

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

1

1 The Meeting of the Board of Public Works of the City of Onalaska was called to order at 6:30
2 p.m. on Tuesday, January 2, 2018. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken with the following members present: Mayor Joe Chilsen, Ald. Ron Gjertsen,
6 Ald. Harvey Bertrand, Financial Services Director/Treasurer Fred Buehler, City Engineer Jarrod
7 Holter

8
9 Also Present: City Administrator Eric Rindfleisch, Ald. Jerry Every, Police Chief Jeff Trotnic,
10 Planner/Zoning Inspector Katie Aspenson, Public Works Director Jim Prindle

11
12 **Item 2 – Approval of minutes from previous meeting**

13
14 Motion by Ald. Gjertsen, second by Ald. Bertrand, to approve the minutes from the previous
15 meeting as printed and on file in the City Clerk’s Office.

16
17 On voice vote, motion carried.

18
19 **Item 3 – Public Input (limited to 3 minutes/individual)**

20
21 Mayor Chilsen called three times for anyone wishing to provide public input and closed that
22 portion of the meeting.

23
24 **Consideration and possible action on the following items:**

25
26 **Item 4 – Approximately 6:30 P.M. Public Hearing (or immediately following public input)**
27 **– regarding proposed curb & gutter assessments in the Holiday Heights area along**
28 **Hoffman Place, East Young Drive, West Young Drive and Medary Lane**

29
30 Jarrod noted that at its December 5, 2017 meeting the Board of Public Works had passed
31 Resolution 31-2017, a preliminary resolution regarding assessments for curb and gutter
32 construction. Jarrod said the paperwork for the assessments had been mailed to the property
33 owners in Holiday Heights. Jarrod also said that over the last week he has fielded questions
34 regarding the assessments, noting a neighborhood meeting attended by nearly half of Holiday
35 Heights’ residents had been held in August 2017.

36
37 Mayor Chilsen opened the public hearing and called for anyone wishing to speak in favor of the
38 proposed curb and gutter assessments in the Holiday Heights area along Hoffman Place, East
39 Young Drive, West Young Drive and Medary Lane.

40
41 Mayor Chilsen called three times for anyone wishing to speak in favor of the proposed curb and

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

2

42 gutter assessments in the Holiday Heights area along Hoffman Place, East Young Drive, West
43 Young Drive and Medary Lane, and closed that portion of the public hearing.

44

45 Mayor Chilsen called three times for anyone wishing to speak in opposition to the proposed curb
46 and gutter assessments in the Holiday Heights area along Hoffman Place, East Young Drive,
47 West Young Drive and Medary Lane.

48

49 Jarrod read into the record the following email from Jane and Jim Burchell, 1585 Medary Lane,
50 Onalaska: *“Dear Board of Public Works: We are writing in response to the preliminary
51 resolution regarding the addition of curb and gutter to the Holiday Heights Addition and Parcel
52 [No.] 18-3731-0. We own Lots 21 and 22. We ask that the frontage of Lot 22 be removed from
53 our special assessment fees charged to us for the addition of curb and gutter. The frontage of
54 Lot 22 is owned by the State of Wisconsin, and the remainder of the lot isn’t buildable due to the
55 triangular lot shape, the location of the hill on the lot, and the soil composition being mostly
56 sand. Thanks for your consideration. Jane and Jim Burchell.”*

57

58 Jarrod read into the record the following email from Bruce and Candace Warhanik, 1566 West
59 Young Drive, Onalaska: *“Mr. C. Jarrod Holter: Please let it be on the record that we are in
60 favor of the intention to upgrade the streets [and] curb and gutters for the Holiday Heights
61 Subdivision. Also, [we are in favor of] any associated work that may be included pertaining to
62 replacing the underground supply lines and the need to regrade the properties to accommodate
63 the improvements. While we feel this will not only enhance the neighborhood, and it is much-
64 needed, there is a downside to the project. Once completed, the new streets, with their widening,
65 will also unfortunately encourage and allow for traffic to move faster than what it now already
66 does. It’s easily apparent that some of our own residents think the neighborhood speed limit on
67 East Young and Medary Lane is 40 miles per hour. They should be ashamed of themselves.”*

68

69 Jarrod read into the record the following email from Charles Matthews, 1524 Hoffman Place:
70 *“Dear Mr. Holter: I live at 1524 Hoffman Place in Onalaska, and I received information
71 regarding the curb and gutter system that is planned for the neighborhood. I will not be able to
72 attend the meeting [Tuesday] in regards to this project, but I wanted to make it known that I am
73 not in favor of this project. Please have my vote on the record for the meeting. Thank you.
74 Sincerely, Charles Matthews.”*

75

76 Jarrod read into the record the following email from David and Suzanne Frey, 1564 West Young
77 Drive, Onalaska: *“My wife and I would like to express our total agreement with the city’s
78 consideration to replace the Holiday Heights neighborhood existing watermain. It is our
79 understanding that it is below the city watermain minimum requirement of 6 inches. We are also
80 in agreement that as part of the watermain replacement the city’s replacement of the entire
81 roadway within the neighborhood, and to include concrete curb and gutter, is a much-needed
82 improvement. Needless to say, the watermain in Holiday Heights has reached the end of its*

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

3

83 *design life. Your \$11.29 per foot suggested special assessment for concrete curb and gutter is a*
84 *great value and welcome improvement to our neighborhood streets. Please approve this project.*
85 *I'm sure that the Engineering Department is well aware of the cost of maintaining multiple,*
86 *annual watermain breaks, washed out street repairs, and costs resulting from the flooding that*
87 *occurs under the bridge to the entrance to the Holiday Heights Addition, and to the current and*
88 *future businesses. The watermain under our house has frozen and burst two consecutive years in*
89 *the past four years. Above and beyond the cost the city has incurred, approximately \$500 _____*
90 *to repair our inground irrigation system damaged as a result of the excavation to repair the leak.*
91 *The City of Onalaska has refused to reimburse any of these expenses. The damage to our front*
92 *yard were in the city street right-of-way, and therefore the expenses are considered our*
93 *responsibility. I would also like to comment that none of the neighbors we have talked with have*
94 *disagreed with the need for these improvements. Regards, David and Suzanne Frey."*

