

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

Tuesday, March 6, 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, March 6, 2018. It was noted that the meeting had been announced and a notice
3 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, Assistant City Engineer Kevin Schubert

10
11 **Item 2 – Approval of minutes from previous meeting**

12
13 Motion by Jarrod, second by Ald. Bertrand, to approve the minutes from the previous meeting as
14 printed and on file in the City Clerk’s Office.

15
16 On voice vote, motion carried.

17
18 **Item 3 – Public Input (limited to 3 minutes/individual)**

19
20 Mayor Chilsen called for anyone wishing to provide public input.

21
22 **Charlie Vogt, Altra Federal Credit Union Representative**
23 **1700 Oak Forest Drive**
24 **Onalaska**

25
26 “I’m just here to say thank you and offer any answers you have with our consideration today for
27 the fiber optic project we’re working on.”

28
29 Mayor Chilsen called three times for anyone else wishing to provide public input and closed that
30 portion of the meeting.

31
32 **Consideration and possible action on the following items:**

33
34 **Item 4 – Review and consideration of Altra Federal Credit Union fiber optic cable**
35 **instillation within City right of way along Oak Forest Drive and East Main Street**

36
37 Jarrod said Altra Federal Credit Union is requesting to install fiber optic cable from its
38 headquarters located along Wilson Street and run it down Oak Forest Drive and Main Street to
39 its facilities located along East Main Street at the corner of East Main Street and Grandview
40 Boulevard. Jarrod said the cable would be installed along the right-of-way between State Trunk
41 Highway 157 and Oak Forest Drive, proceed under the bridges at United States Highway 53, and

Reviewed 3/9/18 by Jarrod Holter

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42 also proceed along Green Coulee Road and end at Altra's facility. Jarrod noted that maps of
43 each section of the route have been included in board members' packets, as has a copy of a
44 project permit Altra has obtained from the Wisconsin Department of Transportation to cross
45 under the WisDOT right-of-way. Jarrod said staff does not object to the installation of the cable,
46 noting it is "a newer installation for us. We have a lot of current carriers that provide service
47 within the city such as Charter and CenturyLink. We also approved a Wisconsin Independent
48 Network installation a few months ago. This is the first private entity that we've had request a
49 connection of their buildings. I think if we approve this, which I see no reason not to, we would
50 approve it with the conditions of the permit that the DOT gave the applicant. It has
51 indemnification and the construction. They have to meet the MUCTD codes for construction
52 and replace anything that they would damage during construction. The only other two
53 conditions I would have is that the facility would be maintained at no cost to the city, and also
54 that the city maintain the right to have the utility relocated or removed at the owner's expense.
55 That way if we have to do a project such as at Green Coulee Road and the fiber optic cable
56 would have to be relocated, that would not be at the city's expense."

57

58 Mayor Chilsen asked Jarrod if the conditions he just stated have been documented.

59

60 Jarrod said no.

61

62 Motion by Jarrod, second by Ald. Bertrand, to approve Altra Federal Credit Union fiber optic
63 cable installation within City right of way along Oak Forest Drive and East Main Street, with the
64 conditions listed on the Wisconsin Department of Transportation permit, and also conditions that
65 state the facility will be maintained at no cost to the City of Onalaska, and the City of Onalaska
66 maintains the right to have the utility relocated or removed at the owner's expense.

67

68 Ald. Gjertsen asked Jarrod if one of the conditions is that Altra is liable for any damages.

69

70 Jarrod said yes.

71

72 Ald. Gjertsen asked, "The liability, if something happens like a gas line or a high-voltage line
73 gets hit and there's an explosion and a fire, how is that covered?"

74

75 Jarrod said, "By citing the DOT permit, the DOT permit includes half a page of indemnification,
76 which would be included in my motion."

77

78 On voice vote, motion carried.

79

80 Mayor Chilsen suggested to Jarrod that he document the stated conditions and submit them to
81 Altra.

82

83 **Item 5 – Review and consideration of 2018 pavement maintenance**

84
85 Jarrod noted this is a yearly set of pavement maintenance items that the city performs on a yearly
86 basis. Jarrod also noted that board members have been given a copy of the 2018 pavement
87 maintenance document, which includes project costs, which total \$369,506, as well as the
88 funding sources, which total \$369,553. Jarrod referred to the 2017 Pavement Project – Capital
89 Project Nos. 12 and 21 listed under “Funding Sources” and said staff is proposing to utilize
90 \$43,000 in funds that were saved from the 2017 General Fund Paving Projects on both the utility
91 project and the paving project. Jarrod told board members the city had saved approximately
92 \$200,000 in general funds on the aforementioned projects, and he said staff wishes to redirect
93 some of the funds to do more chip sealing and fiber patching seen in the project before the board
94 this evening.

