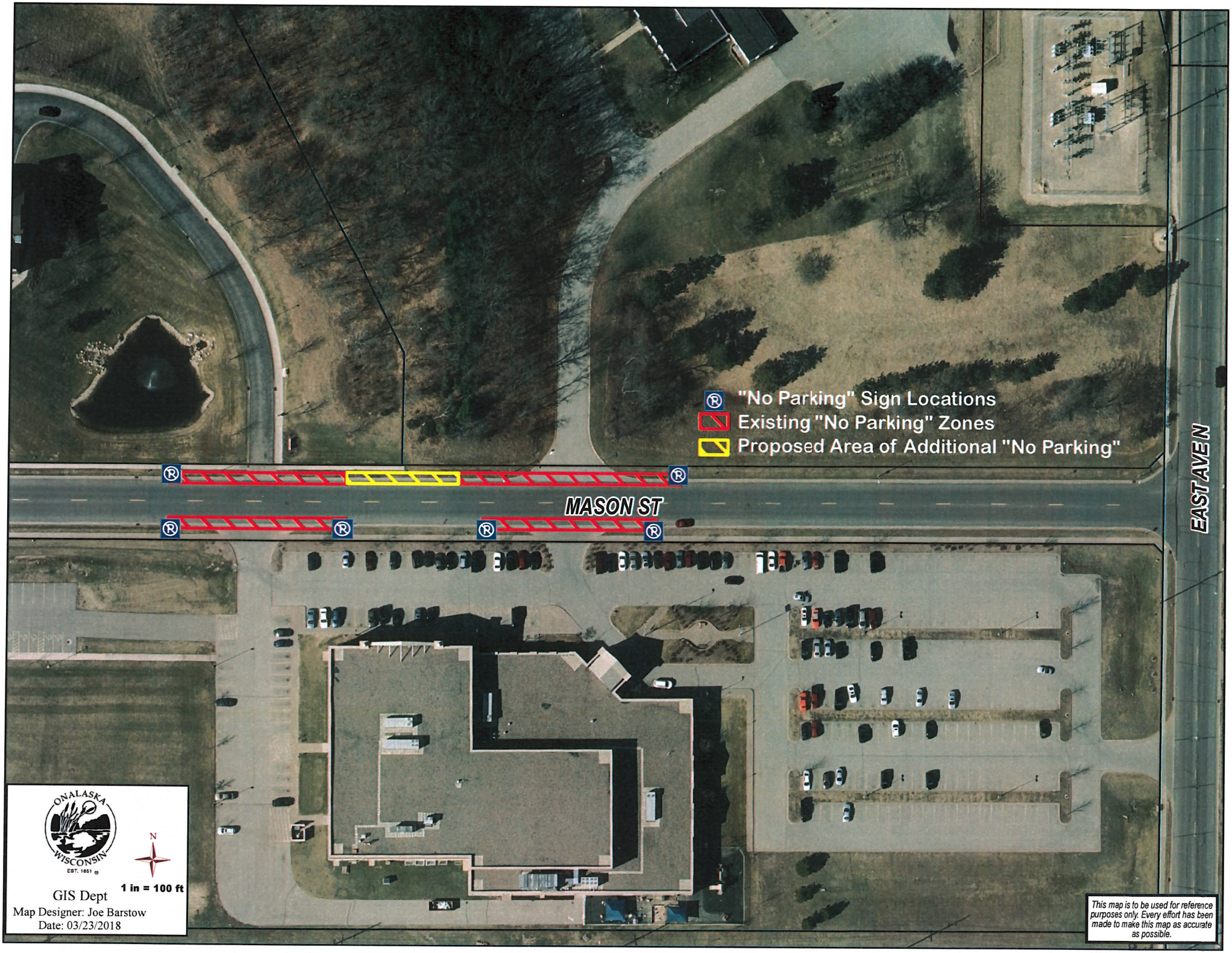
If you are unable to attend the meeting you may address your concerns to:

City of Onalaska,
Attn: C. Jarrod Holter
415 Main Street
Onalaska, WI 54650
jholter@cityofonalaska.com

Sincerely,

C. Jarrod Holter
City Engineer

Encls.


"No Parking" Sign Locations
Existing "No Parking" Zones
Proposed Area of Additional "No Parking"
MASON ST
EAST AVE N
ONALASKA WISCONSIN
EST. 1851
N
1 in = 100 ft
GIS Dept
Map Designer: Joe Barstow
Date: 03/23/2018
This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #5 |
| Project/Item Name: | Downtown handicap parking |
| Location: | Main Street |
| Requested Action: | Discussion regarding handicap parking |
| Staff Report/Description: | Matt Boshka, the owner of David Reye's restaurant, has requested handicap parking stalls be placed downtown. The proposal would take current on street parking stalls and make them into handicap stalls. A public hearing will be held to gather input at the meeting. |
| Attachments: | Maps and letter |

# CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
*www.cityofonalaska.com*

***Engineering/Public Works Dept.***
*PHONE:* (608) 781-9537
*FAX:* (608) 781-9506


COPY

March 12, 2018

Dear Resident/Property Owner:

This notice is to inform you that the City of Onalaska Board of Public Works is considering a proposal to switch two (2) current on street parking stalls to "Handicap Only" parking, in the downtown area. Please find attached a map showing the area where handicap parking may be added.

This issue will be discussed at the next Board of Public Works Meeting, which will be held at the City Hall Council Chambers, 415 Main Street, Onalaska, on Tuesday, April 3, 2018 at 6:30 PM. At this time your concerns, opinions and questions will be heard.

If you are unable to attend the meeting you may address your concerns to:

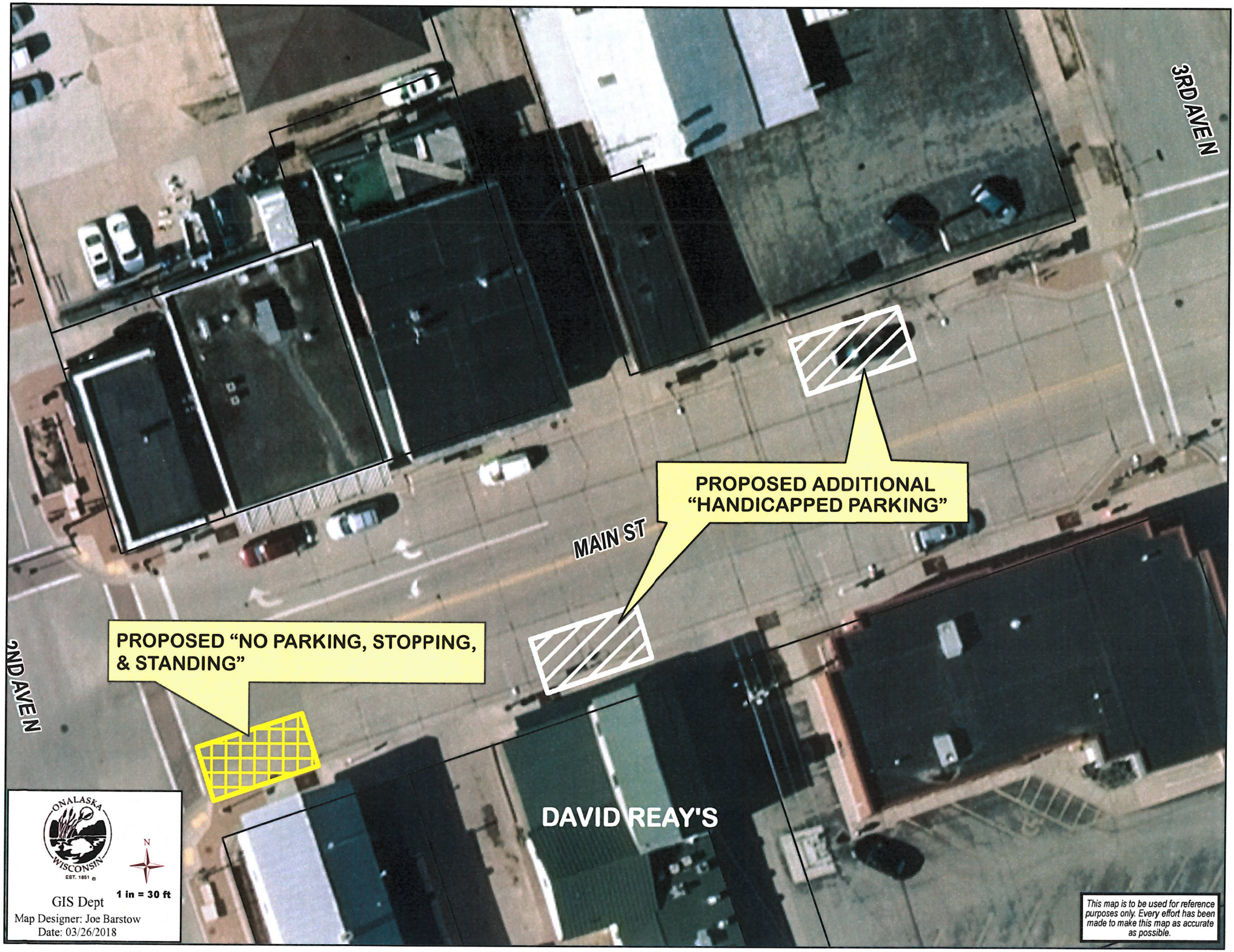
City of Onalaska,
Attn: C. Jarrod Holter
415 Main Street
Onalaska, WI 54650
jholter@cityofonalaska.com

Sincerely,

C. Holter

C. Jarrod Holter
City Engineer

Encls.


3RD AVE N
PROPOSED ADDITIONAL
"HANDICAPPED PARKING"
MAIN ST
PROPOSED "NO PARKING, STOPPING,
& STANDING"
2ND AVE N
DAVID REAY'S
ONALASKA
WISCONSIN
EST. 1851
N
1 in = 30 ft
GIS Dept
Map Designer: Joe Barstow
Date: 03/26/2018
This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.


KING ST
2ND AVE N
3RD AVE N
4TH AVE N
Proposed Parking Area to be Considered for Handicapped Use
MAIN ST
2ND AVE S
3RD AVE S
4TH AVE S
IRVIN ST
ONALASKA WISCONSIN
EST. 1857
N
1 in = 100 ft
GIS Dept
Map Designer: Joe Barstow
Date: 03/09/2018
This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #6 |
| Project/Item Name: | Water lateral 2016 Charles Avenue |
| Location: | 2016 Charles Avenue |
| Requested Action: | Approval of invoice and discussion on frozen water laterals |
| Staff Report/Description: | City staff responded to a frozen water lateral at 2016 Charles Avenue in February. City staff had the lateral thawed by a private contractor. City Engineer/Director of Public Works authorized the work and the invoice is attached. Staff is requesting direction on future occurrences of frozen water laterals and have gathered opinions for the Public Service Commission and City Attorney's office on the subject. A memo outlining future directives on frozen water laterals is attached for possible action. |
| Attachments: | Memo and e-mail |

# MEMORANDUM

## PUBLIC WORKS DEPARTMENT

TO: Board of Public Works

FROM: Jarrod Holter, City Engineer/Director of Public Works JH

DATE: March 26, 2018

CC:

RE: Frozen water laterals

Currently the City sends a notice with the October water bill (attached) that outlines that customer must take steps to ensure that their water lateral does not freeze. With this notice the Public Service Commission (PSC) has given an opinion that the City is not liable for thawing of a water lateral beyond the water shut off, typically located in the boulevard. The City attorney has also given an opinion confirming that if it is on the property owner's side they are liable for costs and if on the City side of the service the City would be liable for the cost.

City staff will respond to the report of a frozen water lateral and try to determine the location as best as conditions allow. If the lateral is thought to be frozen on the property owners side the property owner will be informed they must determine their next course of action and the City will not participate in the work. If the property owner does determine, after thawing of the lateral, that the City portion of the water lateral was also frozen, then the City will participate in the cost of the repair.

# MEMORANDUM

**UTILITIES DEPARTMENT**
Water and Sewer

**TO:** Finance Department

**FROM:** John D. Wiatt

**DATE: 3-26-18**

**CC: Jarrod Holter**

**Subject: Frozen Water lateral @ #2016 Charles Ave.**

On, 2-27-18, The Onalaska water utility was dispatched to 2016 Charles Ave. I sent Frank Fischer out to the residence to pull the meter to see if it was a private internal issue or City issue. With the home owner being out of town, Frank met with the home owners daughter. After making contact with Nicole and gaining entrance into the home Frank pulled meter and there was no water at meter. Frank then called back to the shop for direction. Without knowing where service was frozen we had to be able to gain entrance into the home again with Nicole's blessing. We entered with a Hotsy unit to run a ¼" line through the 1" copper line in the basement wall. We hit a blockage at 30'. I then called back to the shop to see how management wanted to proceed. After deliberation they decided to proceed in the fashion we did in 2014' where the city was directed by the PSC to take care of 1st freeze up and anything their after would be on home owner. For insurance reasons, I called Buchner to see if they could bring out a welder. They told me the earliest they could make it out was 7:00 A.M. the following day. Knowing that if left this condition it was going to freeze Tighter so city crew decided to give it a go with the Hotsy unit we were able to get 100' out the basement but, where stopped by coupling in line. We decided to shut it down at this time knowing we still had 70' to go to get to the main and another coupling to get through.
I than made another call to Nicole explaining the situation, and the fact we would have to get in the basement again in the A.M.to try both the welder and the Hotsy unit both at the same time. Buchner was hooked up by 7:30 with good continuity going through line by 3:00 P.M. we had yet to break though so I called Jarrod and explained to where we were at and asked if we should still proceed. Knowing it has taken up to 14 Hours in some cases in 2014' I explained to him if we stop now we will lose everything we gained overnight. With that we stayed with it and it broke loose, an hour and a half later. With that being said, using a contractor with a welder is cheaper than the alternative of excavating through the 5-6 foot of frost and the rehab of the excavated area. After home owner returned to town, I informed him the City would take care of first freeze up, but it would be on the homeowner if it were to happen again in the future.

Thank you,

*John D. Wiatt*

## Buehler, Fred

**From:** Amanda Jackson <ajackson@lacrosselaw.com>
**Sent:** Thursday, March 22, 2018 10:26 AM
**To:** Buehler, Fred; Sean O'Flaherty
**Subject:** RE: Frozen water pipe

### PSC 185.88 Frozen laterals.

**(1)** Thawing of a customer's lateral shall be at the utility's expense if:
**(a)** The freeze-up is a direct result of a utility disconnect and the disconnection occurs during a time when conditions are such that freeze-up could reasonably be expected to occur or;
**(b)** The customer's portion of lateral is electrically conductive and:
**1.** It is the first thaw for the customer at the location and;
**2.** The utility has not provided the customer with seasonal notice of the corrective actions to be taken for a known condition.
**(2)** Lateral thawing shall be at the customer's expense if:
**(a)** The customer's lateral is not electrically conductive and the freeze-up is not a direct result of a utility disconnect as set forth in sub. (1) (a) or;
**(b)** The customer neglected to provide or maintain proper insulation or protection for the lateral according to standard accepted practice, or specific utility instructions on, for example, the required depth of burial needed to prevent freezing, or;
**(c)** The utility advises the customer of the corrective measures to be taken and the customer does not follow the utility's advice. (See s. PSC 185.35 (7) for bill adjustment where a utility requests a customer to let water flow to prevent freezing), or;
**(d)** If the utility disconnects for a dangerous condition.

Amanda Halderson Jackson | Attorney

O'FLAHERTY

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**From:** Buehler, Fred [mailto:fbuehler@cityofonalaska.com]
**Sent:** Thursday, March 22, 2018 10:21 AM
**To:** Sean O'Flaherty <soflaherty@lacrosselaw.com>; Amanda Jackson <ajackson@lacrosselaw.com>
**Subject:** Frozen water pipe

If we are accountable OK, and I get it that who really knows where its frozen

## Holter, Jarrod

**From:** Amanda Jackson <ajackson@lacrosselaw.com>
**Sent:** Thursday, March 22, 2018 4:16 PM
**To:** Holter, Jarrod
**Cc:** Buehler, Fred; Prindle, Jim; Sean O'Flaherty
**Subject:** RE: frozen water lateral
**Attachments:** ViewFile.docx

Hi Jarrod,

Attached is the most recent opinion I could find with respect to this issue. If the main is believed to be frozen on the City's portion it would be up to the City to pay for the cost of unthawing the main. If the main is found to be frozen on the homeowners end (and we've sent the proper notices) it is on the homeowner to pay for the unthawing. If there is a frozen lateral that is believed to be frozen on the homeowner's end they should arrange for the unthawing, if ultimately they receive something from a plumber indicating that the lateral was actually frozen on the City's end then the City would need to reimburse them. If it were frozen on both sides, I would argue the cost should be shared. In the event of an emergency where no one can be reached, the City may make the judgment call that it is better for the City's laterals/pipes etc. to arrange for unthawing but I have equal concerns with the City sending someone in to unfreeze a lateral on private property where it is suspected that it is ultimately the responsibility of the private party and where we have been unable to reach anyone.