95

96 Mayor Chilsen closed the public hearing.

97

98 Jarrod noted he had distributed to board members copies of a map to the overall subdivision,
99 including the areas to be assessed, and he also referred to the letter Jim and Jane Burchell had
100 sent regarding their lot. Jarrod noted that the board had been informed at its December meeting
101 about irregular-shaped lots and corner lots that had received credits. Jarrod referred to a handout
102 showing the Burchell's lot, and he also referred to an area on the map shaded pink that was right-
103 of-way purchased by the Wisconsin Department of Transportation in the 1970s. Jarrod referred
104 to a yellow-shaded portion on the map that is triangular in shape and said this lot is unbuildable
105 due to the elevation differences and the hill coming down. Jarrod said, "After staff looked at this
106 with the Burchells and reviewed what other assessments we had in the neighborhood, due to it
107 being unbuildable and the fact that the DOT made that end of the lot substandard, staff is
108 recommending that we remove the yellow-hatched area from the assessments. That's the only
109 change staff is bringing forward tonight."

110

111 Ald. Gjertsen asked, "We had discussed this piece of real estate once before, didn't we? This
112 particular piece of real estate we're talking about, I think we've talked about it before."

113

114 Jarrod said, "Last month we talked about the three above it. This is down further from it, but it's
115 kind of on the same premise as the ones above the hill."

116

117 Fred asked if the Burchells also had discussed a sidewalk.

118

119 Jarrod told Fred sidewalks are not part of the project, and therefore no assessments regarding
120 sidewalks are being discussed this evening.

121

122 Ald. Bertrand asked Jarrod to briefly describe the advantages of installing curb and gutter.

123

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

4

124 Jarrod said, “When we looked at this neighborhood, in general there are certain spots, a lot of
125 topography in the neighborhood. The streets have quite a bit of elevation to them. Right now,
126 the streets along the edge do not have good drainage. We get some erosion problems at various
127 spots along the facility. We’re going to install quite a bit of storm sewer as part of this project to
128 get the water off the streets and down over these areas. It gives an edge to the roadway, which
129 will make the roadway last longer. By having the curb and gutter, it will make our pavement last
130 longer. It gives the neighborhood a finished-off feel. But really, the drainage and the pavement
131 maintenance over time are really the two main reasons to put the curb and gutter in.”

132

133 Motion by Jarrod, second by Ald. Gjertsen, to remove the yellow-hatched area on the map from
134 curb and gutter assessment for 1585 Medary Lane, Onalaska, WI (Parcel No. 18-3731-0) and
135 change the assessment accordingly.

136

137 On voice vote, motion carried.

138

139 **Item 5 – Resolution 1-2018 – Final Resolution regarding assessments for curb & gutter**
140 **installation in the Holiday Heights area along Hoffman Place, East Young Drive, West**
141 **Young Drive and Medary Lane**

142

143 Motion by Ald. Bertrand, second by Ald. Gjertsen, to approve Resolution 1-2018 – Final
144 Resolution regarding assessments for curb & gutter installation in the Holiday Heights area along
145 Hoffman Place, East Young Drive, West Young Drive and Medary Lane.

146

147 On voice vote, motion carried.

148

149 **Item 6 – Review and consideration of professional engineering services for speed and**
150 **vehicle use study along East Main Street**

151

152 Jarrod noted that citizens have come forward during the public input portion of recent Board of
153 Public Works meetings and inquired about the posted speed limit (40 mph) along East Main
154 Street and the fact this is a truck route. Jarrod noted that East Main Street will be repaved in
155 2018 as a capital improvements project and said staff believed it was prudent to bring forth a
156 consideration both to analyze the speed limit and determine if East Main Street should remain a
157 truck route. Jarrod said the city has contracted with Short Elliott Hendrickson on a number of
158 traffic studies in this area, which includes East Main Street and Theater Road. Jarrod said he has
159 contacted SEH and inquired about performing the speed study, an associated crash analysis, and
160 the vehicle use/truck work that could be performed. Jarrod said the proposal before the board
161 includes the speed study which, per State of Wisconsin Statute, must be completed if the speed
162 limit along East Main Street is to be changed.

163

164 Jarrod said, “Typically, our in-house engineering staff do not do enough traffic engineering work

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

5

165 to work on those enough. It would be nice to have someone to actually analyze the data, fill out
166 the Wisconsin DOT Spot Speed Field Study data sheets, and go through the crash analysis. They
167 would also put out a traffic counter for 48 hours in two locations so we could get a classification
168 of the truck volumes on it. That way we would know if it's 1 percent, 2 percent, 5 percent trucks
169 that are using that route. Using that data, we could put that into the truck route analysis and view
170 whether it would have impacts on other streets within the city such as Theater Road – we would
171 push more trucks down Theater Road. If we wanted to move forward with this, it would be at a
172 cost of \$3,900. We did come under budget on the 2017 paving project. We could use those
173 funds to fund this work. We do not have the 2018 capital improvements funds in hand yet. If we
174 wanted to move forward with this project we would have to use funds from this year's paving
175 project to fund this or wait until April when we have funds in hand that we can authorize this
176 project. ... I think it would be good to look at the speed limit in that area. I don't have a
177 particular recommendation at this time. I would like to see what data comes out of the study.
178 It's been 40 miles per hour ever since it was a county trunk highway. ... I would like to get an
179 opinion on if the truck route should be changed. I think it would probably stay in the circulation
180 of the city, but I would like to see their comments. I think if we want to move forward and try to
181 change anything out there, we need to go forward with the study. If we feel it's adequate the
182 way it is, we'll repave the street and see what happens and look at it again in a year or some
183 future date.”