95
96 A. Purchase of fiber patching material

97
98 Jarrod told board members he had not yet obtained a quote from Sherwin Industries, Inc. when
99 the packets were sent. A quote was distributed to board members this evening. Sherwin
100 Industries’ quote is to provide 45,000 pounds of Polyfiber 250 at 0\$.4375 per pound at a total
101 cost of \$19,687.50. The budget for this item is \$19,688.

102
103 Motion by Jarrod, second by Ald. Bertrand, to approve the purchase of fiber patching material
104 from Sherwin Industries, Inc. at a cost of \$19,687.50.

105
106 Ald. Gjertsen asked Jarrod if the city has purchased fiber patching material in the past from
107 Sherwin Industries.

108
109 Jarrod said that over the last seven years the city has purchased fiber patching material from both
110 Sherwin Industries and MidStates Equipment & Supply, which submitted a bid of \$20,475.

111
112 Ald. Gjertsen noted that MidStates Equipment & Supply would supply more material (45,360
113 pounds).

114
115 Jarrod told Ald. Gjertsen that when he had computed the price he had figured 45,000 pounds.

116
117 On voice vote, motion carried.

118
119 B. Installation of fiber patching material

120
121 Jarrod noted that Fahrner Asphalt Sealers, Inc. had submitted a bid of \$1.59 per pound, and the
122 La Crosse County Highway Department had submitted a bid of \$1.79 per pound. Jarrod said the
123 La Crosse County Highway Department typically bills slightly lower; however, he believes

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124 Fahrner will be the lower cost. The amount budgeted for this item is \$71,550.

125

126 Motion by Ald. Gjertsen, second by Ald. Bertrand, to approve the installation of fiber patching
127 material to Fahrner Asphalt Sealers, Inc., at \$1.59 per pound, utilizing the 45,000 pounds of fiber
128 patching material that will be purchased for a total cost of \$71,550.

129

130 On voice vote, motion carried.

131

132 C. Asphalt pavement expansion joint installation

133

134 Jarrod said the city has been installing asphalt pavement expansion joints since approximately
135 1998. Once a city street has been paved, an asphalt joint filled with crack-filling material is
136 installed. This is done before winter so that the street has a place to contract during the winter
137 freeze/thaw cycle. Jarrod said several paving projects (Riders Club Road, County Road
138 PH/Braund Street, East Main Street) have been scheduled for 2018 and there will be more saw-
139 sealing required than normal. Jarrod noted that Fahrner Asphalt Sealers, Inc. had submitted a bid
140 of \$2.39 per lineal foot and said this is a 3-percent increase over 2017's cost. Jarrod said Fahrner
141 is the contractor the city utilizes for this service, adding that staff proposes to do 17,000 lineal
142 feet for a total project cost of \$40,630.

143

144 Motion by Ald. Gjertsen, second by Ald. Bertrand, to approve asphalt pavement expansion joint
145 installation to Fahrner Asphalt Sealers, Inc. at a cost of \$2.39 per lineal foot for 17,000 lineal feet
146 for a total project cost of \$40,630.

147

148 On voice vote, motion carried.

149

150 D. Chip Seal

151

152 Jarrod noted that board members' packets include a proposed list of city streets that will receive
153 chip seal and said the La Crosse County Highway Department has performed this work for the
154 city since approximately 1998. The La Crosse County Highway Department has submitted an
155 estimated price of \$1.50 per square yard for granite chip cover to be placed over the emulsion
156 chip seal. Jarrod said staff would like to cover 127,800 square yards for a total project cost of
157 \$191,748.

158

159 Motion by Jarrod, second by Ald. Bertrand, to approve the chip seal of 127,800 square yards at a
160 cost of \$1.50 per square yard to the La Crosse County Highway Department at a total project
161 cost of \$191,748.

162

163 On voice vote, motion carried.

164

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165 E. Centerline painting

166

167 Jarrod said Fahrner Asphalt Sealers, Inc. had submitted a bid of \$0.0635 per lineal foot, and
168 Twin City Striping had submitted a bid of \$0.0610 per lineal foot. Jarrod said staff recommends
169 awarding the centerline painting bid to Twin City Striping.

170

171 Motion by Jarrod, second by Ald. Bertrand, to approve Twin City Striping for centerline painting
172 at a cost of \$0.0610 per lineal foot for 180,000 lineal feet for a total project cost of \$10,980.