**Amanda Halderson Jackson | Attorney**

O'FLAHERTY

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**From:** Holter, Jarrod [mailto:jholter@cityofonalaska.com]
**Sent:** Thursday, March 22, 2018 11:13 AM
**To:** Amanda Jackson <ajackson@lacrosselaw.com>
**Cc:** Buehler, Fred <fbuehler@cityofonalaska.com>; Prindle, Jim <jprindle@cityofonalaska.com>
**Subject:** frozen water lateral

Amanda,

According to the PSC laws regarding frozen laterals, if we go to the site and take out the meter and find the lateral is frozen does the City have any liability in determining if the lateral is frozen in the section between the main and the curb box (the section the City maintains)? Would your interpretation of the PSC rules include that once staff determines the water lateral is frozen the the City is not liable for participating in the work to thaw the lateral (knowing that we have met the PSC rules by putting the insert into the October Utility bill) and can vacate the premises and let the property owner determine their next course of action including possibly hiring someone to thaw the lateral?

Just want to make sure I am on the correct legal course. I appreciate the assistance.

Thank you,

**C. Jarrod Holter, P.E.**
City Engineer/Director of Public Works

City of Onalaska

(608)781-9537
jholter@cityofonalaska.com

**BERNIE BUCHNER, INC.**
**MECHANICAL CONTRACTOR**
224 CAUSEWAY BLVD.
LA CROSSE, WISCONSIN 54603
PHONE (608) 784-9000 FAX (608) 784-4884

# INVOICE

855902
INVOICE NUMBER

CUSTOMER
CITY OF ONALASKA
415 MAIN STREET
ONALASKA WI 54650

18-27113

| | |
|---|---|
| DATE | 03/09/2018 |
| REFERENCE | |
| TELEPHONE | 608-780-1024 |

ORDER NUMBER: 103636 bs CUST. NO. 101491 CION Soldby:

| JOB LOCATION | JOB DETAILS |
|---|---|
| 2016 CHARLES AVENUE<br>ONALASKA, WI | FROZEN WATER SERVICE<br>WEDNESDAY FEB. 28 |

DUE UPON RECEIPT OR LATE FEES WILL APPLY. NSF CHECKS WILL RESULT IN A $15 FEE.
PP = PERSONAL PROPERTY RP = REAL PROPERTY

| Quantity | Material / Work Description | Price | Charge |
|---|---|---|---|
| | 2/28/18 USED THE BIG THAW MACHINE TO THAW OUT WATER SERVICE. | | |
| 7.00 | PIPE THAWER - LARGE (HOURLY) | 100.00 | 700.00 |
| | Material Total | | 700.00 |

| Date | Labor / Work Description | T | Hours | Rate | Charge |
|---|---|---|---|---|---|
| 02/28/2018 | BARRY K SCHIMKE | ST | 9.50 | 96.00 | 912.00 |
| | Labor Total | | | | 912.00 |

Reg 087526 3/19/18

1-16-2018

610-57400-475

Page 1

PAY THIS AMOUNT ▶ $ 1,612.00

PLEASE DETACH THIS PORTION & RETURN WITH YOUR REMITTANCE TO:

BERNIE J BUCHNER, INC.
224 Causeway Blvd.
La Crosse WI 54603

CUSTOMER: CITY OF ONALASKA
CUST. NO. 101491 Inv #: 855902
DATE: 03/09/2018
PAY THIS AMOUNT ▶ $ 1,612.00

TERMS: NET 30 DAYS LATE FEE IS 18% ANNUALLY

# PUBLIC SERVICE COMMISSION OF WISCONSIN
## Memorandum

July 28, 2014

**FOR COMMISSION AGENDA**

TO: The Commission

FROM: Jeff Stone, Administrator
Carrie Templeton, Assistant Administrator
Andrew Cardon, Consumer Analyst
Division of Water, Compliance and Consumer Affairs

RE: Request for Formal Review of Complaint Filed by Kristy L. Boehnen Against Mazomanie Water Utility — 3480-CC-152312

Suggested Minute: The Commission determined that the Mazomanie Water Utility's request for a formal review of the complaint against the utility, relating to responsibility for thawing the utility-owned portion a frozen lateral, is (with/without) merit.

**Background**

The Mazomanie Water Utility has appealed to the Public Service Commission of Wisconsin (Commission) because it disputes Commission staff's informal determination that the Mazomanie Water Utility (utility) is responsible for the cost of thawing a freeze-up that occurred in the utility-owned portion of a water lateral serving 413 West Hudson Street, Mazomanie, Wisconsin (Hudson Street property).[1] The amount in dispute is $693.75, which was paid to Hometown Plumbing, LLC, on February 19, 2014, by Ms. Kristy Boehnen.

[1] Facilities owned by water utilities, such as mains and the part of the lateral connecting the main to the customer-owned portion of the lateral (referred to as the utility-owned portion of the lateral), are generally located in the public Right-of-Way (ROW). These facilities are owned and maintained by the water utility. The outside curb stop box is commonly located at the intersection of the ROW and the private property boundary. The curb stop box serves as the dividing line between the utility-owned portion of the lateral and the customer-owned portion of the lateral. *See* 3480-CC-152312, Boehnen Confidential Appendix (Mazomanie Water Utility Tariff, Sheet No. 4, Schedule X-1, Amendment No. 22). Mazomanie Water Utility's tariff on file with the Commission provides that the curb stop box is the property of the water utility, and the water utility is responsible for its repair and maintenance. This includes maintaining its elevation, unless the property owner or occupant has contributed to an elevation problem. The property owner is responsible to protect the curb stop box from situations that could obstruct access to it or unduly expose it to harm.

On February 17, 2014, the Commission received an informal complaint from Ms. Kristy Boehnen of Cross Plains, Wisconsin, disputing the utility's assertion that it was not responsible for the cost of thawing a freeze-up at the Hudson Street property.[2] Ms. Boehnen's informal complaint stated that the water service at the Hudson Street property had frozen sometime between February 7, 2014, and February 14, 2014. The complaint indicated that the owner of the property, Ms. Boehnen's mother, was on vacation during the winter months, so the exact date of the freeze-up is unknown. In the complaint, Ms. Boehnen noted that her mother had received a letter from the Mazomanie Water Utility advising her of the need to run water to prevent a freeze-up, but water was not run as directed at the property.[3]

Commission staff investigated by contacting the Mazomanie Water Utility to obtain more information about the situation. Prior to receiving a complete response from the utility, Ms. Boehnen again contacted Commission staff on February 25, 2014.[4] During this contact, Ms. Boehnen provided more information about the situation. She alleged that when she contacted the utility on February 17, 2014, she was told that because water was not run as directed, her mother was responsible for thawing the freeze-up and was given a list of plumbers to contact.[5]

Ms. Boehnen stated that she proceeded to contact plumbers on the list and Hometown Plumbing, LLC, came to the property on February 18, 2014, to thaw the service. She alleged

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[2] *See* 3480-CC-152312, Boehnen Confidential Appendix (Complaint Narrative from CCS).
[3] *See* 3480-CC-152312, Boehnen Confidential Appendix (Requests to Run Water Sent to 413 Hudson Street). Mazomanie Water Utility provided Commission staff with copies of two notices mailed to the property owner dated January 3, 2014, and February 3, 2014. The utility stated that an additional seasonal notice was sent and provided a sample of the seasonal letters sent to customers.
[4] *See* 3480-CC-152312, Boehnen Confidential Appendix (Complaint Narrative from CCS).
[5] *Id.* Ms. Boehnen also alleged that when she contacted the utility on February 17, 2014, about the service being frozen, she was told that it was necessary to have the service thawed rather than letting it thaw naturally when the temperatures rise in the spring. She alleges that she would not have called a plumber if she was not instructed to do so by the utility. However, she did contact a plumber so at this point it is necessary to determine whether Ms. Boehnen or the utility is responsible for the expense of thawing the service.

that upon investigation, Hometown Plumbing, LLC, discovered the freeze-up was in the utility-owned section of the water lateral. In support of her claim, she provided a copy of the invoice provided by the plumbing company. The relevant section of the Hometown Plumbing, LLC, invoice states:

> Two men, total time of 5.5 hours. Kristy called to have the frozen water service thawed. We used a water jetter through existing 3/4" soft copper, water service pipe in order to attempt thawing it out. We encountered slush ice that had formed at the very end of the 45 foot length of water jetter hose. This corresponds to 4 feet past the curb stop (measuring from basement to street). We assume that the source of water freezing is upstream, under Hudson Street and towards the municipal main pipe . . . . We can report that there was never any significant ice build up in the water lateral and the few slush ice crystals we brought back, originated upstream under Hudson Street. The house at 413 North Hudson Street has no ice in the water service from building control valve (inside) to the curb stop valve (outside).[6]

Mazomanie Water Utility did not provide Commission staff with separate information regarding the location of the freeze-up; rather the utility asserted that because water was not run as directed by the utility, the utility is not responsible for thawing either the customer-owned portion or the utility-owned portion of the water lateral.[7] After reviewing the information submitted by both Ms. Boehnen and the Mazomanie Water Utility, on May 21, 2014, Commission staff provided an informal determination that the utility is responsible for thawing the utility-owned portion of the water lateral and may not make the property owner responsible for the cost of thawing the utility-owned portion of the lateral, regardless of whether water was run as requested by the utility.[8]

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[6] *See* 3480-CC-152312, Boehnen Confidential Appendix (Hometown Plumbing, LLC, paid invoice dated February 19, 2014).

[7] *See* 3480-CC-152312, Boehnen Confidential Appendix (Complaint Narrative from CCS). The utility did not provide any information regarding the steps, if any, it took to determine whether the freeze-up was in the utility-owned portion of the lateral or the customer-owned portion of the lateral.

[8] *See* 3480-CC-152312, Boehnen Confidential Appendix (Informal Staff Determination Dated June 19, 2014).

On May 28, 2014, Ms. Boehnen contacted the Commission stating that the utility was refusing to follow staff's informal determination.[9] On June 9, 2014, Commission staff contacted the utility and advised it that the informal staff determination could not simply be ignored; the utility would need to comply with the informal determination or request formal review.[10] The Commission received Mazomanie Water Utility's written request for a formal review on June 19, 2014, within the 30 calendar days provided in Wis. Admin. Code § PSC 185.39(3)(a).[11]

**Analysis of Complaint**

The question at issue is whether, under Wis. Admin. Code § PSC 185.88, thawing of the utility-owned portion of the lateral is at the utility's expense or the customer's expense if the customer does not run water as directed by the utility. Wisconsin Admin. Code § PSC 185.88 provides:

> **PSC 185.88 Frozen laterals.**
>
> PSC 185.88(1) Thawing of a customer's lateral shall be at the utility's expense if:
>
> (a) The freeze-up is a direct result of a utility disconnect and the disconnection occurs during a time when conditions are such that freeze-up could reasonably be expected to occur or;
>
> (b) The customer's portion of lateral is electrically conductive and;
>
> 1. It is the first thaw for the customer at the location and;
>
> 2. The utility has not provided the customer with seasonal notice of the corrective actions to be taken for a known condition.

[9] *See* 3480-CC-152312, Boehnen Confidential Appendix (Complaint Narrative from CCS).
[10] *See* 3480-CC-152312, Boehnen Confidential Appendix (Complaint Narrative from CCS).
[11] *See* 3480-CC-152312, Boehnen Confidential Appendix (Letter from Attorney Timothy Fenner requesting a formal review dated June 19, 2014).

PSC 185.88(2) Lateral thawing shall be at the customer's expense if:

(a) The customer's lateral is not electrically conductive and the freeze-up is not a direct result of a utility disconnect as set forth in sub. (1) (a) or;

(b) The customer neglected to provide or maintain proper insulation or protection for the lateral according to standard accepted practice, or specific utility instructions on, for example, the required depth of burial needed to prevent freezing, or;

(c) The utility advises the customer of the corrective measures to be taken and the customer does not follow the utility's advice (See s. PSC 185.35 (7) for bill adjustment where a utility requests a customer to let water flow to prevent freezing), or;

(d)If the utility disconnects for a dangerous condition.

Mazomanie Water Utility argues that because the property owner did not run water as directed, the property owner is responsible for the expense of thawing the freeze-up, regardless of whether the freeze-up occurred in the utility-owned portion of the lateral or the customer-owned portion of the lateral.[12] The utility maintains that Wis. Admin. Code § PSC 185.88(2)(c) requires that the customer be responsible for the expense of thawing because the utility advised the customer of the corrective measures to be taken (*i.e.*, the customer was directed to run water), and the customer did not follow the utility's advice.

However, "utility plan and utility-owned facilities must be designed and constructed to conform to good standard engineering practice, and the requirements of Wis. Admin. Code ch. PSC 185, federal, state, and local regulations."[13] Wisconsin Admin. Code § PSC 185.52(2)(a) requires a utility to place its laterals "at such depth or otherwise protected as will prevent freezing." The invoice Ms. Boehnen received from Hometown Plumbing, LLC, states that the "source of water freezing is upstream, under Hudson Street and towards the

[12] See 3480-CC-152312, Boehnen Confidential Appendix (Letter from Attorney Timothy Fenner to the Commission dated May 21, 2014).
[13] See Letter from Cindy Smith, dated May 5, 2014, PSC REF#: 204066.

municipal main pipe . . . ." The plain language of Wis. Admin. Code § PSC 185.52(2)(a) clearly places the burden on the utility to prevent its laterals from freezing, and the invoice from Hometown Plumbing, LLC, indicates that the slush ice was found in the utility-owned portion of the lateral.

The utility further argues that Wis. Admin. Code § PSC 185.88 applies to the expense of thawing the entire lateral (both the utility-owned portion and customer-owned portion), rather than the expense of thawing only the customer-owned portion. Commission staff disagreed with the utility's interpretation that Wis. Admin. Code § 185.88 could be applied to require a customer to bear the expense of thawing the utility-owned portion of the lateral, and on March 24, 2014, Mr. Timothy Fenner, an attorney representing the Village of Mazomanie, requested that Commission legal staff review the application of Wis. Admin. Code § PSC 185.88.[14]

In response, on May 5, 2014, the Commission's Chief Legal Counsel issued an Opinion regarding the application of Wis. Admin. Code § PSC 185.88. (PSC REF#: 204066.) The Opinion states: "For customers who received such seasonal notice and failed to run water as directed, those customers may be responsible for the costs associated with thawing the customer's lateral. However, the customer responsibility relates only to the customer's lateral and not to utility owned facilities." The Opinion argued that read as a whole, Wis. Admin. Code § PSC 185.88 relates to only the customer-owned portion of the lateral.

In support, the Opinion notes that Wis. Admin. Code § PSC 185.88(1) refers to "customer's lateral" and "customer's portion of the lateral." While the more general term "lateral thawing" is used in Wis. Admin. Code § PSC 185.88(2), the opinion states that subsections (2)(b) and (c) impose conditions, which can only be fulfilled, if they are applied to

[14] *See* 3480-CC-152312, Boehnen Confidential Appendix (Complaint Narrative from CCS).

the customer's portion of the lateral. Therefore, the Opinion concludes that "[i]f a customer received a seasonal notice of a known condition as described above and failed to run water as directed which caused the utility main or portion of the lateral to freeze, the costs to thaw would be those of the utility—not the individual customer."

On May 21, 2014, Mazomanie Water Utility submitted a letter to the Commission disagreeing with the Chief Legal Counsel's Opinion.[15] The letter argued that Wis. Admin. Code § PSC 185.88 applies to both the customer-owned and utility-owned portions of the laterals. In support, it notes that Wis. Admin. Code § PSC 185.88(2) uses the term "lateral thawing," rather than differentiating between the different portion of the lateral, as is done in subsection (1). The letter argues that this supports the utility's contention that if a customer does not run water as directed, the customer is responsible for the cost of thawing both portions of the lateral.