184

185 Motion by Ald. Bertrand, second by Jarrod, to approve professional engineering services from
186 Short Elliott Hendrickson for speed and vehicle use study along East Main Street at a cost of
187 \$3,900.

188

189 Ald. Bertrand asked how long the 40-mph speed limit has been in place.

190

191 Jarrod said it has been in place since at least 1991, which was when East Main Street was redone.
192 Jarrod also said he does not know what the speed limit was prior to that time.

193

194 Ald. Bertrand asked if one of the concerns is that traffic patterns might have changed, or the
195 concentration of businesses.

196

197 Jarrod told Ald. Bertrand traffic volumes have increased since 1991, noting that Theater Road
198 was constructed in 1997. Jarrod noted that approximately 15,000 vehicles per day travel into the
199 intersection of East Main Street and Theater Road from the west, with approximately 8,500
200 turning south onto Theater Road and 6,500 continuing along East Main Street. Jarrod told Ald.
201 Bertrand he is certain the traffic volumes were not at that level when the road was first
202 constructed.

203

204 Ald. Bertrand said he assumes the speed limit will not be increased, adding he assumes the speed
205 limit would be reduced if it were changed.

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

6

206
207 Jarrod told Ald. Bertrand he is correct and said he would not envision increasing the speed limit
208 at this time as part of the study.

209
210 Ald. Bertrand inquired about the total cost to repave East Main Street.

211
212 Jarrod said the project's approximate cost is \$809,000.

213
214 Ald. Bertrand said, "My thinking is, it is due diligence. Is it rebuilding of the street, or
215 resurfacing?"

216
217 Jarrod said the street will be repaved. The existing base will remain, the asphalt pavement will
218 be removed, and the street will be repaved.

219
220 Ald. Bertrand said, "It's repaving a significant street in the city. If there's an accident along
221 there, it would be ... If in fact there's been a significant increase in traffic along the area and
222 there's been a significant increase in the cross-traffic, I would hate to be the one would say we
223 didn't need to study this. I very strongly believe it should be done for the sake of due diligence."

224
225 Ald. Gjertsen addressed Police Chief Trotnic and said, "The speed limit is 40 miles per hour out
226 there, and you have about three stop-and-go lights out there. ... You don't include the one by
227 [State Trunk] Highway 16?"

228
229 Police Chief Trotnic said, "Right. You're also talking about Theater Road [traffic signal], which
230 is technically in the 25 [mph speed zone]."

231
232 Ald. Gjertsen asked Police Chief Trotnic if there are problems due to speed-related incidents.

233
234 Police Chief Trotnic said, "We definitely have issues with speed; we write speeding violations
235 out there and [issue] warnings. I think any time you're transitioning from a 40 [mph zone] to a
236 25 [mph zone], going that route is going to be faster than transitioning from 25 [mph] to 40
237 [mph]. I know from my perspective just driving that area in a personal vehicle or an unmarked
238 [squad car], it seems to me like we have more issues in the 25 [mph zone] than the 40 [mph
239 zone]. I think more pay attention to the overages in the 40 [mph zone] than the 25 [mph], but
240 that's just me personally. A road officer might feel differently about that."

241
242 Ald. Gjertsen asked, "Coming downhill versus going uphill?"

243
244 Police Chief Trotnic said, "Obviously going downhill is going to ..."

245
246 Ald. Gjertsen said, "When you're increasing your speed going into a slow-down zone due to the

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

7

247 hill.”

248

249 Police Chief Trotnic said his officers perform speed enforcement in the 25-mph zone, “but it’s on
250 the other side of Theater Road where we’re not trying to really catch the people who are
251 transitioning from 40 [mph] to 25 [mph] right away. I don’t see that from the officers’
252 perspective. Once they cross Theater Road, the officers run radar in that area pretty good.”

253

254 Ald. Gjertsen asked if there are accident-related issues at the intersections.

255

256 Police Chief Trotnic told Ald. Gjertsen he will need to research the data and said he is certain
257 accidents occur at Theater Road and East Main Street. Police Chief Trotnic said the intersection
258 of East Main Street and Theater Road is “bad on traffic” as a whole due to motorists turning left
259 from Theater Road onto East Main Street while motorists are attempting to leave Eagle Bluff
260 Elementary School. Police Chief Trotnic said motorists commit left-turn violations in front of
261 motorists exiting Eagle Bluff and stated he believes this is the most significant problem at that
262 location. Police Chief Trotnic also noted that this is not a speed-related issue.

263

264 Ald. Gjertsen asked, “Do we have any speed-related issues in the intersections, or any speed-
265 related accidents out there that you can say was caused by that?”

266

267 Police Chief Trotnic responded, “I would say we have speed-related issues, yes.”

268

269 Ald. Gjertsen asked, “A lot of them?”

270

271 Police Chief Trotnic said, “I would not say a lot, but we definitely do. Again, more the 25 [mph]
272 than the 40 [mph].”

273

274 Ald. Gjertsen noted he drives that section of East Main Street three times a day and said it seems
275 to him that everything up to Eagle Bluff “is good. But once you get from there and start heading
276 downhill, specifically what you said about school letting out, seems to be confusing. But that’s
277 not a speed-related issue.”

278

279 Police Chief Trotnic said, “Going down the Main Street portion, if there’s a left-turn issue there
280 the speed can factor in. But it’s more of what we see coming off Theater Road onto Main
281 Street.”

282

283 Jarrod said the study would examine the 40-mph section of East Main Street as well as the truck
284 use from Theater Road to STH 16. Jarrod noted the speed limit increases from 25 mph to 40
285 mph going east, and decreases from 40 mph to 25 mph going west, in front of Pet Me Scratch
286 Me Dog Daycare. Jarrod said motorists should be driving 25 mph at the intersection of East
287 Main Street and Theater Road.

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

8

288
289 Ald. Bertrand asked if East Main Street was last resurfaced in 1991.