173

174 On voice vote, motion carried.

175

176 F. North Kinney Coulee joint repair

177

178 Jarrod said the North Kinney Coulee Road project started with panel replacement at a cost of
179 \$125,000. This cost has been reduced to \$25,000. Jarrod said Fahrner has examined the joints in
180 this area and was asked to provide a quote to the city. Jarrod also said Fahrner had performed
181 similar work in 2017 on River Valley Drive in the City of La Crosse. The work will consist of
182 cleaning out all the joints and filling them with a mastic material. Crack filler then will be
183 overlaid. Jarrod said staff recommends utilizing Fahrner to perform the joint repair.

184

185 Motion by Jarrod, second by Ald. Gjertsen, to approve Fahrner Asphalt Sealers, Inc. for North
186 Kinney Coulee joint repair at a cost of \$34,910.

187

188 On voice vote, motion carried.

189

190 **Item 6 – Review and consideration of professional engineering services for 2018**
191 **Supervisory Control and Data Acquisition (SCADA) system upgrades**

192

193 Jarrod said this is the second year of a three-year program to upgrade and enhance the current
194 SCADA system. The original study to improve the city's current SCADA system, which was
195 installed in approximately 2008, was performed in 2016. The SCADA system controls all the
196 city's remote sites (wells, reservoirs, lift stations, storm lift stations) within its utility system.
197 Jarrod said Strand Associates would assist the city with the upgrades, meaning designing the
198 specifications, working with the supplier to obtain shop drawings, and conducting a site visit to
199 ensure that all the components were installed correctly. Some of the key components to be
200 installed as part of the project are:

201

- 202 • The replacement of all Programmable Logic Controllers (PLC), or "brain boxes," at the
203 remote sites. Many of the current PLCs are 10 years old.
- 204 • The installation of a new Operator Interface Panel at Well No. 9 for monitoring and
205 setpoint adjustment locally at this station. This includes the ability to change filter

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- 206 setpoints from the SCADA. This was not part of the original Well No. 9 Project.
207 • The replacement of the existing Uninterruptible Power Supplies (UPS) at the lift stations
208 and reservoirs with direct current UPSs.
209

210 Jarrod said staff recommends that Strand Associates assist the city with the 2018 SCADA
211 Project, noting that Strand had assisted with the design of the original project. Strand also
212 performed the first phase of the current SCADA upgrade project.
213

214 Mayor Chilsen inquired about the cost of the project.
215

216 Jarrod said the cost would be \$19,000.
217

218 Ald. Bertrand asked if there are any new technologies on the horizon that will function more
219 efficiently and eventually will replace what would be installed as part of this project.
220

221 Jarrod told Ald. Bertrand that currently everything is wireless with the radio transmitter and said
222 connections used to be via telephone landlines. Jarrod said he is certain there is a type of cellular
223 telephone technology that could be utilized; however, the city then would be dependent on the
224 cell phone network. Jarrod said one of the advantages of the current system is the city is self-
225 sufficient if the standby generator is operating at a site. Jarrod noted there is a repeater on top of
226 the hill at the Well Street reservoir and said a generator can be transported up the hill if power is
227 lost for a significant amount of time. Jarrod said, "This is the most stable system we've found at
228 this point. I don't know of any technology that is on the horizon that would replace it. We
229 would probably look at new technologies if we were going to replace the entire system. When
230 we did this project in 2008 and replaced the landlines with the new PLCs, antennas, the actual
231 components within the remote sites and the programming for this, it was about \$450,000. It is so
232 important to have this because we depend on it." Jarrod noted that six city staff members,
233 including himself, are contacted via cell phone when there is a technical failure. Jarrod
234 described the system as being "robust and somewhat complicated," adding there are several
235 electrical components and this is the reason Strand Associates' electrical engineer assists the city.
236

237 Ald. Bertrand asked Jarrod if he is satisfied with the security aspects of the system.
238

239 Jarrod said yes and told Ald. Bertrand one of the reasons the city had replaced the SCADA
240 system in 2008 is a radio path survey had not been conducted and there were challenges with
241 making outgoing calls. Jarrod said the current system has been "very sturdy" and told Ald.
242 Bertrand staff is attempting to be proactive so it is not necessary to contact LW Allen, the city's
243 provider, which is based in Madison. Jarrod said, "It's a lot easier if we can be proactive
244 replacing items and paying them to come up and fix one item at a time. We're trying to be ahead
245 of the curve with what we're doing here." Jarrod referred to an incident that occurred at the lift
246 station located at 6th Avenue North and Quincy Street where both pumps malfunctioned and a

247 bypass was required, and he said the situation could have been worse had there not been a call-
248 out.