Commission staff provided an informal determination that the utility is responsible for thawing the utility-owned portion of the water lateral and may not make the property owner responsible for the cost of thawing the utility-owned portion of the lateral, regardless of whether water was run as requested by the utility.[16] Mazomanie Water Utility requests a formal review of this informal determination.

[15] *See* 3480-CC-152312, Boehnen Confidential Appendix (Letter from Attorney Timothy Fenner to the Commission dated May 21, 2014).
[16] *See* 3480-CC-152312, Boehnen Confidential Appendix (Informal Staff Determination dated June 19, 2014).

**Commission Alternatives:**

**Alternative One:** Determine that Mazomanie Water Utility's request for a formal review has merit.

**Alternative Two:** Determine that Mazomanie Water Utility's request for a formal review does not have merit.

AC:bjs:pc 00937769

cc: Mazomanie Water Utility
Mr. Timothy Fenner
Ms. Kristy L. Boehnen

Key Background Documents
3480-CC-152312 Boehnen Confidential Appendix.pdf - DL: 938124
Letter from Cindy Smith - PSC REF#: 204066

# City of Onalaska Water Utility Notices

**NOTICE-Steps to Prevent Seasonal Frozen Water Laterals:**

A water lateral is the pipe attached to the public water main that brings water directly into the home or business. Typically these pipes can freeze in cold basements or in the ground itself. In the former case, getting heat to the water pipes in the basement will thaw the frozen section. Open flames should never be used to provide heat. When a water lateral pipe freezes in the ground, thawing can be more difficult and expensive.

To help avoid having frozen pipe laterals, utility customers can run water from the cold water tap in your home a minimum of twice a day for at least five minutes time, especially during hours when there is little water usage. If you notice a drop in water pressure or the water appears rusty or discolored, then run the water until pressure increases and or the discoloration disappears. Additionally, you can run a very narrow, smaller than a pencil sized stream of cold water, from one faucet overnight when no other water is being used. This slight flow of water will help prevent freezing. If you will be away from your home or business for long weekends or extended periods of time, you may want to make arrangements for someone to stop by daily to check on your heat and water situation.

For more information regarding frozen pipes and laterals, visit the City of Onalaska website (www.cityofonalaska.com) and go to the Utilities Department page, or if you suspect a frozen water lateral or are experiencing a loss in water pressure call the Onalaska Public Works at (608)-781-9543.

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #7 |
| Project/Item Name: | Chemical tanks and pumping equipment |
| Location: | City well houses |
| Requested Action: | Approval of invoice purchase of storage tanks and pumps |
| Staff Report/Description: | City staff is securing a quote for the addition of chemical tanks and pumps at all four of the City wells. These tanks and pumps will be used to inject an orthophosphate blend into the City water system for corrosion control. This equipment will be needed to meet the directives of the Wisconsin DNR and EPA regulations. The quote will be distributed at the meeting. |
| Attachments: | none |

# HAWKINS, INC.
# WATER TREATMENT GROUP

1882 Morris Street
Fond du Lac, WI 54935
920-923-1850 Fax-923-0606


April 3, 2018

**To:** Onalaska Water Department

**Attn.:** Jim Prindle

**Re:** Ortho Phosphate Feed Systems without Scales

**Quotation No.:** 03291802

**Quotation Expires:** 60 days

**Terms:** Net 30 days from delivery

## QUOTATION / PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to: terms and conditions stated hereon: receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows;

Product: LPC-132
Weight/Gal: 11.51 lbs
Percent Active: 50%
Total Active Weight: 5.755 lbs

**Well No. 7**
GPM: 2600 gpm (3.744 mgd)
1.0 ppm x 8.345 lbs x 3.744 mgd = 31.24 lbs
31.24 lbs divded by 5.75 = 5.43 gals/day
AD951-91SH
50% stroke – 45 SPM
Equipment List:
One (1) AD951-91SH LMI chemical metering pump
One (1) wall mounted pump shelf
One (1) 165 gallon polyethylene tank
One (1) 36" x 36" x 36" containment basin
One (1) 3/4" NPT corporation
One (1) 1/2" Tru-Union ball valve
100 ft- 3/8" OD poly tubing

Installation of the chemical feed equipment and PVC conduit by Hawkins, Inc.

Installation of 3/4" NPT corporation will be done by Onalaska Water Department

**Well No. 8**
GPM: 2200 gpm (3.168 mgd)
1.0 ppm x 8.345 lbs x 3.168 mgd = 26.43 lbs
26.43 lbs divided by 5.75 = 4.59 gals/day
AD951-91SH
50% stroke – 38 SPM

Equipment List:
One (1) AD951-91SH LMI chemical metering pump
One (1) wall mounted pump shelf
One (1) 165 gallon polyethylene tank
One (1) 36" x 36" x 36" containment basin
One (1) 3/4" NPT corporation
One (1) 1/2" Tru-Union ball valve
100 ft- 3/8" OD poly tubing

Installation of the chemical feed equipment and PVC conduit by Hawkins, Inc.

Installation of 3/4" NPT corporation will be done by Onalaska Water Department

**Well No. 9**
GPM: 2500 gpm (3.600 mgd)
1.0 ppm x 8.345 lbs x 3.60 mgd = 30.04 lbs
30.04 lbs divided by 5.75 = 5.22 gals/day
AD951-91SH
50% stroke – 43 SPM

Equipment List:
One (1) AD951-91SH LMI chemical metering pump
One (1) wall mounted pump shelf
One (1) 165 gallon polyethylene tank
One (1) 36" x 36" x 36" containment basin
One (1) 3/4" NPT corporation
One (1) 1/2" Tru-Union ball valve
100 ft- 3/8" OD poly tubing

Installation of the chemical feed equipment and PVC conduit by Hawkins, Inc.

Installation of 3/4" NPT corporation will be done by Onalaska Water Department

**Well No. 10**
GPM: 2500 gpm (3.600 mgd)
1.0 ppm x 8.345 lbs x 3.60 mgd = 30.04 lbs
30.04 lbs divided by 5.75 = 5.22 gals/day
AD951-91SH
50% stroke – 43 SPM

Equipment List:
One (1) AD951-91SH LMI chemical metering pump
One (1) wall mounted pump shelf
One (1) 165 gallon polyethylene tank
One (1) 36" x 36" x 36" containment basin
One (1) 3/4" NPT corporation
One (1) 1/2" Tru-Union ball valve
100 ft- 3/8" OD poly tubing

Installation of the chemical feed equipment and PVC conduit by Hawkins, Inc.

Installation of 3/4" NPT corporation will be done by Onalaska Water Department

**Equipment Cost: $30,225.00** → EQUIPMENT & INSTALLATION

**Delivery of Equipment**: Four weeks

Thank you for the opportunity to supply you with this quote. Should you have any questions, please feel free to call me at 920-960-8755.

Regards,
*David A. Sasada*
David A. Sasada
Project Manager

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #8 |
| Project/Item Name: | Four wheel drive mower |
| Location: | Citywide |
| Requested Action: | Approval of purchase |
| Staff Report/Description: | Bids have been secured for a four wheel drive mower with cab. Staff is recommending purchase from Tractor Central the amount of $$28,387.59. $30,000 was approved in the 2018 budget for the purchase. |
| Attachments: | Bid tabulation |

# CITY OF ONALASKA

# BID OPENING

## 4-WHEEL DRIVE MOWER WITH CAB

## Opening: Tuesday, March 27, 2018 @ 10:00 AM

| COMPANY | I. BASE BID MOWER | II. 60" DECK | III. DELUXE CAB | OPTION A TRADE IN | TOTAL BID |
|---|---|---|---|---|---|
| TRACTOR CENTRAL | $18,034.63 | $3,378.20 | $8,992.50 | $2,017.74 | $28,387.59 |
| | | | | | |

**RECOMMEND AWARD TO:** **TRACTOR CENTRAL**

**Please Publish:** Onalaska Community Life – March 16, 2018

# NOTICE TO SUPPLIERS

The City of Onalaska will receive sealed proposals until 10:00 A.M. on Tuesday, the 27th day of March, 2018, at City Hall, 415 Main Street, Onalaska, WI, at which time and place bids will be publicly opened and read aloud for the following:

ITEM (S) OF BID

4-Wheel Drive Mower with Cab
Per City Specification

The above item(s) will be let to the lowest responsible bidder and shall be in accordance with the specifications for the same now on file with the City Engineer for inspection of bidders and in accordance with the prepared form of contract also on file with said City Engineer.

The City of Onalaska reserves the right to reject any or all bids or any part thereof and to accept any bid they deem to be in the best interest of the City of Onalaska. Sealed bids only will be received.

The outside of the envelope containing the proposal is to be marked "BID ON 4-WHEEL DRIVE MOWER WITH CAB". Specifications and bid forms may be obtained from the Engineering Department.

Dated this 9TH day of March 2018

C. Jarrod Holter
City Engineer/Director of Public Works

# CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
*www.cityofonalaska.com*

***Engineering/Public Works Dept.***
*PHONE:* (608) 781-9537
*FAX:* (608) 781-9506


March 9, 2018

Equipment Vendors:

Bids will be received by the City of Onalaska Public Works Department until 10:00 AM, on March 27, 2018, for the purchase of one (1) 4-Wheel Drive Mower with Cab.

Bids may be mailed or delivered to:

Jarrod Holter
Engineering Department
City of Onalaska
2nd floor – City Hall
415 Main Street
Onalaska, WI 54650

The City reserves the right to accept or reject any or all bids or any part thereof. Price of the new equipment and compliance with the specifications will be factors in selecting the most favorable bid for the City.

All bids for the new equipment shall be valid for sixty (60) days from the due date for bids. Also, by submitting a bid for the new equipment, equipment vendors shall honor their quoted price for the trade-in equipment for a period of ninety (90) days following the due date for bids. It is the City's intention to proceed immediately with a recommendation to purchase the new equipment, provided a specification-compliant bid is received, and provided authorization to purchase this equipment is granted by the City of Onalaska Common Council. Common Council approval may be granted as early as mid-April, 2018. The bid shall be submitted on the enclosed bid form. In addition to the completed bid form, vendors shall also submit:

1. Completed compliance form for the 4-Wheel Drive Mower with Cab, indicating YES or NO as to whether their equipment meets the specification requirements; and,

2. A summary sheet clearly stating and describing any exceptions taken to the specifications for the equipment.

Please contact me at (608) 781-9537 with any questions regarding the 4-Wheel Drive Mower with Cab, specifications or the request for bids. Thank you for your response to this request.

Sincerely,

C. Jarrod Holter
City Engineer/Director of Public Works

CJH/vb

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #9 |
| Project/Item Name: | Cross connection inspections |
| Location: | Citywide |
| Requested Action: | Approval of two year quote |
| Staff Report/Description: | Hydro Corp has been performing the Wisconsin DNR required City non-residential cross connection program in recent years. Previously the City had contracted with a license plumber to perform the inspections but they no longer offer this service. Hydro Corp is performing these inspections for multiple municipalities in Wisconsin and has successfully performed the work for the city previously. The cost for this work is $17,112 for the two year period and is included within the Water Utility operating budget. |
| Attachments: | proposal |

# PROPOSAL

CROSS-CONNECTION CONTROL SERVICES

## City of Onalaska

252 MASON ST

ONALASKA WI 54650

MARCH 5TH, 2018

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

HYDROCORP™

THE SAFE WATER AUTHORITY™

Cross-Connection Control /

Backflow Prevention

Water Meter Change Out & Installation Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance / Documentation


**MIDWEST OFFICE**
2665 S MOORLAND RD SUITE 209
NEW BERLIN WI 53151
800.315.4305 TOLL FREE
262.264.6402 PHONE

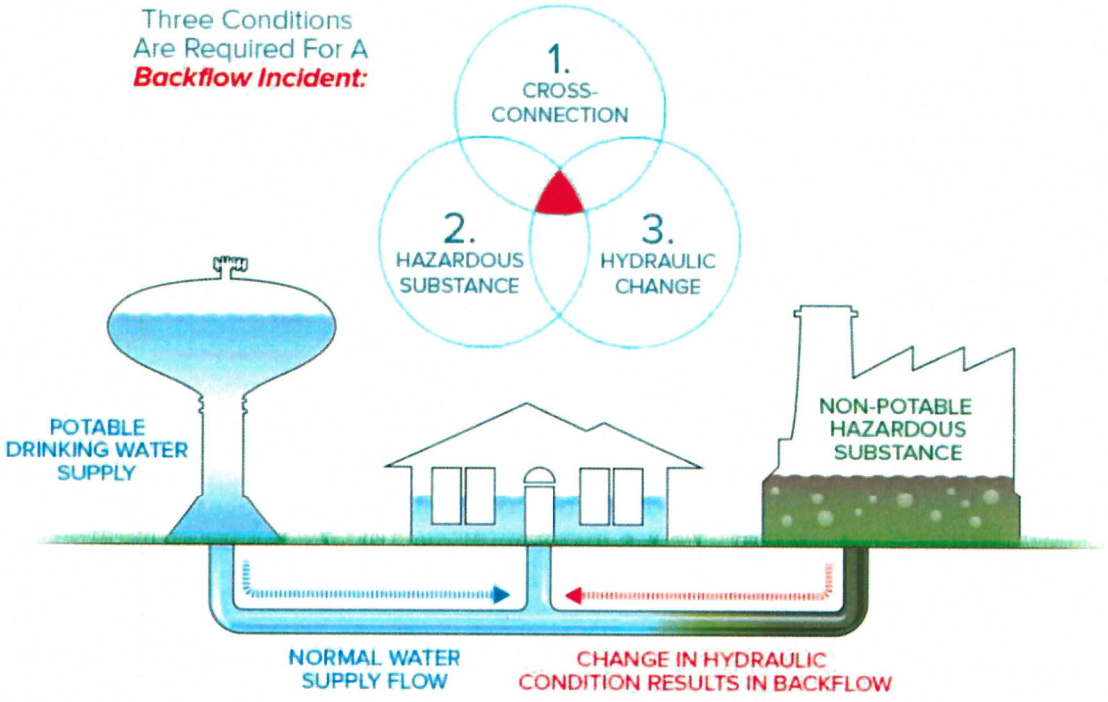
**PROJECT CONSULTANT**: Craig Wolf
612-850-8939 CELL
cwolf@hydrocorpinc.com EMAIL

## Table of Contents

# 1. INTRODUCTION

## 1.1. Definitions

- Backflow – the undesirable reversal of flow of liquid, gas or other substance in a piping system.
- Backflow Preventer – an assembly, device, or method that prevents backflow.
- Cross-Connection – an actual connection or a potential connection between any part of a potable water system and any other environment that would allow substances to enter the potable water system.
- Cross-Connection Control – a program to eliminate cross-connections or to prevent them from causing a public health threat.
- Cross-Connection Control Survey – the review of the plumbing system to determine the existence of potential or actual cross-connections and to assess the degree of hazard of protected and unprotected cross-connections.



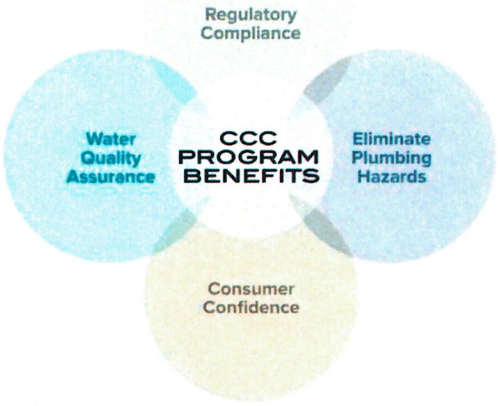
### 1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.
- Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn Irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

## 2. PROJECT WORK PLAN

### 2.1. Purpose of a Cross-Connection Control Program

- Protect the water supply from backflow & public health and safety.
- Comply with state and local regulations (WI-DNR 810.15).
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.