290
291 Jarrod said East Main Street was last repaved in 1991.

292
293 Ald. Bertrand said, “Things change in that length of time. I can’t see why we wouldn’t want to
294 recognize and take into account the changes that could have occurred during that time. Again, I
295 really strongly feel we should do this study. It’s only \$3,900.”

296
297 On voice vote, motion carried, 4-1 (Ald. Gjertsen).

298
299 **Item 7 – Review and consideration of 2018 street light painting project**

300
301 Jarrod referred to a memo included in board members’ packets listing two quotes (\$350 each
302 from Davies Water, and \$525 each from Fairway Painting & Sandblasting) to paint 77 poles,
303 including all the poles installed in 2000 along downtown Main Street and the poles installed in
304 2012 along STH 35. Jarrod noted some corrosion is starting to appear along the poles installed
305 in 2012. Jarrod said staff recommends hiring Davies Water to perform the 2018 street light
306 painting project (77 poles) at a cost of \$26,950, noting that Davies Water also paints the city’s
307 fire hydrants. Jarrod noted that \$18,000 was budgeted in the 2017 Capital Improvements Budget
308 because staff believed only the Main Street poles would be painted. However, Jarrod also said
309 the city had saved funds on the epoxy painting, and therefore there are sufficient funds to cover
310 the total amount.

311
312 Motion by Ald. Gjertsen, second by Ald. Bertrand, to award Davies Water the 2018 street light
313 painting project at a cost of \$26,950.

314
315 For clarification, Ald. Gjertsen asked Jarrod if the poles along STH 35 were installed in 2012.

316
317 Jarrod said yes and told Ald. Gjertsen the corrosion on the poles is partially due to the salt that is
318 sprayed on them. Jarrod also said there appears to be a uniform spot where decay is occurring,
319 telling Ald. Gjertsen this decay was not seen within the warranty period (one year). Jarrod said
320 Davies Water had submitted a favorable bid to paint the poles and stated, “I think we should
321 paint everything, get it on the same schedule and be done with it.”

322
323 Ald. Gjertsen asked if the poles are made of aluminum,

324
325 Jarrod said they are made of steel.

326
327 Ald. Gjertsen said it appears that the paint was of substandard quality.

328

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

9

329 Jarrod said, “I would say that on Main Street, the paint was probably ... something happened.
330 But the manufacturer of those poles is the same as the ones on Main Street.”

331
332 Ald. Gjertsen said, “They’re seeing a different type of abuse. They have salt spraying on them.”

333
334 Jarrod said the city utilizes close to the same amount of salt on Main Street as it does on STH 35.
335 Jarrod also noted the traffic lane is located closer to the poles in some locations, meaning more
336 salt is sprayed.

337
338 On voice vote, motion carried.

339
340 **Item 8 – Review and consideration of 2017 urban forestry inventory update**

341
342 Katie said board members’ packets include a summary of the last section of the inventory that
343 has been completed by Bluestem Forestry Consulting, the consultant the City of Onalaska hired
344 to perform a re-inventory of its public trees. The previous inventory was performed in 2009.
345 Katie reported the following:

- 346
- 347 • There are 6,293 trees, 72 of which reside on city boulevards and public streets.
 - 348 • The average diameter of the trees at breast height is 8.71 inches, indicating that the city’s
349 urban forest is “quite young.”
 - 350 • There were 6,907 public trees in 2009. Slightly more than 1,800 (1,815) were ash trees,
351 including black, white, and green. This accounted for 26 percent of the city’s urban
352 forest, including boulevards, the Onalaska Cemetery, and the parks.
 - 353 • From 2015 to 2017, city staff removed 90 percent of the ash trees. From 2014 to 2017,
354 the city reinstalled 1,563 trees in boulevards, the cemetery, and the parks. Ninety-five
355 percent of the ash trees that were removed were replaced. All of the new trees were
356 approximately 1¾ to 2½-inch caliper trees.
 - 357 • Overall, 94.5 percent of the urban forest is either in excellent, good, or fair condition.
 - 358 • This winter, the Department of Public Works and the Parks and Recreation Department
359 will remove all the trees (a total of 275) Bluestem labeled “very poor” or “dead.” Stumps
360 are expected to be removed in the spring.
 - 361 • Residents have asked the city to replant trees that were removed. The majority of those
362 trees are maple trees. The city has a high concentration of maple trees throughout the
363 area. Past Wisconsin Department of Natural Resources grants the city has received have
364 not allowed the city to plant any new maple trees in its urban forest. The intention is to
365 promote tree diversity so that the city’s urban forest will not be devastated if there is
366 another infestation such as the Emerald Ash Borer.
 - 367 • With the major tree removal efforts as well as the tree replacement, the city had a three-
368 stage approach to complete the tree inventory. The city has obtained a Wisconsin DNR
369 grant, and it will have a new urban forest management plan that will be based off the new

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

10

370 inventory data. The intent is to maintain the existing urban forest, noting EAB treatments
371 for selected ash trees on public property; to place a new emphasis on providing more
372 diverse trees so that there is a more resilient forest; and to have a very specific plan
373 section devoted to specifying where tree planting should go in the future. There will be
374 targeted tree planting with GIS information that will go directly into the city's system.
375 Katie said the Wisconsin DNR has described this as being a "highly innovative, first-time
376 project" for the community.

377
378 Jarrod thanked Katie for her work and said the Public Works Department staff will be utilized in
379 the removal of the 275 trees. Jarrod noted that property owners have been informed that the trees
380 will be removed, and he said citizens have inquired about the process. Jarrod noted some
381 citizens have asked that a tree slated for removal be replanted, and he said, "We are hoping that
382 with funds that were left from the 2016 and 2017 Capital Improvements Budgets, because there
383 were no tree monies slated besides the DNR grant match for 2018, we'll have monies in those
384 accounts to cover the stump grinding because we typically bid out the stump grinding for this
385 many tree removals and then maybe be able to replant some of the trees that we've removed.
386 That will be coming forward to the Board of Public Works at a later date."