### 2.2. Meeting the Cross-Connection Control Program Objectives

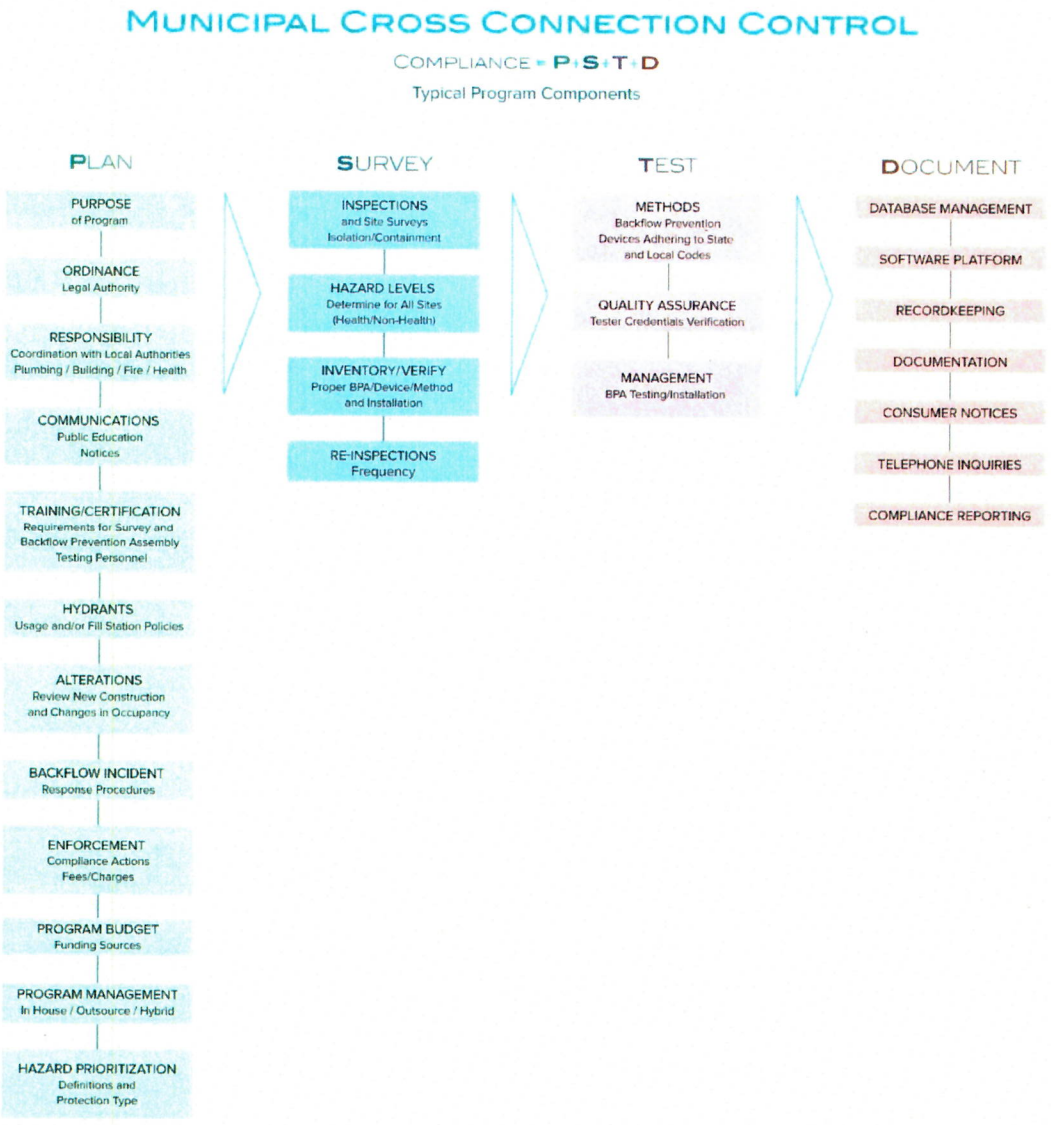
- Providing cross-connection consultation to the City of Onalaska.
- Developing a written comprehensive Cross-Connection Control Plan.
- Routinely inspecting water customers for cross-connections or potential cross-connections.
- Maintaining cross-connection control records.
- Notifying water customers of violations and corrective action instructions.
- Providing water customer non-compliance status to the water utility.
- Providing public education.

## 2.3. Stakeholders

HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.


HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.

## 2.4. Cross-Connection Control Plan Components



# 3. CROSS CONNECTION INSPECTION PROCESS

## 3.1. Inspections/Surveys

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices & assemblies, and other pertinent program information. Inspectors having proper identification shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the City will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the City of Onalaska Cross-Connection Control Plan. Accounts with an alternative frequency will require DNR Approval in writing. If requested, HydroCorp will develop an alternative frequency inspection schedule on behalf of the water utility and submit to DNR for final approval.

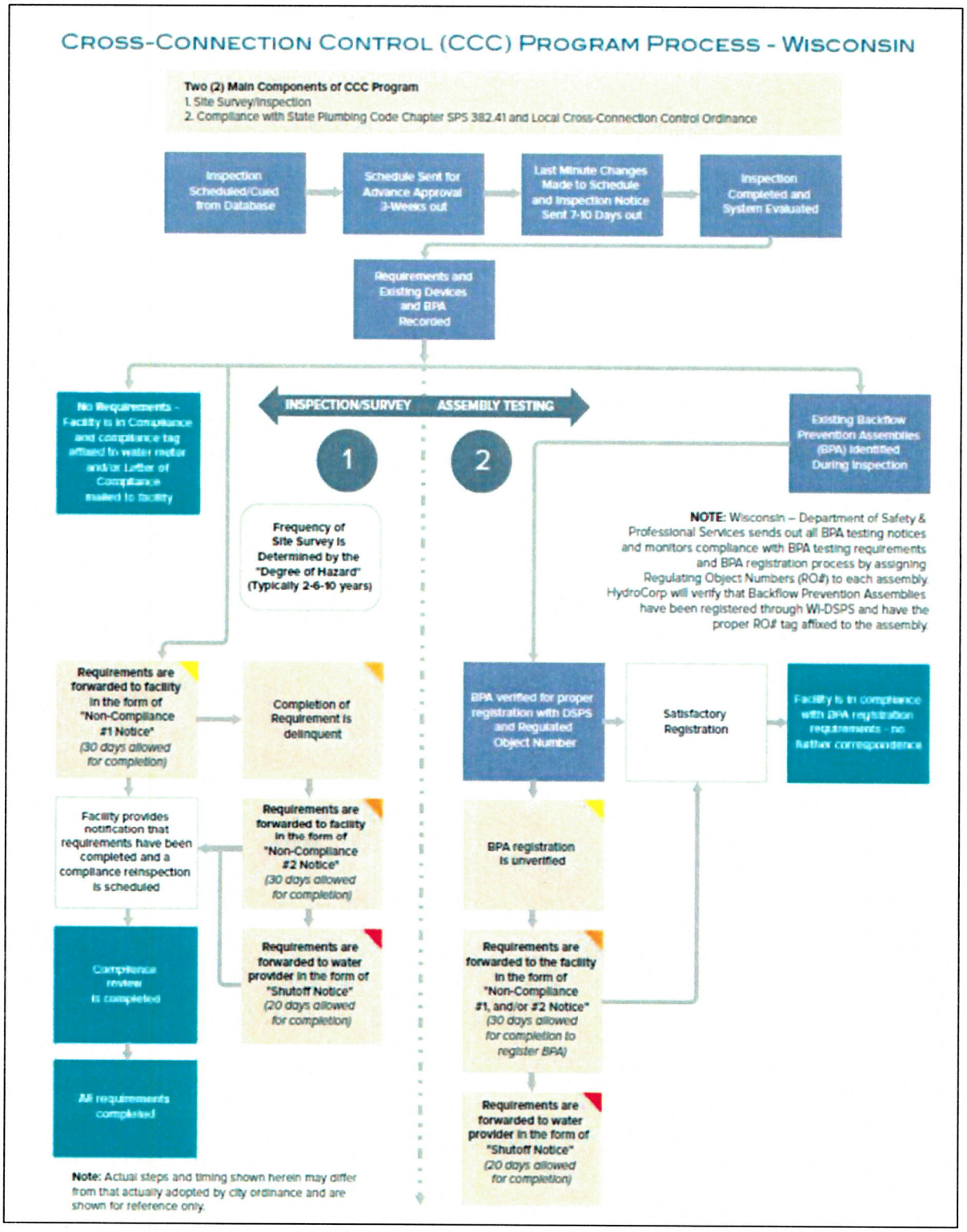
## 3.2. Definitions

- Initial Inspection – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).

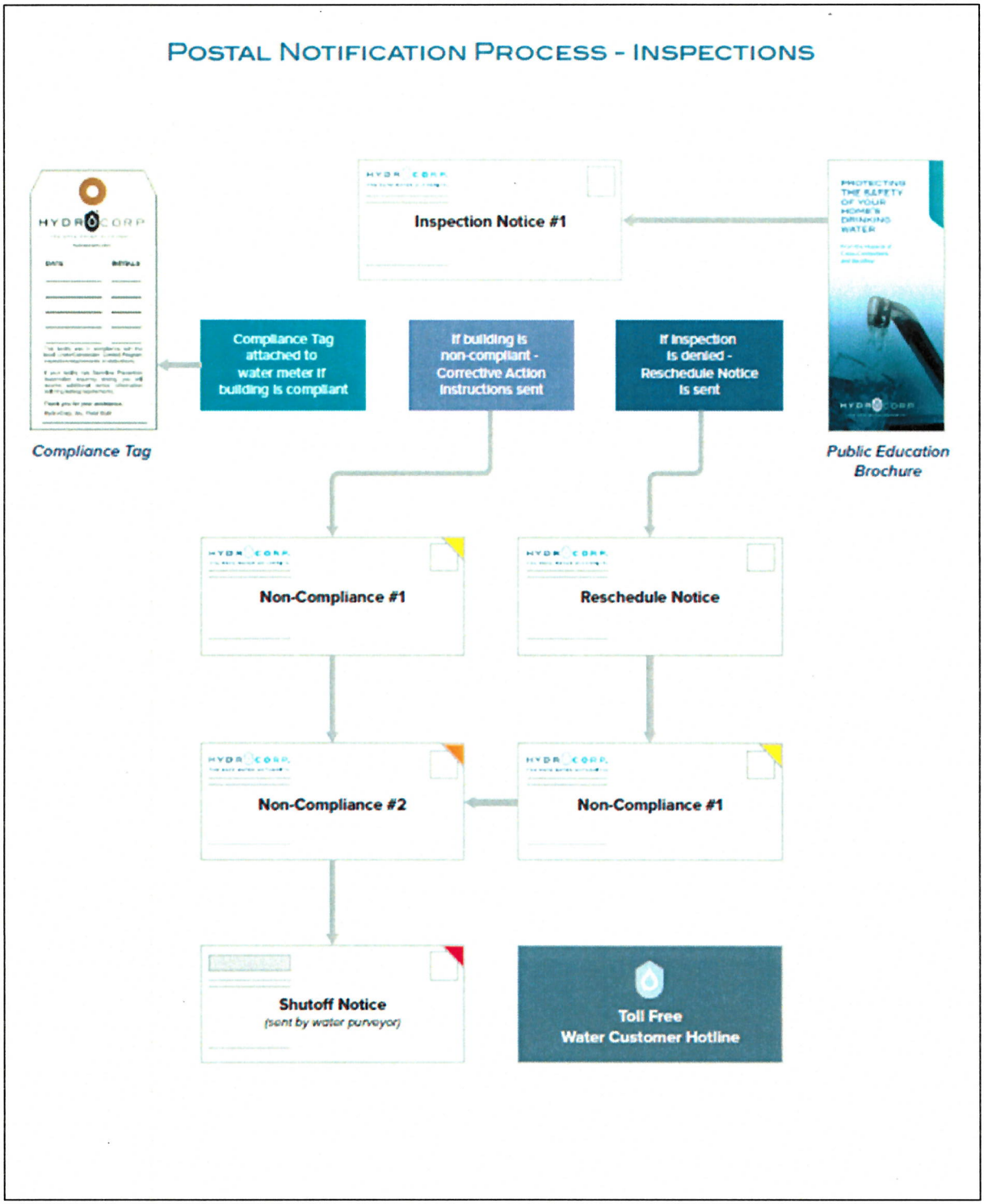
- Compliance Inspection – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.

- Re-Inspection – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).

### 3.3. CCC Program Process



### 3.4. Postal Notification Process - Inspections



# 4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

## 4.1. Program Data

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and also result in field survey inefficiencies.

## 4.2. Database Software

HydroCorp utilizes a proprietary software program – HydroSoft™ to manage Cross-Connection Control Program data. All program data captured shall remain the property of the City of Onalaska. All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall.
Standard reports include the following:

- Inspections scheduled, completed, overdue and compliance status
- Custom queries, data exports and reports as needed
- DNR Annual Report

## 4.3. Information Technology (I/T)

HydroCorp has a dedicated team member responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time.

We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

## 4.4. Program Data Backup and Storage

All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we backup the data to our backup server located in our Corporate Office, and we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.

### 4.5. Public Awareness Education

In the initial implementation phase of the Cross-Connection Control Program, Public Education on the topic should remain in the community spotlight. HydroCorp will provide a specialized speaker to participate/present at a town hall/public meeting engagement if requested. Press release information will be offered in digital format to the City of Onalaska for local distribution to local media resources & website if requested. Further, public education brochures will be available in electronic format for download and can be posted on the City of Onalaska web site.


Further Public Education resources including brochures and video files can be found at http://www.hydrocorpinc.com/resources/links/

## 5. EXECUTIVE SUMMARY, PROJECT FEES/COST

Based on your current program, HydroCorp™ will provide the following services to the **City of Onalaska.** This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the **City of Onalaska** with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources (DNR) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the **City of Onalaska** and HydroCorp, you may expect completion of the following elements within a Two (2) year period. The components of the project include:

A. Perform inspections of 60 Non-Residential water services within the City served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp upon City approval and are not included in the total inspections. Each compliance follow up visit shall be billed at 140.00 each.

B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.

C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.

D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.

E. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.

F. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.

G. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.

H. Conduct an annual review meeting to discuss overall program status and recommendations.

I. Assist the City with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.

J. Provide ongoing support via phone, fax, internet, text or email.

## PRICING/PROPOSED FEES

HydroCorp to complete inspections, appointments, customer care service and program administration. Compliance/follow up inspections and administration related to compliance/follow up inspections included.

PRICING:

_____ **Initial Inspections of 120 non-residential services connections.**

_____ **$17,112.00 dollars.**

HydroCorp will invoice monthly in equal installments upon receipt of signed contract/agreement

**Submitted by**: HYDROCORP- MIDWEST REGIONAL OFFICE- 2665 S MOORLAND RD SUITE 209 NEW BERLIN WI 53151

Craig Wolf | 612-850-8939 |cwolf@hydrocorpinc.com

**Accepted by:**

X _____ _____

City/Utility Representative (Signature) Date

_____

Printed Name / Title

# 6. BACKGROUND

## 6.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result – Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

## 6.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 40 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 25,000 on site, Cross-Connection Control Inspections ***annually.***
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
    - American Water Works Association (AWWA) | AWWA – Wisconsin Chapter
    - National Rural Water Association (NRWA) | Wisconsin Rural Water Association
    - American Public Works Association (APWA)
- HydroCorp is <u>not</u> a Plumbing Company and does <u>not</u> utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.

### 6.3. Office Address & Contact Information

| | |
|---|---|
| **Regional Office:** | HYDROCORP – MIDWEST OFFICE<br>2665 S MOORLAND RD SUITE 209<br>NEW BERLIN WI 53151 |
| **Contact:** | Craig Wolf |
| **Telephone:** | 612-850-8939 |
| **Email:** | cwolf@hydrocorpinc.com |
| **Corporate Office: (Remit to Address)** | HYDROCORP – CORPORATE OFFICE<br>5700 CROOKS ROAD SUITE 100<br>TROY MI 48098 |
| **Telephone:** | 800.690.6651 or 248.250.5000 |
| **Legal Status:** | S-Corporation, 1988 \| E.I.D. 38-2810008 |


WI Office (Above) Corporate Office (Below)

## 7. PROJECT REFERENCES

a) City of La Crosse, 400 La Crosse St, La Crosse, WI 54601 | Mark Johnson, Water Utility Manager
johnsonm@cityoflacrosse.org | 608- 789-7536

b) City of Prescott, 800 Borner St. Prescott, WI 54021 | Hank Zwart, Public Works Director
hzwart@prescottcity.org |715-262-5544

c) Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent
cwhite@wppienergy.org | 920-746-2820

## 8. PROJECT TEAM QUALIFICATIONS

**Gary McLaren** | *New Program Development/Training Coordinator -Midwest Region*

Gary is responsible for Cross-Connection classes and new Cross Connection Control Program development in the Midwest Region. Since 2004 at HydroCorp, he was responsible for identification of hazards and deficiencies and determining proper recommendations for over 80 municipal client cross-connection control programs in Wisconsin. He also generated inspection reports and protection recommendations for over 3,000 individual facility surveys of cross-connections. In the past 5 years, Gary has been focused on coordinating and instructing various Cross Connection Control classes around the Midwest in addition to developing new Cross Connection Control Programs for Municipal Water System around the region.