387
388 Mayor Chilsen noted he receives compliments about the city's trees, and he also thanked Katie
389 for her work.

390
391 Ald. Bertrand asked Katie if she anticipates having to spend a certain amount within the next
392 three years to change the mix of trees.

393
394 Katie told Ald. Bertrand, "That's a good portion of what's going to be coming out of our Urban
395 Management Plan. Our city consultant is going to be looking at the existing inventory and where
396 the trees are today, and then targeting specific areas to essentially give [direction] to staff on
397 where future plantings can go. As funding allows, we'll be able to plant trees accordingly."

398
399 Jarrod said he believes the city's urban forest "is in very good shape," adding the city is
400 diversifying its forest so the impact will not be as devastating should the city's maple trees
401 experience an infestation similar to that of the Emerald Ash Borer. Jarrod said, "I would hope
402 that, over time, the city does look at the work that is done as far as looking at new areas to plant,
403 looking at neighborhoods to plant trees, and investing in our infrastructure of trees because
404 maybe it's not as glamorous as a new watermain, but it's something that you have to have. I
405 think sometimes trees get overlooked and the fact of what they do, not only for our storm water,
406 neighborhood values and aesthetics, but I think it will be something moving forward that
407 hopefully we can invest in."

408
409 **Item 9 – Review and consideration of 2017 Sanitary Survey of the Onalaska Waterworks**
410 **by the Wisconsin Department of Natural Resources**

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

11

411
412 Jarrod said the Wisconsin DNR engineer based in the City of La Crosse performs a major
413 inspection of the city's water system once every three years. Jarrod complimented the Public
414 Works Department staff for ensuring the city has safe, reliable drinking water, and he shared the
415 following from the survey:

- 416
- 417 • Page 11 states: *"Summarizing the capacity evaluation, the city has adequate pumping*
418 *and storage capacity to meet the service demands normally expected."*
 - 419 • The city is proactive on doing water quality sampling. Staff has performed studies over
420 time.
 - 421 • Page 17 states: *"The city discontinued phosphate use on December 14, 2012 and began*
422 *investigative monitoring."* The city was utilizing polyphosphate as a sequestering agent,
423 and Jarrod said the city asked the Wisconsin DNR if it could end this practice.
 - 424 • Jarrod complimented Fred for his work on keeping the utility "in a very strong position."
425

426 Jarrod said the Wisconsin DNR had identified the following three significant deficiencies:

- 427
- 428 • La Crosse Country Club, which is located at 300 Marcou Road, was not inspected for
429 cross-connections by the city within the last two calendar years. Jarrod said the
430 inspection has been completed and submitted to the Wisconsin DNR.
 - 431 • The La Crosse Country Club and Hauser water reservoirs have not been inspected during
432 the last five years. The last inspections on file are from 2011. Jarrod said the reservoirs
433 were drained down for membrane replacement in approximately 2014. Jarrod said the
434 city had not filled out and submitted the Wisconsin DNR paperwork stating that the
435 reservoirs had been drained down. Jarrod also said, "They've been drained down. They
436 were not anything that is, in my opinion, life-threatening. But we have that work
437 scheduled with a contractor to be performed in April 2018 to make the June 1, 2018
438 submittal date for the reports. We feel very confident that we can get that done."
 - 439 • Well No. 9's 2-inch vacuum "T," which is located on the backwash line, needs a 12-inch
440 air break above the backwash tank grate. Jarrod said this deficiency has been corrected,
441 it meets DNR code, and it has been submitted to the DNR.

442
443 Jarrod addressed the following deficiencies stated in the Wisconsin DNR report:

- 444
- 445 • A 24-inch mesh screen has been installed at the Well No. 9 air release.
 - 446 • A 24-inch mesh screen has been installed at the Well No. 7 well vent.
 - 447 • The Wisconsin DNR has stated it is necessary to disconnect the unused chlorine lines
448 from the watermain at the Aspen Valley and East Main booster stations. Jarrod said the
449 line has not been disconnected, but it has been re-tapped and placed in a new location.
450 Jarrod said the line will be disconnected within the next couple weeks.
 - 451 • The fluoride solution containers have been cleaned.

Reviewed 1/4/18 by Jarrod Holter

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

12

452

453 Jarrod addressed the following under “Monitoring and Reporting:”

454

- 455 • There is automatic reporting from the city’s SCADA system to tell staff in the city’s
456 DNR reports the amount of chemicals being utilized. Jarrod said the chemical scales “are
457 almost too accurate” and will fluctuate on what has been used due to changes in
458 temperature and pressures. Staff has been working with the DNR on correcting this
459 issue. Jarrod said, “We’re reporting it through our DNR monitoring. We have it where it
460 automatically goes to the eMore, which is the DNR reporting mechanism that Jim
461 [Prindle] has to fill out and certify every month.” Jarrod said most communities are
462 physically going to their wellhouses, writing down the number, and filling it in
463 automatically. Jarrod said this allows communities to utilize a rounded number “and it
464 all adds up at the end of the month. We’re being so precise that we’re actually hurting
465 ourselves. We’re working on that. We’ve worked with the scale manufacturer and others
466 to get that concluded.”
- 467 • The 2017 IOC sample collected at Well No. 9 was mistakenly collected upstream of
468 treatment. The deficiency is considered resolved, as the city labeled the entry point
469 sample taps. Staff has been made aware of the correct sample locations.

470

471 Jarrod addressed the following under “System Management and Operator Compliance:”

472

- 473 • United Health’s irrigation well needs a city permit by May 27. Jarrod said corrective
474 action will be taken in the spring.
- 475 • The city has updated its emergency plan to include current contacts.

476

477 Jarrod addressed the following under “Additional Requirements:”

478

- 479 • The city will need to public notice a missed fluoride sample by April. Jarrod said FedEx
480 had lost the sample and never informed the city that the sample was destroyed in transit.
481 Jarrod said, “We did have that on the October water bill, so we have that done.”
- 482 • The five-year inspection on the Well Street reservoirs will be completed as part of the
483 significant deficiency addressed in the front.