- Conducted Cross-Connection Surveys –45 North American Large Industrial Facilities 1999-2000
- Certification MDEQ (Michigan) Advanced Cross-Connection Control Training Program 2004
- Cross-Connection Control Program Manager –WI Region; 25 Water Utility clients 2005-2007
- Multiple published articles in Public Water System periodicals (WWA Magazine summer 2008 & WRWA Magazine winter 2011,2013)
- Annual participant & past presenter at annual WWA Conferences & WRWA Conferences 2008-2015
- Instructor at DNR class on Cross Connection Control – Green Bay, Dec. 11 2008
- Lead Instructor with Wisconsin Rural Water Association Cross Connection Control Class Series – Statewide, 2009 -2014 (12 full day courses annually)
- Lead Instructor with Minnesota Rural Water Association Cross Connection Control Class Series – 2010 and 2013
- ASSE #5150 Certified Backflow Prevention Program Administrator
- ASSE #5120 Certified Cross Connection Control Surveyor
- Vice Chairperson – Wisconsin Water Association Education Committee 2011-2012

**Scott Mitchell** | *Operations Manager, Midwest Region - Municipal Division*

Scott has been with the HydroCorp team since 2011 and inspecting plumbing systems for over 7 years. As a Cross-Connection Surveyor, Scott has completed cross-connection inspections at over 20,000 individual commercial and industrial facilities. He currently oversees operational and administrative services for cross-connection control programs in the HydroCorp Midwest Region.

**DAVE CARDINAL** | *Vice President Municipal Division*

Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. Experience, Training, Certifications:

- American Backflow Prevention Association (ABPA), MI Chapter, Vice President
- American Society of Sanitary Engineering (ASSE) Series 5000 Proctor
- American Society of Sanitary Engineering (ASSE) Standard #5110 Certified Backflow Prevention Assembly Tester and Standard #5120 -Surveyor | Certification #26905
- Michigan Certified Backflow Prevention Assembly Tester Certification – 2010, Certification #MPMCA-26905
- Dale Carnegie – Management Training for Managers 2005
- University of Florida – TREEO Center
    - Cross Connection Control: Survey and Inspection 2003
    - Cross Connection Control: Ordinance and Organization 2003
    - Cross Connection Control Program Manager 2003
- University of Southern California Foundation for Cross-Connection Control and Hydraulic Research – Backflow Prevention Assembly Tester, 1997

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #10 |
| Project/Item Name: | 2018 Pavement Project |
| Location: | Citywide |
| Requested Action: | Approval of bid |
| Staff Report/Description: | Staff is recommending the award of the 2018 Pavement project bid to Mathy Construction in the amount of $1,184,065.80. |
| Attachments: | Bid tabulation and budget worksheet |

# CITY OF ONALASKA

## BID OPENING

## 2018 Pavement Project

March 20, 2018 @ 10:00 AM

| Contractor | Bidders Proof | Bid Bond | Base Bid Amount | Alt #1 | Alt #2 | Alt #3 | Alt #4 | Total Bid Amt |
|---|---|---|---|---|---|---|---|---|
| MATHY CONSTRUCTION | X | X | $1,084,867.65 | -0- | $54,756.00 | $73,385.80 | $25,812.00 | $1,238,821.45 |
| | | | | | | | | |

**RECOMMEND AWARD BID TO**: MATHY CONSTRUCTION
Base Bid + Alt #1, Alt #3 & Alt #4
= Total Award Amt: $1,184,065.45

# 2018 Pavement Project

3/23/2018

| Project Costs | | Cost |
|---|---|---|
| Base bid | | $1,084,868.00 |
| Bid alternate #1 | | $0.00 |
| Bid alternate #3 | | $73,385.80 |
| Bid alternate #4 | | $25,812.00 |
| | Total project award | $1,184,065.80 |

| Funding Sources | Budget |
|---|---|
| 2018 Capital Projects #5 East Main Street pavement replacement | $909,000.00 |
| 2018 Capital Projects #22 - PH pavement replacement | $160,000.00 |
| 2018 Capital Projects #4 - Holiday Heights street reconstruction | $25,000.00 |
| 2017 Utlity Project - C/P #12, #21, & #32 (417-51000-014) | $45,000.00 |
| 2017 Pavement & Utility Project - C/P #12 & #21 (417-51000-029) | $49,000.00 |
| Total project budget | $1,188,000.00 |

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #11 |
| Project/Item Name: | Tandem axle truck equipment |
| Location: | Citywide |
| Requested Action: | Approval of bid |
| Staff Report/Description: | Staff is recommending the award of the tandem axle truck equipment bid to Universal Truck Equipment in the amount of $110,076.00. |
| Attachments: | Bid tabulation and budget worksheet |

# CITY OF ONALASKA

## BID OPENING

### EQUIPMENT FOR TANDEM AXLE TRUCK

**Opening: Tuesday, March 20, 2018 @ 10:00 AM**

| COMPANY | BASE BID | OPTION A AUTO CHAIN | OPTION B CAMERA | OPTION C CAMERA ONLY | OPTION D POLY TANK | OPTION E LIGHT BAR | OPTION F 5100 CONTROLLER | OPTION G ROAD CONDITION | OPTION H 1X-403 INSTALLED | OPTION I 1x-403 | TOTAL BID |
|---|---|---|---|---|---|---|---|---|---|---|---|
| UNIVERSAL TRUCK | $105,582.00 | $2,340.00 | $890.00 | $332.00 | $642.00 | $768.00 | $993.00 | $876.00 | $1,264.00 | $984.00 | $114,671.00 |
| | | | | | | | | | | | |

**RECOMMEND AWARD TO:** **UNIVERSAL TRUCK EQUIPMENT INC.**
**(BASE BID + OPTIONS A, B & H = $110,076.00)**

MW: vb/Eng/Bid Opening

# 2018 Tandem Axle Truck W/ Equipment

3/23/2018

| Project Costs | | Cost |
|---|---|---|
| Tandem axle cab & chaasis | | $95,312.00 |
| Base bid - Equipment | | $105,582.00 |
| Bid alternate A | | $2,340.00 |
| Bid alternate B | | $890.00 |
| Bid alternate H | | $1,264.00 |
| | Total project award | $205,388.00 |

| Funding Sources | Budget |
|---|---|
| 2018 Capital Projects #17 - Tandem axle truck | $202,000.00 |
| 2017 Tractor backhoe - C/P #13 (417-51000-093) | $1,903.00 |
| 2017 Single axle truck - C/P #20 (417-51000-010) | $520.00 |
| 2018 Storm Water Utility - operating budget - Equipment (660-53440-363) | $1,000.00 |
| Total project budget | $205,423.00 |

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #12 |
| Project/Item Name: | Public Works Department annual report |
| Location: | Citywide |
| Requested Action: | Discussion on annual report |
| Staff Report/Description: | 2017 Public Works Department annual report is attached for your review. |
| Attachments: | Annual report |

# CITY OF ONALASKA

# PUBLIC WORKS DEPARTMENT

# 2017 ANNUAL REPORT

## Onalaska Common Council

## April 2018


**Engineering:** 415 Main Street, Onalaska, WI 54650
Phone (608)-781-9537 Fax (608)-781-9506

**Public Works Department:** 252 Mason Street, Onalaska, WI 54650
Phone (608)-781-9543 Fax (608)-781-9507

## Message from the City Engineer

To Mayor, Common Council, & Residents,

I respectfully submit the 2017 Public Works Department Annual Report for your review. The year for the Public Works Department was one of transition into a new operating structure with one unified management team. This transition has allowed opportunities for growth and efficiencies within the Public Works Department which has taken the year to fully implement. Staff is embracing the management structure and excelling at the jobs they perform.

The year was filled with work to maintain the City infrastructure to a high level with such replacement projects as: Spruce Street utilities, South Kinney Coulee lift station, King Street Utilities and various paving projects. Maintenance activities have also been performed by staff to keep infrastructure at levels that will provide cost effective services for the future. The Public Works Department strives to offer the highest level of service and follow our mission statement, "To promote the safety and public welfare of the community. Strive to promote a positive impact on the quality of life for all people."

The Public Works Department is fortunate to have a highly skilled and dedicated staff that performs services to the citizens on a daily basis. I have confidence the Public Works Department will continue to have a positive impact for the residents of the City of Onalaska in 2018.

C. Jarrod Holter, P.E.
City Engineer/Director of Public Works

**Public Works Department Mission Statement**

**To promote the safety and public welfare of the community.**

**Strive to promote a positive impact on the quality of life for all people.**

# CAPITAL PROJECTS

## Capital Projects

Every year the City of Onalaska completes projects to maintain the City's infrastructure, welfare, and ensure public safety that are called Capital Projects. The Engineering Department, with assistance from the Public Works Department, provides various degrees of management on the design, bidding, and construction administration phases of each Capital Project. The Capital Projects completed in 2017 are listed below:

| Project Name | Construction Costs |
|---|---|
| • 2017 Utility Project[1] | $779,943.19 |
| • 2017 Pavement Project[1] | $684,926.68 |
| • South Kinney 60" Storm Repair | $102,898.99 |
| • 2017 Spring Tree Planting Project[1] | $98,658.00 |
| • 2017 Miscellaneous Concrete Project[1] | $208,763.25 |
| • 2017 Stump Grinding Project[1] | $23,016.00 |
| • South Kinney Coulee Pumping Station Rehabilitation[2] | $345,000.00 |
| • Pavement Maintenance | $268,923.00 |

**Total Construction Costs = $2,512,129.11**

The Capital Projects all have their own unique impediments and difficulties which are not always apparent to the general public, but can inconvenience many residents. These items can include interruption of utility services, temporary closures of City streets, and irregular access to private driveways. The Public Works Department endeavors to minimize the disturbance to the residents that may live along or near a Capital Project location and the general public. The ensuing pages contain descriptions and photographs of the 2017 Capital Projects.

1) Designed, bid and construction administration by the Public Works Department
2) Bid and construction administration by the Public Works Department

# 2017 Utility Project

The 2017 Utility Project replaced aging utilities, reconstructed roadways, and site restoration on Spruce Street (STH 35 to East Avenue), 4th Avenue North (Spruce St to 400 feet south), King Street (STH 35 to 4th Avenue North), 3rd Avenue North (King St to Locust St), and CTH SS (Crossing Meadows DR to 12th Avenue South).

The Spruce Street and 4th Avenue North portion of the project increased the size of the storm sewer main on Spruce St from 30" to 42" and installed multiple new storm sewer inlets at intersections. It also replaced existing and added some new water main on Spruce Street and 4th Avenue North. Storm sewer was replaced on King Street and sanitary sewer was replaced on 3rd Avenue North. After all the utilities were installed concrete curb and gutter, asphalt pavement, and site restoration was completed.

CTH SS had new storm sewer installed in the northern ditch to help with area drainage. The new storm sewer utilities included installation of six 18" diameter plastic storm sewer inlets with dome grates. Storm sewer was installed to drain from Crossing Meadows DR to 12th Avenue South and was discharged to the south side of CTH SS (200 feet east of 12th Avenue South) to drain to the La Crosse River. Once the storm sewer was finished, new driveway culverts were installed at each private driveway and the existing ditch was graded to drain from east to west. Driveways were repaired and the entire construction area was topped with black dirt and hydroseeded.

Finally, a change order was issued to the 2017 Utility project to fix a short section of sanitary sewer main that was discovered as damaged during a televising inspection. The sanitary sewer had been damaged during installation of bridge support piers for the construction of Interstate I-90 over STH 16. The 40 foot section of damaged sanitary sewer was replaced and new concrete pavement on STH 16 was installed along with restoration of the median.

Installation of a new 12" storm sewer across CTH SS just east of 12th Avenue South for storm water drainage along CTH SS.

New18" sanitary sewer is installed in the median under Interstate I-90 on STH 16. Existing sewer was damaged by sheet piling shown.

# 2017 Utility Project

Installation of a new 42" diameter storm sewer pipe at the intersection of Spruce Street and STH 35 (2nd Avenue N).

Installation of storm sewer inlet structure at the southwest corner of Spruce Street and West Avenue.

New water main piping, valves, and fire hydrant being installed on the Spruce Street portion of the 2017 Utility Project.

Sod being placed at the southeast corner of Spruce Street and Park Avenue for final restoration.

# South Kinney 60" Storm Repair

The South Kinney 60" Storm Repair project repaired a 60" diameter storm sewer pipe that was damaged in a rain storm during September of 2016. The rain event in September of 2016 was declared a disaster event and the City of Onalaska applied for and was awarded Federal Emergency Management Agency (FEMA) grant to fund a majority of the cost for this project. The City of Onalaska was required to pay for the construction of the project and will receive reimbursement from FEMA for 75% of the project costs and an additional 12.5% reimbursement coming from the State of Wisconsin. With these reimbursements the City will pay the final cost of only 12.5% of the $102,898.99 construction costs or $12,862.37.

The project consisted of replacing 40 feet of 60" diameter storm sewer pipe that was located 25 feet below South Kinney Coulee Road. In order to make the repairs traffic was detoured on South Kinney Coulee road to one lane in each direction and used the existing westbound travel lanes during the detour. This allowed construction to take place in the two east bound lane of South Kinney Coulee Road.

With the detour in place construction began on the repair with excavation and trench shoring. Two trench boxes were placed to limit the size of the excavation hole and for safety. Material removed from the excavation area was allowed to be stockpiled on the closed portion of South Kinney Coulee Road. Once the excavation was completed, pipe repairs were made to the affected section of pipe. The new 60" storm sewer pipe was installed with threaded rod at each pipe joint to add strength and stability to the pipe. Redi mix concrete was also placed a various joints for an additional level of stability. Once all the repairs were done the excavation area was backfilled and compacted to existing grade. Concrete curb and gutter, asphalt pavement, concrete sidewalk and guard rail were all reinstalled. Finally, the hillside slop behind the guard rail was restored with black dirt, seed, and erosion control mat.

Sink hole that developed under South Kinney Coulee Road after the September 2016 rain event.

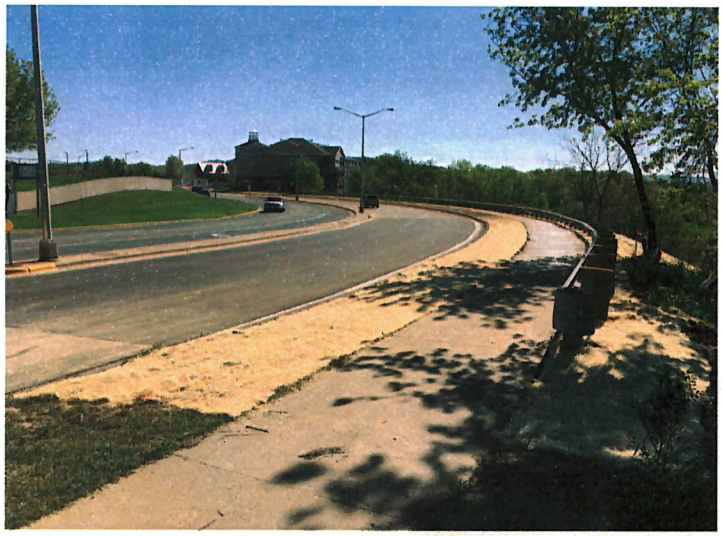
Installation of trench box shoring during excavation for the 60" storm sewer. Material removed for excavation is stockpiled in the background.

# South Kinney 60" Storm Repair

Backfilling and compaction of the excavation area under South Kinney Coulee Road.

Reinstalling excavated material from the hillside on the south side of South Kinney Coulee Road.

Installation of concrete curb and gutter, and sidewalk.