484

485 Jarrod addressed the following under “Non-Conforming Features:”

486

- 487 • A generator with a direct-drive engine located at Well No. 8 is not in a dedicated room.
488 This will be addressed when the city performs well modifications.
- 489 • The fluoride solution containers at Well No. 7 and Well No. 8 are not located within a
490 protective containment basin capable of receiving accidental spills, drainage, or
491 overflows without an uncontrolled discharge outside of the containment basin. Jarrod
492 said the DNR would like the containers to be placed in another room, and he told board

Reviewed 1/4/18 by Jarrod Holter

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

13

- 493 members this would be a reviewable project if there are any changes at the wells.
494 • Well No. 7 and Well No. 8 do not have separate fluoride and chlorine gas rooms.
495 • Continue to eliminate dead ends, where possible.
496 • Continue to eliminate undersized watermains, where possible. Jarrod said 4,000 feet of
497 undersized watermain will be replaced this year in Holiday Heights.
498

499 Jarrod addressed the following under “Recommendations:”
500

- 501 • The city may want to consider treatment for copper corrosion. Jarrod noted that every
502 three years the city performs lead and copper testing, and he said Jim and his staff
503 completed the lead and copper sampling, as mandated by the DNR and the
504 Environmental Protection Agency, in the summer of 2017. Jarrod said, “Our results,
505 what they call the 90th percentile, would be we submit 30 samples, so this would be the
506 third sample down in the 30 samples. The maximum contaminant level is 1,300
507 milligrams per liter. We did not go over that, but we are at 1,260 and we’re approaching
508 that maximum contaminant level for copper. We have very low lead readings, but our
509 copper readings are elevated within our system.”
510

511 Jarrod said staff had discussed the situation with the Wisconsin DNR and the DNR water
512 engineer, and he noted he had received a follow-up letter that board members had received a
513 copy of this evening. Jarrod said the Wisconsin DNR had received more input from the EPA
514 since the sanitary survey, and he read the following from the letter: “*The [DNR] recommends the*
515 *city resume treatment for optimizing corrosion control. The reason for the recommendation is*
516 *that your 90th percentile copper levels continue to be elevated and are close to the federal action*
517 *level of 1,300 milligrams per liter copper.” Jarrod noted the letter states the city has taken action*
518 *such as flushing and disinfection programs, and he said, “They’re affecting the system, but*
519 *they’re not doing enough.” Jarrod read the following from the second paragraph in the letter:*
520 *“Voluntary water quality testing completed last year indicates that orthophosphate treatment*
521 *may be appropriate in optimizing corrosion control in Onalaska. This appears to be supported*
522 *by studies you have completed in the past.” Jarrod said, “We were looking at addressing copper*
523 *corrosion in the next year, but with this letter dated January 2, what this submittal in this letter*
524 *states is I’m going to be bringing things forward to the Board of Public Works and the Common*
525 *Council to ramp up our corrosion control treatment plan for copper. Hopefully next month we’ll*
526 *have something on the agenda to get some assistance in ensuring that if we go forward with*
527 *adding orthophosphates to the water system we’d have the proper dosage level, and we’d have*
528 *the proper amount to meet the DNR regulations on our submittals for the paperwork. That*
529 *would be the first step. It will take a few months to get those samples in and get the reports*
530 *written. Hopefully in the late spring of 2018, we may be to the point where the DNR would*
531 *approve whatever we wanted to move forward with a corrosion plan and bring that forward to*
532 *the Common Council and have them approve us instigating it.*
533

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

14

534 We are getting told, as part of the sanitary survey and now this follow-up letter, that we must do
535 this and have a corrosion control plan. The EPA actually [oversees] the Wisconsin DNR.
536 They've looked at our planning, and they think we should move further in this direction. With
537 the hardness of our water and our PH combination, they're coming out with a matrix that plugs
538 in those numbers. We are basically at the point where it's going to force us to do the corrosion
539 control. We can't alter our PH; our PH is too high. And with our hardness levels, it would not
540 get us to the point where it would adequately protect the system. That specific doesn't need any
541 action tonight as part of the sanitary survey. But I wanted to bring it up to make sure I'm getting
542 everyone prepared that over the next few months we will be having action items with that. Our
543 water is safe. We are below EPA federally mandated levels. We're not at any point where we're
544 causing harm or the system is not safe. I'm not saying that. But I want to make sure that the
545 next round of testing comes out where we are in a good place to hopefully pass that testing and
546 continue to strive to do even better with our water systems. Jim and I discuss these items
547 continually. After the DNR letter came [Tuesday], we discussed it for another 20 minutes. It's
548 going to be work for our staff, and it's going to have costs to add phosphate chemicals. It's
549 going to have costs to possibly remove it. We're going to add the phosphate so we meet the
550 corrosion standards, but then it has to be removed at the treatment plant. The way our water
551 system is, I don't have another viable option of trying to do what needs to be done to meet the
552 DNR and EPA mandates. We are always looking at different options. We are always looking at
553 different ways we can do things. But this appears to be the route that our bus will probably be
554 driving down to get the job done."

555
556 Mayor Chilsen stated the city has had very good water "for a long time," and he said it is because
557 of Jarrod and Jim. Mayor Chilsen complimented Jim for his work, and he asked Jim to express
558 gratitude to his staff.

559
560 Jim addressed the situation and said, "You can get into great detail with it. We aren't going to
561 have a lot of choice. We can't use caustic soda to adjust the PH because it's going to put
562 everything in the solution, all the calcium carbonates on the pipes. It will liquify and plug things
563 up. We really have to try to grab and coat the pipes. That's the consensus I'm getting from the
564 DNR. Some of the engineers who work with these projects, and the EPA and its little diagrams,
565 all drive you toward the orthophosphates. We have the equipment in place, so that helps. It's
566 not like we have to go out and get it. We've kept the tanks and the pumps. We might have to
567 change some of the pumps, but it would be a pretty easy transition."