Final restoration has been completed with asphalt pavement for the roadway, guard rail, and seeding with erosion control mat.

# 2017 Miscellaneous Concrete Project

The Miscellaneous Concrete Project is an annual project bid out by the City of Onalaska for various concrete related construction services. These construction service generally include spot curb and gutter repair, replacement of damage sidewalks, repairs to storm sewer inlets and manholes, and a variety of other concrete related construction repairs throughout the City. During the 2017 Miscellaneous Concrete Project a majority of the project focused are the replacement existing decorative brick crosswalks that where installed as part of a Wisconsin Department of Transportation project on STH 35 (2nd Avenue South). The decorative brick crosswalks were showing signs of early fatigue and possible failure due to the heavy traffic loading on STH 35. In order to try and maintain a decorative look to the crosswalk areas around downtown Onalaska a colored concrete was selected as replacement material to maintain a decorative look and provide durability for the traffic loadings.


Saw cutting of the existing decorative brick crosswalks for removal at the intersection of STH 35 (2nd Avenue) and Main Street.


The existing brick crosswalk has been removed and dowel bars have been placed in the existing concrete pavement for connection to the new concrete.

New colored concrete being installed at a crosswalk on STH 35 (2nd Avenue).

An example of various concrete construction done by the Miscellaneous Concrete Project. New concrete sidewalk placed by the musical play equipment at the Great River Landing.

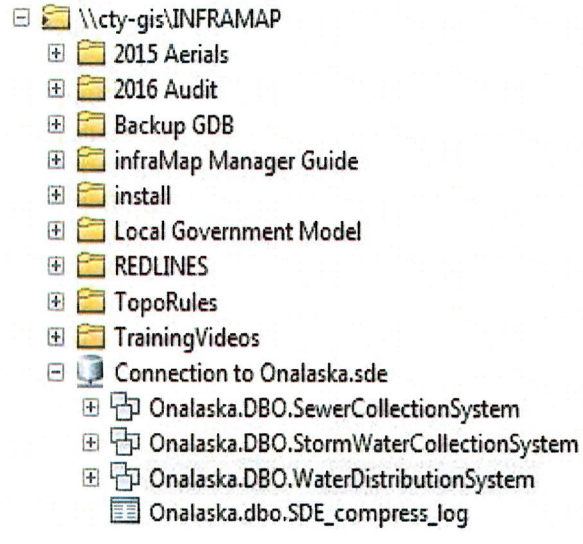
# Geographical Information System (GIS)

The *Public Works* receives continual support from GIS Technician, Joe Barstow. Some various duties and support efforts during 2017 were as follows:

- Created mapping for 2017 Ash Tree Removals and updated the Urban Forest Inventory
- Update GIS-data in relation to the following:
  - Cemetery Management
  - Street Pavement Maintenance
  - Project As-builts
  - Utility geodatabase and software
  - Planning & Zoning data (parcels, zoning, PCID, PUD)
  - Voting data
  - Address management for the City
  - Implementation of new state-owned data into GIS system for example: wetlands, flood plains, historical/archeological data.
- Completed permit reviews for Commercial Erosion Control Projects.
- Assisting the Public Works, Parks, Fire, and Police Departments with GIS-requesting, for example: pre-operation planning for events, poster creations, mowing data, etc.
- Administrator of GIS-software and product updates (mapping, programming, etc.)
- Maintained an audit of the City of Onalaska refuse & recycling carts, addressing in Incode Program, Public Service Commission Reporting, and ERUs/storm water-related data.
- Created and manipulated data regarding telecommunication structures/towers, and transmission power line for the City.
- Acts as a GIS-Liaison to Federal, State, County, other municipalities, consultants and the general public as requested.

***Erosion Control:***

***InfraMap SDE Geodatabase:***



# Public Works Department

The Public Works Department, during the year, is responsible for maintaining the City's utility infrastructure (water distribution, sanitary sewer collection, storm sewer conveyance), streets including snow and ice removal from City streets, alleys, and parking lots, operating and maintaining the City's Cemetery, and an extensive variety of other tasks, duties, and services throughout the City of Onalaska. The Public Works Department performs such a large variety of functions for the City of Onalaska and its residence in part because it manages and receives funding from a variety of financial sources. The Public Works Department receives funding from the City of Onalaska general fund budget for the Street Department, Street Lighting, and Street Signs and Marking. Enterprises funds for the Water Utility, Sanitary Sewer Utility, and Storm Water Utility, and Cemetery fund Public Works operations. With such a large variety of funding sources the Public Works Department benefits from a wide variety of yearly tasks to perform. The following pages will go into further detail of the varied work the Public Works Department performed in 2017.

A recap of 2017 should begin with the reorganization of the Public Works Department in 2017. The reorganization was the first of its kind, for the Public Work Department, in over a decade and was implemented to better allocate resources where needed and provide a sense of unity for staff throughout the Department. A new Public Works Department Manager was hired to run the day to day operation and staffing of the Department. An Assistant Public Works Manager along with a Crew Leader were hired to create the management team for the Public Works Department along with the Public Works Manager. This new leadership team, under the guidance of the City Engineer/Director of Public Works, was meant to streamline the day to day operation by providing unified goals to staff on job duties, responsibilities, and scheduling.

The Public Works Department handles the operation and management of the Water utility, Sanitary Sewer utility, and Storm Water utility. Each one of these utilities has expansive footage of piping beneath City streets which includes infrastructure such as concrete manholes, vaults, metering, sampling sites, booster stations, lift stations, buildings and land. A building for any one of these utilities may include mechanical pumping equipment, advanced electrical systems for operation, record keeping equipment, real time communication equipment, specialized heating and ventilation equipment, and dedicated rooms for various apparatuses.

Public Works Staff planting trees with students for Arbor Day.

Fire hydrant flushing being done by Public Works staff.

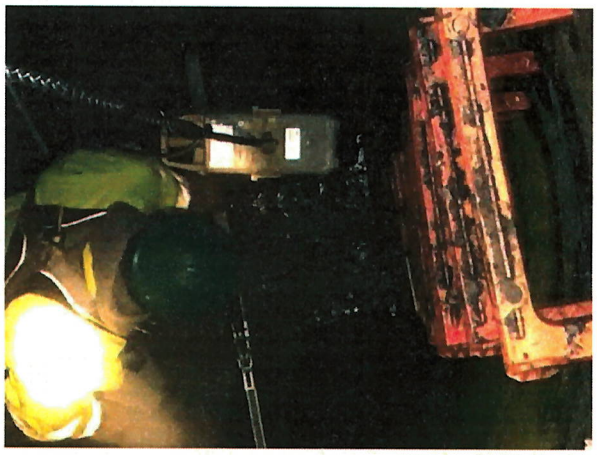
Public Works Staff performing boulevard tree trimming in the right of way.

# Public Works Department

There are many routine duties that the Public Works Department performs on a daily, weekly, monthly, and yearly basis for these utilities. As part of the Water Utility the Public Works Department is required by the Wisconsin Department of Natural Resources to complete frequent testing (laboratory and field) of the City of Onalaska public water supply. A regulatory report called Consumer Confidence Report (CCR) is carried out annually detailing the source of water, types of treatments used, and the level of any contaminants found. Below is a list of various laboratory testing done by the Public Works Department in 2017:

· 20 State coliform bacteriological tests/month
· 10 bacteriological tests of new construction
· 5 Reservoir cleaning samples
· 12 State split fluoride samples
· 4 Quarters of Nitrate samples
· 4 TTHM samples (disinfection byproducts)
· 4 HAA5 samples (disinfection byproducts)
· 4 raw samples/quarter (Well sites)
· Fluoride, chlorine, phosphate, Fe, Mn, Temperature and hard ness sampling daily
· Lab personnel also monitored 28 random water testing sites as a proactive program each month
· Hydrant flushing for maintenance of the water mains and increased water quality
· Entry point sampling twice a week (wells)
· 4 Quarterly Volatile Organic sampling
· EMOR (Electronic Monitoring Operating Report) each month of pumping and water quality data submitted to Wisconsin DNR

Additional duties performed by the Public Works Department, as it manages the City's Water Utility, are valve maintenance, fire hydrant flushing and maintenance, cross connection inspections, and water meter testing. The City of Onalaska has over 1,500 valves throughout the water distribution system that are required, by the Public Service Commission, to be operated and checked yearly to ensure proper operation. Each year the Public Works Department flushes over a thousand fire hydrants during the year to confirm correct functionality of the fire hydrant and to confirm/improve water quality within the Water Utility distribution system. Wisconsin Department of Natural Resources required cross connection inspections are performed both by the Public Works Department and a private consultant to confirm that no unwanted connections are present that would allow non-potable water to enter the City of Onalaska Water Utility public drinking water distribution system.



Public Works Staff inserting flow monitoring equipment in a sanitary sewer manhole.

Public Works staff giving a tour of Well #9 water treatment facility to elementary school students.

Public Works Staff assisting the Parks Department with scoreboard maintenance.

# Public Works Department

The Storm Water utility also heavily contributes to the daily workload of the Public Works Department. The Main Street Storm Water lift station is a complex pumping station with three 300 horsepower submersible pumps, complex electrical equipment including an outdoor emergency generator, and a 22' wide, 45' long, and 25' deep wet well that is completely cleaned two to three times per year. In addition to the work routinely done at the Storm Water lift station, the Public Works Department regularly performs activities that are a benefit to the Storm Water utility. The Public Works Department makes various repairs to storm sewer catch basins and manholes that include concrete work, casting adjustments, street repair, and restoration. It also inspects and maintains the Storm Water Utility storm sewer outfalls and detention ponds. Beginning in late March and ending in October each year the Public Works Department performs street sweeping operation throughout Onalaska. Street sweeping collects small particles and trash that accumulates in the curb line of the street and mechanically removes it from the street so it cannot enter the storm sewer system thus preventing the material from contaminating in local waterways.

The Sanitary Sewer Utility adds assignments to the Public Works Department such as inspection and cleaning Sanitary Sewer Utility mains and lift stations each year. A sewer cleaning truck (Vactor) is used to clean the sanitary sewer mains with a 600' high pressure water hose. The same Vactor truck is also used to clean all the Sanitary Sewer Utility lift stations five times per year. The Public Works Department inspects the inside of thousands of feet of sanitary sewer mains each year for blockages and sags by using both in house and contracted televising equipment designed for use and mobility inside sanitary sewers.

When all of the maintenance, repairs, and upkeep of the Water, Sanitary Sewer, and Storm Water utilities have been completed the Public Works Department must then send out the billing for these utilities. Bills are mailed on a quarterly basis to over 6,000 customers that include quarterly reads for all water meters, sanitary sewer charges based off of the water meter readings, and the quarterly cost for storm sewer based on the amount of impervious surface and or the zoning of the property.

Public Works staff making a confined space entry into a sanitary sewer manhole.

Public Works Staff working in the City Cemetery.

# Public Works Department

The Public Works Department is also tasked with the wide variety of duties that occur within and along City of Onalaska right of ways. The largest of these duties may be snow and ice control removal during the winter months. The Public Works Department utilizes plow trucks, front end loaders, and pickup trucks to clear snow and ice during winter storm events. Plow trucks perform that largest amount of clearing from City streets, front end loaders are used in cul-du-sac for better mobility, and pickup trucks are used for various parking lots, alleys, and the City Cemetery. Each year the Public Works Department uses close to a thousand tons of salt, hundreds of tons of sand/salt mix, and thousands of gallons of salt brine during winter storm events.

In addition to snow and ice control the Public Works Department provides many urban forestry maintenance needs to the trees within the public right-of-way. These needs include trimming, pruning, tree removal, stump grinding, and inspections. The Public Works Department picks up residential brush monthly at curbside. Staff also maintains, repair, and inventory's the traffic signals and street signs in Onalaska. Annually the Public Works Department renew existing and install new pavement markings to ensure and enhance public safety along streets and intersections.

The Public Works Department is assigned to maintain and operate the City of Onalaska Cemetery. It spends thousands of employee hours each year maintaining the cemetery grounds with grass mowing, grass trimming, tree planting, tree trimming, refuse removal, and infrastructure repairs. The Public Works Department operates the cemetery by preparing the ground for burials, appointments for grave sales, and staking headstones and block corners.

Finally, the Public Works Department provides fleet maintenance for the over one hundred city owned vehicles and fifty plus miscellaneous pieces of equipment. In any given year the Public Works Department will make over five hundred service repairs to the City of Onalaska fleet.

Public Works staff making a service repair to a lawn mower deck.

Public Works staff use a front end loader to store road salt for snow and ice control during winter months.

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #13 |
| Project/Item Name: | Sodium chloride 2018/2019 purchase |
| Location: | Citywide |
| Requested Action: | Approval of 2018/2019 purchase |
| Staff Report/Description: | The Wisconsin DOT bids out roadway deicing salt on a yearly basis. The Wisconsin DOT will be distributing the documents prior to the meeting. The City will need approximately 475 tons of early fill salt to have both storage facilities at the Public Works Facility at capacity. Two budget worksheets have been attached outlining budget impacts of a 300 ton versus 475 ton salt purchase. |
| Attachments: | Budget worksheets |

# 2018 Salt & Sand

| Project Costs | Cost Incurred | Balance |
|---|---|---|
| 2018 budget | | $77,105.00 |
| Salt purchased March 2018 - 500 ton regular and 218 ton reserve | $47,470.00 | $29,635.00 |
| Salt brine purchased from La Crosse County January & February | $2,820.00 | $26,815.00 |
| Sand mix purchased from La Crosse County January & February | $1,350.00 | $25,465.00 |
| 475 ton early salt fill @ $70/ton | $33,250.00 | -$7,785.00 |
| Salt brine purchased from La Crosse County December | $2,500.00 | -$10,285.00 |
| Sand mix purchased from La Crosse County December | $1,700.00 | -$11,985.00 |

Note: 475 ton early fill would fill the City 600 ton shed and 1,000 ton shed. At the start of the 2017/2018 season both sheds were full.

# 2018 Salt & Sand

| Project Costs | Cost Incurred | Balance |
|---|---|---|
| 2018 budget | | $77,105.00 |
| Salt purchased March 2018 - 500 ton regular and 218 ton reserve | $47,470.00 | $29,635.00 |
| Salt brine purchased from La Crosse County January & February | $2,820.00 | $26,815.00 |
| Sand mix purchased from La Crosse County January & February | $1,350.00 | $25,465.00 |
| 300 ton early salt fill @ $70/ton | $21,000.00 | $4,465.00 |
| Salt brine purchased from La Crosse County December | $2,500.00 | $1,965.00 |
| Sand mix purchased from La Crosse County December | $1,700.00 | $265.00 |

-

# Salt/Sand Daily Usage Log

| Date | Temp | Snow | Salt (Tons) | Sand(Tons) |
|---|---|---|---|---|
| 12/9/2017 | 25° | .7" | 50.6 | |
| 12/11/2017 | 32° | 1.4" | 60.4 | |
| 12/28/2017 | | .5" | 48.1 | 18 |
| 12/29/2017 | | .5" | 30.6 | |
| 1/3/2018 | 8° | .4" | 31.9 | |
| 1/12/2018 | | | 75.0 | |
| 1/15/2018 | 10° | 6" | 101.9 | 18 |
| 1/16/2018 | 9° | 1" | 48.8 | 9 |
| 1/22/2018 | 36° | 1" | 47.9 | |
| 1/23/2018 | 20° | 1" | 72.5 | 19 |
| 1/25/2018 | | | 4.0 | |
| 1/28/2018 | | 1" | 36.3 | |
| 2/3/18 thru 2/4/18 | | 4" | 165.4 | |
| 2/6/2018 | | 1" | 40.6 | |
| 2/9/2018 | 10° | 2" | 43.5 | 6.75 |
| 2/19/18 thru 2/20/18 | 33° | Ice | 95.0 | |
| 2/23/2018 | | Ice | 39.1 | |
| 2/25/2018 | | 1" & Ice | 84.1 | |
| 3/6/2018 | 37° | 6" | 65.0 | |
| **Total** | | | **1,140.7** | **70.75** |

| | | |
|---|---|---|
| Pick up truck | 25 loads | 25 |
| Parks | | 10 |

## Salt Brine Pickup

**2017**

| Date | Gallons |
|---|---|
| 12/12/2017 | 500 |
| 12/12/2017 | 500 |
| 12/13/2017 | 1,000 |
| **Total** | **2,000** |

**2018**

| Date | Gallons |
|---|---|
| 1/3/2018 | 200 |
| 1/12/2018 | 500 |
| 1/19/2018 | 500 |
| 2/2/2018 | 2,000 |
| 2/5/2018 | 500 |
| 2/8/2018 | 900 |
| 2/16/2018 | 2,500 |
| 2/21/2018 | 2,000 |
| 2/22/2018 | 500 |
| 2/22/2018 | 2,000 |
| 2/22/2018 | 500 |
| 2/22/2018 | 500 |
| 3/5/2018 | 1,500 |
| **Total** | **14,100** |

| | |
|---|---|
| **Grand Total** | **16,100** |

Division of Transportation System Development
Bureau of Highway Maintenance
4822 Madison Yards Way, 5th Floor - South
Madison, WI 53707-7986

Scott Walker, Governor
Dave Ross, Secretary
Internet: www.dot.wisconsin.gov

Telephone: 608-266-1202
E-mail: saltadmin@dot.wi.gov

March 30, 2018

RE: Participation in 2018-2019 WisDOT Salt Contract and Salt Shed Inspection

Dear Local Official,

This letter provides information on the Department's plan for purchasing salt for the 2018-2019 winter season and a request to inspect your salt sheds. I encourage you to carefully consider this information before deciding whether your local government will benefit from participation in this WisDOT bid for road salt.