568
569 Ald. Bertrand asked if there will be significant costs relative to satisfying the deficiencies.

570
571 Jarrod said, "In general, [regarding] these deficiencies, I don't see major costs that would affect
572 our water rates. ... If we do a well project we'll have to add on to the well to get more rooms to
573 section off chemicals. Those will have costs as we do future projects, but I think a lot of things
574 that you see here will not have major costs that are going to change the water rates. The

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

15

575 phosphates will have a cost, and there will be a budgetary impact for that – not only to buy the
576 chemicals, but also ensure that we’re doing the testing. We’ll have a cost that will be in the tens
577 of thousands of dollars per year, but I think it’s nothing that we can’t currently handle within
578 what we have.”

579

580 Ald. Bertrand addressed the deficiencies mentioned on page 31 and asked if all but one had been
581 addressed by the stated December 31, 2017 deadline.

582

583 Jarrod said all but one have been addressed, and he told Ald. Bertrand that Jim has been in
584 contact with the DNR engineer on all the items.

585

586 Jim said the item Jarrod had mentioned had been taken care of earlier Tuesday, adding he had
587 spoken with the DNR about the result.

588

589 Ald. Bertrand addressed the “Capacity Development” section on page 34 and said he assumes
590 this means the capacity development of the city’s water system. Ald. Bertrand referred to the
591 final paragraph, which reads “*This system has adequate technical, managerial, and financial
592 capacity to provide safe drinking water. The next capacity evaluation will be carried out during
593 the next sanitary survey, scheduled for 2020,*” and he asked, “Does this mean, in terms of the
594 sizing of our mains and the condition of our mains, that we’re in good shape? We don’t have
595 any serious capital improvements coming up in the next few years?”

596

597 Jarrod said, “In general, our system is very robust. Basically [with] the capacity development,
598 they’re saying that over the next three-year period the DNR, by this review, feels we’re meeting
599 the federal requirements that we have enough capacity to supply our customers to adequately
600 treat fires and do all those things that our water system should be doing. Basically they’re saying
601 we’re meeting the federal requirements and we have the right pieces in place to have a water
602 system that is adequate to do what it needs to do.”

603

604 Jarrod returned to the “Recommendations” portion of the survey:

605

- 606 • It is highly recommended that the compressed chlorine gas and hydrofluorosilic acid have
607 separate rooms.
- 608 • The DNR recommends that the city evaluate its salt storage, salt usage, and snow
609 disposal practices to determine sources that may influence groundwater quality affecting
610 the city’s wells. Jarrod predicted that within the next few years the Board of Public
611 Works will address topics related to salt usage – not only the city’s salt usage on streets,
612 but also private salt usage on parking lots.
- 613 • Well No. 9 will be tested for radon.
- 614 • The DNR recommends that any temporarily appointed operator-in-charge personnel be
615 certified at the proper grade level.

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

16

- 616 • The DNR recommends that the city calibrate all its chemical scales to read to the tenth
617 pound rather than two-tenths.

618

619 Jarrod addressed the items listed under “Accomplishments:”

620

- 621 • Construction of a treatment plant to remove iron and manganese at Well No. 9.
622 • Collection of investigative samples from a large number of residences over the last few
623 years to evaluate copper corrosion.
624 • Staff began utilizing a GIS database to track assets, their condition, and predictive
625 maintenance.
626 • Management hired new operators to fill vacancies over the last few years, and more
627 seasoned staff are being moved into other roles deemed critical to the success of the
628 utility.

629

630 Jarrod read the conclusion to the survey: *“Overall, the water system is in good condition, and
631 water quality has been excellent. Given the complexity of the system, staff have done a
632 remarkable job maintaining and operating it over the last three years. Utility staff are
633 conscientious, diligent, and quick to address known deficiencies in a timely manner when it is in
634 their power to do so. The utility excels in so many areas, and this speaks volumes of an
635 outstanding management team and the quality of personnel working there.”*

636

637 Motion by Fred, second by Ald. Bertrand, to accept and place on file the 2017 Sanitary Survey of
638 the Onalaska Waterworks by the Wisconsin Department of Natural Resources.

639

640 On voice vote, motion carried.

641

642 **Item 10 – Review and consideration of professional engineering services for the design of**
643 **6th Street and Quincy Street Lift Station Project**

644

645 Jarrod said board members’ packets include a matrix of the consultant selection for the 6th &
646 Quincy Street Lift Station Project. The city received three Requests for Proposals: Strand
647 Associates, MSA, and Short Elliott Hendrickson. Jarrod said he, City Administrator Rindfleisch,
648 and Assistant City Engineer Kevin Schubert had scored the submittals. Strand Associates
649 recorded the highest score at 282. Strand Associates also had the lowest projected fee (\$59,900).

650

651 Motion by Jarrod, second by Ald. Bertrand, to approve Strand Associates’ bid of \$59,900 for
652 professional engineering services for the design of the 6th Street and Quincy Street Lift Station
653 Project.

654

655 Jarrod noted the 2017 CIB had \$40,000 budgeted for design, and the 2018 CIB had \$60,000
656 budgeted for design. Jarrod said, “We have enough to get started and be in a good spot until the

657 next bond issue gets done. We have budgeted monies for this design.”

658

659 Fred asked if the city would sign a contract before it approves the 2018 Capital Projects funds.

660

661 Jarrod suggested initially paying \$40,000, and a second approval would be necessary for the
662 secondary amount. Doing so would allow work on the design to commence, and Jarrod said,
663 “Contingent upon finding another funding source.”