**SALT BID INFORMATION:**

Attached is a Municipal Agreement form which needs to be filled out and submitted via e-mail to saltadmin@dot.wi.gov by April 18th, 2018. The Department needs this information to begin the salt procurement process. Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

A challenge for those participating in the bid is determining the quantity of road salt they will request to purchase, with some uncertainty on how much may be needed to finish up the current winter season. When calculating your salt needs for the 2018-2019 bid remember to include any seasonal salt from the 2017-2018 contract that you have not ordered yet as well as any vendor reserve that you are planning on purchasing.

Over the past several years all of the salt contractors servicing Wisconsin have struggled to keep up with the peak demand during the winter seasons. The transportation system, including ports, depots and private trucking resources has been routinely pushed to capacity. In addition, salt requested by local governments has continued to become more unbalanced with increasing amounts allocated to seasonal deliveries. In general, salt purchased in the early fill category is cheaper and easier for the salt contractor to provide than seasonal and vendor reserve. The more salt taken in early fill allows for additional dock space and resources to bring salt into the state prior to lakes possibly freezing up. Beware that there could be delays in getting orders filled in January because so many municipalities wait until their new fiscal year to order.

To help reduce the peak demands the state is maximizing the amount of early fill salt to fill sheds prior to the winter season. We are asking local governments to do the same and fill storage space allocated for road salt to capacity during the early fill season which ends on November 16th, 2018. The Department encourages local governments participating in the bid to utilize all available storage.

We continue to believe the current cooperative statewide bid is beneficial for both WisDOT and local units of government. Please understand, WisDOT has a role and responsibility to structure the salt contract in a manner that will help aid in timely delivery of salt during the winter season. This process and terms for the WisDOT salt contract may not generate the best results for some local governments, depending on their unique local circumstances. We encourage each local government to carefully consider what approach is best for meeting road salt needs.

**SALT SHED INSPECTIONS:**
This year, we are asking that **you** provide an inspection of your shed. We want to keep it as simple as possible, and still meet the requirements of Trans 277. The Bureau of Highway Maintenance has provided a website to assist you with the inspection of your shed (http://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/winter-maintenance/rd-slt-strg.aspx ). About halfway down the page, you'll find links for inspection forms and instructions. From that web-page you can print off last year's inspection. The intent is that when you go to your shed to see how much salt is left from this past winter (to determine how much you will need on the next salt contract), you can look over and inspect the shed and note any issues right on the printed inspection from last year. We finally ask that you scan the notes you take and email them to Allan Johnson, the State Winter Maintenance Engineer at the Bureau of Highway Maintenance. allan.johnson@dot.wi.gov Again, there are more detailed instructions at the website link at the bottom of this letter.

Thank you for your timely response to this letter and the Municipal Agreement.

Sincerely,

James P. Hughes, P.E.
State Highway Maintenance Engineer, Bureau of Highway Maintenance

MUNICIPAL AGREEMENT TO PURCHASE SODIUM CHLORIDE ON WISDOT BID (March 2018)

**THIS AGREEMENT MUST BE SIGNED, DATED, AND RECEIVED BY LISA MEINHOLZ (saltadmin@dot.wi.gov)**
**WISDOT, Bureau of Highway Operations, P.O. Box 7986, Madison, WI 53707-7986)**
**NO LATER THAN 5 PM ON WEDNESDAY, APRIL 18, 2018.**

Annually the Wisconsin Department of Transportation, Bureau of Highway Maintenance takes bids for sodium chloride to be used as a deicing agent. For the 2018-19 bid the Department will receive a single, combined price to include three categories of delivery services for its road salt needs. They are:

1. Guaranteed Early Fill - this service is to take delivery of salt that will fill the purchaser's storage facilities to capacity. Salt contractor is required to complete delivery by November 16, 2018. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed early fill will be taken by the purchaser at the price awarded to the salt contractor. It obligates the salt contractor to deliver this guaranteed quantity. Early fill salt can be ordered as soon as the contracts are signed by the salt contractor. Salt contractors may ship road salt starting on the contract award date and concluding delivery by November 16, 2018 for 75% of the early fill quantity and December 1, 2018 for the remaining 25%. Notice to the purchasing agency is required as specified in the contract. The purchasing agency (Municipality or DOT) must order the salt by the November 16, 2018. Any unordered salt by these guidelines may result in forfeiture of salt in this category.

2. Guaranteed Seasonal Fill - this service is to take delivery of salt that will re-fill the storage facilities after November 16, 2018 and up to April 30, 2019. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed seasonal fill will be taken by the purchaser at the price awarded to the salt contractor, but the request for delivery is made by the purchasing agency. When both guaranteed early fill, and guaranteed seasonal fill are contracted, the municipality should take all early fill first before beginning to take delivery of seasonal fill.

3. Vendor Reserve - the salt contractor assures that it will have a reserve enabling it to provide additional salt up to the quantity let for bid as vendor reserve, which is taken at the discretion of the purchaser at the price awarded to the salt contractor. **The purchaser's vendor reserve cannot be more than 20% of the total of the Early Fill plus Seasonal Fill for a municipality.**

The WisDOT Bureau of Highway Maintenance will include the requested salt quantities for local units of government in the quantity for the statewide bid. Participating local units of government must agree to abide by the Special Terms and Conditions of the contract between WisDOT and the Salt Contractor including procedures for ordering, taking delivery, acknowledging receipt of delivery, making payment for salt received, salt quantities, salt unit prices, and assessing penalties. By signing, participants are also agreeing to comply with Administrative Code TRANS 277 which requires registration and compliance at all salt storage facilities. TRANS 277 also requires annual on-site storage facility inspections.

The _____ of _____ _____ County requests WisDOT to acquire the following
(Name of Municipality) (County)
quantity of sodium chloride for the 2018-2019 winter season and agrees to purchase at least the quantities shown in item 3 and item 4 below and to make payment as contractually required.

1. Current Inventory _____tons. (Include tonnage of yet to be delivered salt from 2017/2018 contract.)

2. Estimated Storage Capacity for Road Salt _____tons. (This quantity should be the amount of storage available for regular road salt and should not include storage needed for sand/salt mix or other products)

3. Guaranteed Early Fill _____ tons. (Early fill orders (DT2208) requested after November 1, 2018 may not receive delivery by the November 16, 2018 date and will be at the vendor's discretion.)

4. Guaranteed Seasonal Fill _____ tons.
(Purchaser must take 100% delivery from the time the contract is awarded up to April 30, 2019)

5. Vendor Reserve _____tons. (This quantity can be no more than 20% of the sum of Items 3 and 4. . Quantities that do not meet this requirement will be adjusted accordingly. Purchaser may take delivery at its discretion between November 16, 2018 and up to April 30, 2019.)

Participants will receive a copy of the Bid Documents, the procedure to place orders, the form DT 2208 and instructions on how to use it, and assistance on other requirements contained in the Bid Documents.
*ALL SALT ORDERS MUST BE SUBMITTED TO SALT CONTRACTORS ON A DT2208 FORM

Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

Signature Approval Authority (electronic signature accepted) Date

Contact Phone Number (ex: xxx-xxx-xxxx)

Contact Fax Number (ex: xxx-xxx-xxxx)

Contact E-mail Address

# STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

April 3, 2018

| | |
|---|---|
| Agenda Item: | #14 |
| Project/Item Name: | Wis. DNR MS4 storm water annual report |
| Location: | Citywide |
| Requested Action: | Approval of report |
| Staff Report/Description: | Each year an annual report must be approved by the Common Council and then submitted to the Wis. DNR. Current activities outlined in the annual report satisfy mandated storm water regulations. |
| Attachments: | 2017 Wis. DNR MS4 storm water annual report |

# Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted.**

## Reporting Information

**Submittal Type:** Annual Report

**Project Name:** Onalaska 2017 MS4

**County:** La Crosse

**Municipality:** Onalaska, City

**Facility Number:** 31067

**Reporting Year:** 2017

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

**Annual Report**

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Attach the following items as appropriate using the attachments tab above
  - Construction Site Pollution Control Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Leaf and Yard Waste Management
  - Municipal Cooperation Attachment
  - Municipal Facility Inspections
  - Pollution Prevention Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Storm Water Consortium/Group Report
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Winter Road Maintenance
  - Other Annual Report Attachment
- Complete all required forms and upload required attachments
- Sign and Submit form

# Municipal Contact Information- Complete

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].
**Note**: Compliance items must be submitted using the Attachments tab.

## Municipality Information

**Name of Municipality** Onalaska, City

**Facility ID # or (FIN):** 31067

**Updated Information:** ☐ Check to update mailing address information

**Mailing Address:** 415 Main Street

**Mailing Address 2:**

**City:** Onalaska

**State:** Wisconsin

**Zip Code:** 54650 xxxxx or xxxxx-xxxx

Does the municipality rely on another government entity to satisfy some of the permit requirements?
◉ Yes ○ No ○ Unsure

Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?
○ Yes ◉ No ○ Unsure

## Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

☐ Select to ***create new*** primary contact

**First Name:** Jarrod

**Last Name:** Holter

☑ Select to ***update*** current contact information

**Title:**

**Mailing Address:** 415 Main St.

**Mailing Address 2:**

**City:** Onalaska

**State:** WI

**Zip Code:** 54650 xxxxx or xxxxx-xxxx

**Phone Number:** 608-781-9537 Ext: 1 xxx-xxx-xxxx

**Email:** jholter@cityofonalaska.com

## Additional Contacts Information (Optional)

**Individual with responsibility for: (Check all that apply)**

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☑ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

| | |
|---|---|
| **First Name:** | Kevin |
| **Last Name:** | Schubert |
| **Title:** | |
| **Mailing Address:** | 415 main street |
| **Mailing Address 2:** | |
| **City:** | onalaska |
| **State:** | WI |
| **Zip Code:** | 54650 xxxxx or xxxxx-xxxx |
| **Phone Number:** | 608-781-9537 Ext: xxx-xxx-xxxx |
| **Email:** | kschubert@cityofonalaska.com |

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

| Mechanism | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional) |
|---|---|---|---|

**Topic:** Detection and elimination of illicit discharges

Website Select... ◉ Yes ○ No

**Topic:** Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

Website Select... ◉ Yes ○ No

**Topic**: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Website Select... ◉ Yes ○ No

**Topic**: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Website Select... ◉ Yes ○ No

**Topic**: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Website Select... ◉ Yes ○ No

| Mechanism | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional) |
|---|---|---|---|

**Topic**: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Website Select... ◉ Yes ○ No

**Topic**: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Website Select... ◉ Yes ○ No

**Topic**: Promote environmentally sensitive land development designs by developers and designers,

including green infrastructure and low impact development

Website | Select... | ◉ Yes ○ No

**Topic**: Other (describe):

Select... | Select... | ○ Yes ○ No

**b.** Any other Public Education and Outreach program information for inclusion in the Annual Report may be added here or attached on the attachments page.



## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

**a.** Describe how the municipality has kept the following local officials and municipal staff apprised of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Email

Municipal Officials

Email

Appropriate Staff

Email and meetings

**b.** Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional .

| Mechanism | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional) |
|---|---|---|---|

**Topic:** Storm Water Management Plan and/or updates

Website | Select... | ○ Yes ○ No

**Topic**: Storm water related ordinance and/or updates

Website | Select... | ○ Yes ○ No

**Topic**: MS4 Annual Report

| | | | |
|---|---|---|---|
| Government Event (Public Hearing, Council Meeting, etc) | Select... | | ○ Yes ○ No |

**Topic**: Volunteer Opportunities

| | | | |
|---|---|---|---|
| Website | Select... | | ○ Yes ○ No |

**Topic**: Other (describe) :

| | | | |
|---|---|---|---|
| Select... | Select... | | ○ Yes ○ No |

c. Any other Public Involvement and Participation program information for inclusion in the Annual Report may be added here or attached on the attachments page



## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

| | | |
|---|---|---|
| a. How many total outfalls does the municipality have? | 61 | ☐ Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | 61 | ☐ Unsure |
| c. How many were confirmed illicit discharges? | 0 | ☐ Unsure |
| d. How many illicit discharge complaints did the municipality receive? | 0 | ☐ Unsure |
| e. How many were confirmed illicit discharges? | 0 | ☐ Unsure |
| f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? | 0 | ☐ Unsure |

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? ☐ Unsure

| | |
|---|---|
| ☑ Verbal Warning | 0 |
| ☑ Written Warning (including email) | 0 |
| ☑ Notice of Violation | 0 |
| ☑ Civil Penalty/ Citation | 0 |

h. Any other Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report may be added here or attached on the attachments page.



## Minimum Control Measures - Section 4 : Complete

## 4. Construction Site Pollutant Control

a. How many total construction sites were active at any point in the reporting year? ☑ Unsure

b. How many construction sites did the municipality issue permits for in the reporting year? 30 ☐ Unsure

c. Do the above numbers include sites <1 acre? ○ Yes ○ No ◉ Unsure

d. How many erosion control inspections did the municipality complete in the reporting year? 1014 ☐ Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

| | |
|---|---|
| ☑ Verbal Warning | 18 |
| ☐ Written Warning (including email) | |
| ☐ Notice of Violation | |
| ☐ Civil Penalty/ Citation | |
| ☐ Stop Work Order | |
| ☐ Forfeiture of Deposit | |
| ☐ No Authority | |
| ☐ Other - Describe below | |

f. Any other Construction Site Pollutant Control program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Erosion Inspection =1014 (641 Commercial, 371 Residential), Construction Sites = 30 (12 Commercial, 12 Residential)



## Minimum Control Measures - Section 5 : Complete

## 5. Post-Construction Storm Water Management

a. How many new construction sites with new structural storm water management practices have received local approvals ? 4 ☐ Unsure

b. How many privately owned storm water facility inspections were completed in the reporting year ? ☑ Unsure

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

| | |
|---|---|
| ☑ Verbal Warning | 18 |
| ☑ Written Warning (including email) | 0 |
| ☑ Notice of Violation | 0 |

- ☐ Civil Penalty/ Citation
- ☐ Forfeiture of Deposit
- ☐ Complete maintenance
- ☐ Bill responsible part
- ☐ No Authority
- ☐ Other - Describe below

d. Any other Post-Construction Storm Water Management program information for inclusion in the Annual Report may be added here or attached on the attachments page.



## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

a. Enter the total number of municipally owned or operated structural storm water facilities ? 190 ☑ Unsure

b. How many new municipally owned storm water facilities were installed in the reporting year ? 60 ☐ Unsure

c. How many municipally owned storm water devices were inspected in the reporting year? ☑ Unsure

d. How many of these facilities required maintenance? ☑ Unsure
If so, attach report on attachments page.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

e. How many inspections of municipal properties been conducted in the reporting year? 2 ☐ Unsure

f. Have amendments to the SWPPPs been made? ○ Yes ◉ No ○ Unsure

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

g. Did the municipality conduct street sweeping/cleaning during the reporting year? ◉ Yes ○ No ○ Unsure

h. If known, how many tons of material was removed? 625 ☐ Unsure

i. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
◉ Yes
○ No - Explain _____

○ Not Applicable
○ Unsure

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

j. Did the municipality conduct catch basin sump cleaning during the reporting year?
◉ Yes ○ No ○ Unsure

k. How many catch basin sumps were cleaned in the reporting year? ☑ Unsure

l. If known, how many tons of material was removed? ☑ Unsure

m. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
○ Yes
○ No - Explain

_____

◉ Not Applicable
○ Unsure

Collection Services - *Leaf Collection Program* ☐ Not Applicable

n. Does the municipality conduct curbside leaf collection? ◉ Yes ○ No ○ Unsure

o. Does the municipality notify homeowners about pickup? ◉ Yes ○ No ○ Unsure

Where are the residents directed to store the leaves for collection?
☑ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
☐ Other - Describe

_____

p. What is the frequency of collection?
About once a week from Mid-October to Mid-November

q. Is collection followed by street sweeping/cleaning? ◉ Yes ○ No ○ Unsure

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

r. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 100 ☐ Unsure

s. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Oct 0 Nov 0 Dec 170 Jan 380 Feb 380 March* 52

Liquids (gallons) (ex. brine)

Oct 0 Nov 0 Dec 2000 Jan 120 Feb 11400 March* 1500

t Was salt applying machinery calibrated in the reporting year? ◉ Yes ○ No ○

Unsure

u. Have municipal personnel attended salt reduction strategy training in the reporting year? ○ Yes ◉ No ○ Unsure

If yes, describe what training was provided:

When: How many attended:

Internal (Staff) Education & Communication

v. Have training or education on SWPPPs for municipal facilities been held for municipal or other personnel? ○ Yes ◉ No ○ Unsure

If yes, describe what training was provided

When: How many attended:

Additional Pollution Prevention Information

w. Any other Pollution Prevention program information for inclusion in the Annual Report may be added here or attached on the attachments page.



## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? ◉ Yes ○ No ○ Unsure

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities
- ☑ Storm pipes
- ☐ Vegetated swales
- ☑ Outfalls
- ☐ Other - Describe below

b. Any other Storm Sewer System Map information for inclusion in the Annual Report may be added here or attached on the attachments page.

## Final Evaluation - Complete

### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

| **Annual Expenditure** Reporting Year | **Budget** Reporting Year | **Budget** Upcoming Year | **Source of Funds** |
|---|---|---|---|
| **Element:** Public Education and Outreach | | | |
| 3815 | 3966 | 8164 | Storm water utility |
| **Element:** Public Involvement and Participation | | | |
| 3482 | 3620 | 7135 | Storm water utility |
| **Element:** Illicit Discharge Detection and Elimination | | | |
| 1865 | 1939 | 1899 | Storm water utility |
| **Element:** Construction Site Pollutant Control | | | |
| 21024 | 21852 | 20848 | Storm water utility |
| **Element:** Post-Construction Storm Water Management | | | |
| 15634 | 16250 | 15987 | Storm water utility |
| **Element:** Pollution Prevention | | | |
| 334035 | 347187 | 351103 | Storm water utility |
| **Element:** Storm Water Quality Management | | | |
| 0 | 0 | 0 | Storm water utility |
| **Element:** Storm Sewer System Map | | | |
| 5678 | 5902 | 5695 | Storm water utility |
| **Other** (describe) | | | |
| Administrative Costs | | | |
| 57237 | 59491 | 60666 | Storm water utility |

### Water Quality

**a**: Were there any known water quality improvements or degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

○ Yes ◉ No ○ Unsure If Yes, explain below:

**b**: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

◉ Yes ○ No ○ Unsure

**c**: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

◉ Yes ○ No ○ Unsure

**Additional Information**

Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program.

## Requests for Assistance on Improving Permit Programs

Would municipality like the Department to contact them about providing more information on developing or improving any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement
- ☐ Illicit Discharge Detection and Elimination
- ☐ Post-Construction Storm Water Management
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Construction Site Pollutant Control
- ☐ Pollution Prevention
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and trouble shoot file uploads
*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the  to delete an item.

### Attach Documents

**AR_SWMapFIN**

File Attachment — 2017STORMWATERMAP.pdf

**AR_EOFIN**

File Attachment — 2017PublicEducationoutreachreport.pdf

**(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)**

Do not close your work until you **SAVE.**

## Sign and Submit Your Application

**Steps to Complete the signature process**

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click HERE.

**Terms and Conditions**

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Onalaska, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

◉ Authorized municipal contact using WAMS ID.

○ Delegation of Signature Authority ( Form 3500-123 ) for agent signing on the behalf of the authorized municipal contact.

○ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

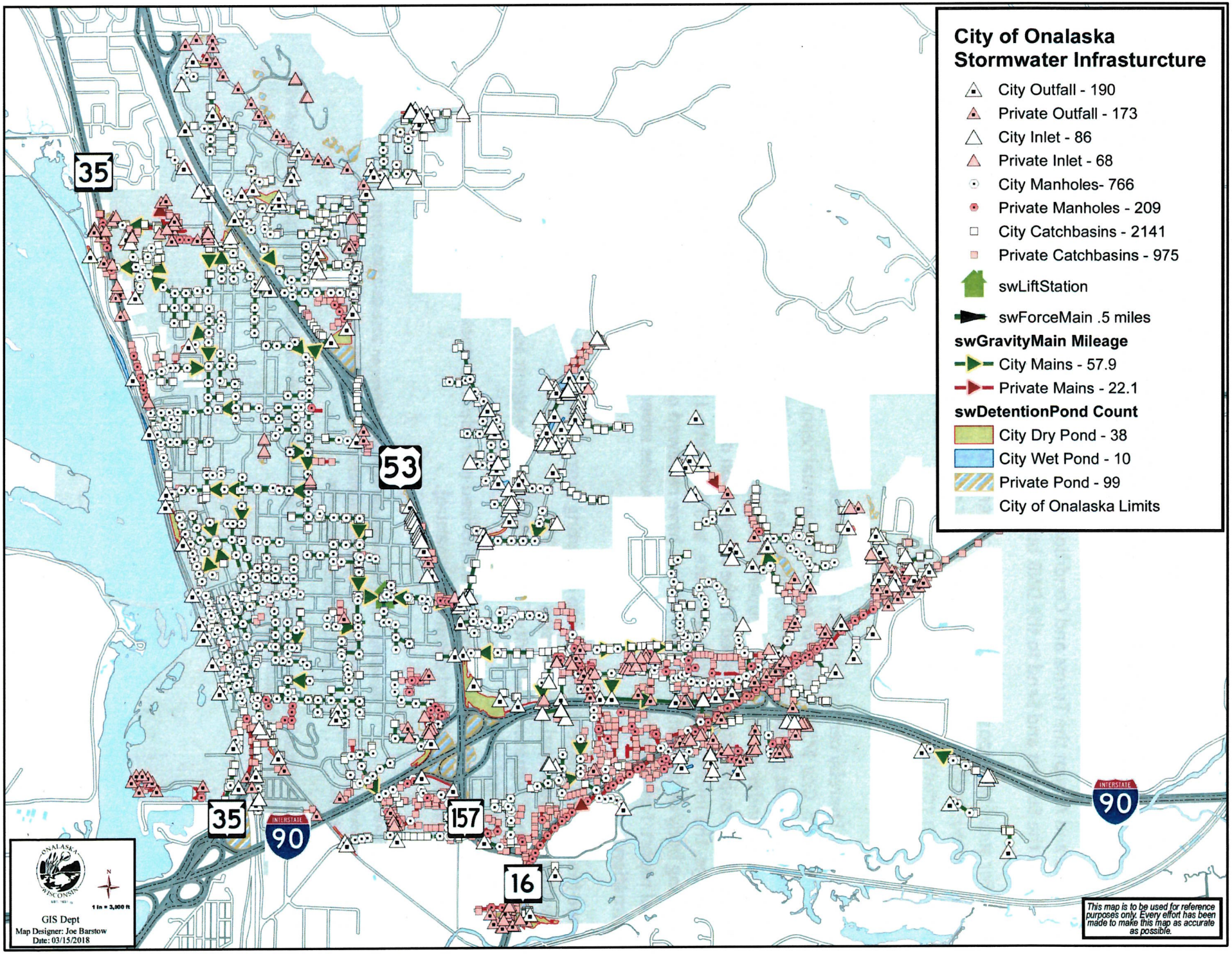
Authorized Signature.

☑ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|onaengineer on 2018-03-27T09:07:01

You have already signed and submitted this application to the DNR. Please contact the Wisconsin DNR for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.


City of Onalaska
Stormwater Infrastructure
City Outfall - 190
Private Outfall - 173
City Inlet - 86
Private Inlet - 68
City Manholes- 766
Private Manholes - 209
City Catchbasins - 2141
Private Catchbasins - 975
swLiftStation
swForceMain .5 miles
swGravityMain Mileage
City Mains - 57.9
Private Mains - 22.1
swDetentionPond Count
City Dry Pond - 38
City Wet Pond - 10
Private Pond - 99
City of Onalaska Limits
35
53
35
90
157
16
90
1 in = 3,000 ft
GIS Dept
Map Designer: Joe Barstow
Date: 03/15/2018
This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.

# 2017 Public Education & Outreach Efforts

## La Crosse Area Urban Stormwater Group

- The La Crosse Urban Storm Water Group continued meeting in 2017. Their activities continue to include coordinated distribution of storm water education materials within local municipal building permit folders. All municipalities in La Crosse County have the option of including construction-related best management practices materials for inclusion with building permit applications.

- The La Crosse Urban Storm Water Group continued meeting in 2017 developed a bi-annual intergovernmental contract for Public Storm Water Education & Outreach (July 2017 – July 2019). As part of this two-year agreement each municipality has agreed to continue to cost share the next bi—annual public education campaign. This will include a new revamped website, best rain garden awards and an upcoming spring awareness campaign align with the Upper Mississippi River clean up effort.

- March, 2017– Rain garden & rain barrel display at Washburn Neighborhood's "Spring Into Gardening" open house at La Crosse's Lincoln Middle School. Over 250 participants attended this open house – with rain garden materials, and website promotion. Rain barrel materials were provided to interested browsers. The event includes a painted rain barrel contest/ judging event, awarded to best painted rain barrel.

- April, 2017 – Display booth at the La Crosse Area Earth Fair – promoting the La Crosse Urban Stormwater Group and La Crosse Waters website, LaCrosseWaters.org:

    - Over 2,000 attendees were estimated present at the La Crosse Area Earth Fair

    - Handouts and brochures with multiple pages displaying helpful suggestions on how residents can learn more about storm water, including links to the La Crosse Waters.org website.

- Following a Late July storm event, significant attention was needed for one of the Project Restore Bio retention cells. Roadwork activity on a site uphill illustrated the direct impact of heavy rains on construction sites, and the needs for site sediment containment.

- La Crosse Waters Website continues to be maintained and visited by the general public. The following statistics were provided La Crosse County IT Department:

| Month | Average Hits/Day | Average Visitors/Day |
|---|---|---|
| January 2017 | 405 | 40 |
| February 2017 | 412 | 31 |
| March 2017 | 415 | 40 |
| April 2017 | 449 | 42 |
| May 2017 | 437 | 43 |
| June 2017 | 361 | 42 |
| July 2017 | 346 | 45 |
| August 2017 | 390 | 52 |
| September 2017 | 517 | 66 |
| October 2017 | 370 | 59 |
| November 2017 | 303 | 47 |
| December 2017 | 289 | 31 |
| | | |

**State of Wisconsin**
**DEPARTMENT OF NATURAL RESOURCES**
**La Crosse Service Center**
**3550 Mormon Coulee Road**
**La Crosse WI 54601**

**Scott Walker, Governor**
**Daniel L. Meyer, Secretary**
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

January 2, 2018

Mr. Jim Prindle, Public Works Director
City of Onalaska
415 Main Street
Onalaska, WI 54601

PWS ID# 63203272
Onalaska Waterworks
La Crosse County

Subject: Corrosion Control

As discussed on the phone today and during the December sanitary survey, the Department recommends the City resume treatment for optimizing corrosion control. The reason for the recommendation is that your 90th percentile copper levels continue to be elevated and are close to the federal action level of 1300ug/l Cu. Improvements in your flushing and disinfection programs, while important, do not appear to have had an appreciable effect on reducing copper levels. It is unlikely the City will continue to remain below the action level without addressing uniform corrosion and addressing uniform corrosion would require treatment.

The Department is using recent EPA guidance in carrying out responsibilities related reviewing and approving optimization of corrosion control programs – "*Optimal Corrosion Control Treatment Evaluation Technical Recommendations for Primacy Agencies and Public Water Systems*" (2016). Voluntary water quality testing completed last year indicates that orthophosphate treatment may be appropriate in optimizing corrosion control in Onalaska. This appears to be supported by studies you have completed in the past.

The following information would be needed before you resume any treatment:

- Submit the *Corrosion Control Treatment Recommendation Packet* I emailed you today. Please include any corrosion control studies you performed in the past that would support the proposed treatment method. The Department reviews the information in the packet, proposed treatment method, and the target dose before approving it.

- While not a requirement, the City may want to consider a pilot study to determine whether orthophosphate would be effective at controlling copper corrosion. This could also help you to determine an appropriate chemical dose. If you decide to complete a pilot study, submit the results with the *Corrosion Control Treatment Recommendation Packet.*

- Feed system plan review would be required. If you are proposing orthophosphate treatment, the existing feed systems would likely remain the same. However, review is still needed to verify it can deliver the correct amount of chemical for the target dose and the feed pumps and solution containers are sized appropriately. Submit forms 3300-260 and 3300-227. Below are the links to the forms:

http://dnr.wi.gov/files/PDF/forms/3300/3300-260.pdf

http://dnr.wi.gov/files/PDF/forms/3300/3300-227.pdf

- Submit the material safety data sheet (MSDS) and national sanitation foundation (NSF) certification with the above plan review forms.

- Testing equipment is needed to ensure you maintain the correct target dose. You may already have that. If using ortho, the test method used must be for orthophosphate.

- When treatment begins, the Department will add reporting blocks in your monthly operating reports so you can report the test results. For orthophosphate treatment, entry point and distribution system testing will need to be completed twice weekly.

The Department is supportive of your consideration to resume treatment to optimize corrosion control. This should also allow you to meet newer federal requirements which may include monitoring at sites with new copper plumbing. If you have any questions, please contact me at (608)785-9013.

Sincerely,

Charlie Cameron, P.E.
Environmental Engineer

cc: DG Supervisor – WCR
Bureau of Drinking Water/Groundwater - DG/5

# BOARD OF PUBLIC WORKS
# MONTHLY ESTIMATES
# April 3, 2018

| Contractor | Original Contract Amount | Change Orders | Paid to Date | Due this Estimate |
|---|---|---|---|---|
| 1. **STRAND ASSOCIATES**<br>S Kinney Coulee Lift Station<br>Construction<br>Estimate #13 | $ 28,300.00 | $ - | $ 19,727.49 | $ 1,578.86 |
| 2. **STRAND ASSOCIATES**<br>6th & Quincy Lift Station<br>Design<br>Estimate #2 | $ 59,900.00 | $ - | $ 7,525.28 | $ 5,650.38 |
| 3. **STRAND ASSOCIATES**<br>12th/Sand Lake & Main St Traffic Signal<br>Design<br>Estimate #1 | $ 27,900.00 | $ - | $ - | $ 3,440.00 |
| 4. **STRAND ASSOCIATES**<br>2018 SCADA Enhancements<br>Design<br>Estimate #1 | $ 19,000.00 | $ - | $ - | $ 836.58 |
| 5. **MISSISSIPPI VALLEY ARCHAEOLOGY CENTER**<br>2017 Utility Project<br>Construction<br>Estimate #1 | $ 2,000.00 | $ - | $ - | $ 2,000.00 |
| 6. **STATE OF WI DOT**<br>I-90/STH 35<br>Sanitary Sewer Install<br>*(Project #1071-06-89)*<br>Estimate #3 | $ 72,000.00 | $ - | $ 40,358.22 | $ 5,217.00 |
| 7. **STATE OF WI DOT**<br>PH/Braund Street<br>Design - State Plan Review<br>*(Project #5991-02-53)*<br>Estimate #10 | $ 50,000.00 | $ - | $ 21,405.97 | $ 1,946.20 |