664

665 On voice vote, motion carried.

666

667 **Item 11 – Review and consideration of Irvin Street parking lot project costs and**
668 **reimbursements to SkogenHeim, LLC**

669

670 Jarrod noted board members’ packets include a reimbursement sheet that was submitted by
671 SkogenHeim, LLC for the Irvin Street parking lot. The total paid by the Skogens was
672 \$255,158.50. Jarrod said the City of Onalaska authorized a change order for the installation of
673 further landscaping in front of the substation. The original plan did not have any landscaping, so
674 Jarrod said this was asked to be added so that the project could continue. Jarrod noted he also
675 had attached a copy of the development agreement in board members’ packets. The
676 development agreement states that \$200,000 of the cost would be borne by the city, and \$50,000
677 by the Skogens as Skogenheim, LLC. Anything exceeding \$250,000 would be the cost borne by
678 the Skogens. Jarrod said the reimbursement total due to SkogenHeim, LLC is \$204,160. Jarrod
679 also said the city has lien waivers from the project as well as the billing that was presented to the
680 city by SkogenHeim, LLC. This includes the contract invoices from DBS Group, LLC, which
681 constructed the project on behalf of SkogenHeim, LLC. Jarrod said the funds for this would be
682 secured from the Park Fund, as originally approved.

683

684 Motion by Ald. Bertrand, second by Jarrod, to approve a \$204,160 reimbursement to
685 SkogenHeim, LLC for Irvin Street parking lot project costs.

686

687 Ald. Bertrand asked if this was anticipated.

688

689 Jarrod said it was anticipated when the agreement was approved, and he told Ald. Bertrand,
690 “That (Park Fund) was the funding source that was approved as part of the execution of the
691 agreement. The development agreement basically outlined the costs that were going to be, and
692 we came in right at the costs that were anticipated.”

693

694 On voice vote, motion carried.

695

696 **Item 12 – Review and consideration of Miscellaneous Engineering Services with Strand**
697 **Associates, Inc. for 2018**

**Board of Public Works
of the City of Onalaska**

Tuesday, January 2, 2018

18

698
699 Jarrod said board members' packets include a task order for Strand Associates for \$5,000. This
700 work would only be performed if the City Engineer would approve. Jarrod said the city utilizes
701 Strand Associates for much of its electrical work, including electrical system review at the wells
702 and the storm lift station. Jarrod noted that the city's SCADA work is constantly being updated,
703 and he said if the city begins adding orthophosphates it will need to update the forms to be
704 submitted to the DNR. Jarrod said the funds would be utilized for this task. Jarrod also said,
705 "These estimates come in. You see them on the Board of Public Works estimates, usually
706 anywhere from \$250 to \$1,000, depending on how much work is done. Using only a few hours,
707 this would be covered under the operating expenses already budgeted within the departments."
708

709 Motion by Ald. Gjertsen, second by Ald. Bertrand, to approve a new task order for
710 Miscellaneous Engineering Services with Strand Associates, Inc. for 2018 in the amount of
711 \$5,000.
712

713 On voice vote, motion carried.
714

715 **Item 13 – Pay Estimates: Strand Associates, Pember Companies, Inc., L.W. Allen, La**
716 **Crosse County Highway Department, Wisconsin Department of Transportation, and any**
717 **other contractor/developer**
718

719 **BOARD OF PUBLIC WORKS**
720 **MONTHLY ESTIMATES**
721

722 **January 2, 2018**
723

724	Original				
725	Contract	Change	Paid to	Due this	
726	<u>Contractor</u>	<u>Amount</u>	<u>Orders</u>	<u>Date</u>	<u>Estimate</u>
727					
728	1. STRAND ASSOCIATES				
729	S. Kinney Coulee Lift Station				
730	Construction				
731	Estimate #10	\$ 28,300.00	\$ -	\$ 13,462.23	\$ 944.96
732					
733	2. PEMBER COMPANIES				
734	S. Kinney Coulee Pumping				
735	Station Rehab Project				
736	Construction				
737	Estimate #4	\$ 345,000.00	\$ -	\$ 248,849.55	\$ 44,985.35
738					

739 **3. STRAND ASSOCIATES**

Reviewed 1/4/18 by Jarrod Holter

740	General Engineering				
741	Design				
742	Estimate #1	\$ 1,000.00	\$ -	\$ -	\$ 927.80
743					
744	4. LA CROSSE COUNTY				
745	2017 Chip Seal				
746	Construction				
747	Estimate #1	\$ 195,750.00	\$ -	\$ -	\$ 188,646.90
748					
749	4. STATE OF WI – DOT				
750	Riders Club Road				
751	Design – State Plan Review				
752	(5991-02-56)				
753	Estimate #8	\$ 60,000.00	\$ -	\$ 19,117.46	\$ 2,424.71
754					
755	5. STATE OF WI – DOT				
756	I-90/STH 35				
757	Sanitary Sewer Install				
758	(Project #1071-06-89)				
759	Estimate #2	\$ 72,000.00	\$ -	\$ 40,301.22	\$ 57.00
760					
761	6. STATE OF WI – DOT				
762	STH 35				
763	Watermain Installation				
764	(Project #7190-06-80)				
765	Estimate #4	\$ 153,000.00	\$ -	\$ 108,076.20	\$ 1.74
766					
767	7. STATE OF WI – DOT				
768	STH 35/I-90				
769	Lighting/Enhancements				
770	(Project #7190-03-71)				
771	Estimate #2	\$ 50,000.00	\$ -	\$ 17,827.02	\$ 139.17
772					
773	8. LW ALLEN				
774	Well #7				
775	Starter Replacement				
776	Estimate #1	\$ 13,966.00	\$ -	\$ -	\$ 13,966.00
777					

778 Motion by Fred, second by Ald. Gjertsen, to approve the eight pay estimates dated January 2,
779 2018.

780
781 On voice vote, motion carried.

782

783 **Adjournment**

784

785 Motion by Ald. Gjertsen, second by Ald. Bertrand, to adjourn at 7:42 p.m.

786

787 On voice vote, motion carried.

788

789

790 Recorded by:

791

792 Kirk Bey