249

250 Ald. Gjertsen described the SCADA system as the city's "eyes and ears."

251

252 Motion by Ald. Bertrand, second by Ald. Bertrand, to approve professional engineering services
253 by Strand Associates for 2018 Supervisory Control and Data Acquisition (SCADA) system
254 upgrades at a cost of \$19,000.

255

256 On voice vote, motion carried.

257

258 **Item 7 – Review and consideration of professional forestry services for updating Urban**
259 **Forest Management Plan**

260

261 Jarrod noted a copy of the service agreement from Bluestem Forestry has been included in board
262 members' packets and said it would update the current Urban Forestry Management Plan. The
263 original plan, also done by Bluestem Forestry, was dated from 2009, and Jarrod said there have
264 been several changes in that plan over the last nine years. Jarrod noted that more than 1,500 ash
265 trees have been removed and said a majority have been replaced with new trees. Jarrod said the
266 current project not only would update the Urban Forestry Management Plan, but it also would
267 include a new strategic planning plan that would include locations where it would be viable to
268 plant more city trees and increase the city's urban canopy. Jarrod told board members that the
269 Wisconsin Department of Natural Resources is participating in half of the \$11,500 cost due to a
270 grant secured by Planner/Zoning Inspector Katie Aspenson.

271

272 Motion by Jarrod, second by Ald. Gjertsen, to approve professional forestry services from
273 Bluestem Forestry in the amount of \$11,500 for updating Urban Forest Management Plan.

274

275 On voice vote, motion carried.

276

277 **Item 8 – Review and consideration of downtown parking, including handicap parking**

278

279 Jarrod noted that board members' packets include a copy of an email from Matt Boshka, the
280 owner of David Reay's Restaurant, as well as an aerial photograph showing the area of
281 downtown Onalaska where both Dash Park and David Reay's Restaurant are located and a map
282 showing the city's downtown parking restrictions, which were revised in June 2014. Jarrod
283 noted there are different parking regulations in the downtown district, including one- and two-
284 hour parking zones, 15-minute loading zone parking, and zones where no parking is allowed
285 from 2 a.m. until 6 a.m. Jarrod said Matt Boshka is requesting two handicap stalls in the
286 downtown district and noted the city currently has no on-street handicap parking other than for
287 special events or special circumstances. Jarrod said there are municipalities that have on-street

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288 handicap parking and told board members the biggest concern related to handicap parking is
289 taking away downtown parking spots that already are heavily utilized. Jarrod also said
290 individuals who have a handicap sticker in their vehicle could utilize any of the downtown
291 services and not just dining at David Reay's. Jarrod said if the board so chooses it may invite all
292 the property owners in the downtown area to attend a public hearing at the April 3 Board of
293 Public Works meeting.

294

295 Motion by Ald. Gjertsen, second by Ald. Bertrand, to hold a public hearing regarding downtown
296 parking, including handicap parking, at the April 3 Board of Public Works meeting.

297

298 Ald. Bertrand asked if there would be a compelling reason not to add handicap parking in the
299 downtown district.

300

301 Jarrod suggested listening to input from the downtown businessowners and said, "I think there is
302 enough use down there for the current parking stalls that I think the handicap parking stalls, if we
303 kept them at one or two, are going to be just as filled as the parking stalls that are currently in
304 that area. I don't see them not being used. Since the downtown on-street parking is some of the
305 closest parking to a lot of these establishments, whether it's Colvin Dental Clinic or Sue Kolve's
306 or David Reay's, it probably is a justifiable thing to have some handicap parking down there.
307 It's just a matter of, what is the correct number in the area?"

308

309 Ald. Gjertsen said there had been several discussions with Dave Skogen regarding putting
310 handicap parking on his lot.

311

312 Jarrod noted there currently are approximately four stalls designated for handicap parking at the
313 Great River Landing, and four or five more at the parking lot where Braund Lumber used to be
314 located. Jarrod also noted that while there is handicap parking in the downtown area, the stalls
315 are not in close proximity to the downtown businesses.

316

317 Ald. Gjertsen said there had been a discussion with Dave Skogen regarding whether he was
318 going to supply his own handicap parking.

319

320 On voice vote, motion carried.

321

322 **Item 9 – Review and consideration of bids received for 2018 Utility Project**

323

324 Jarrod said this project will be bid at 11 a.m. on Tuesday, March 13, the day of the next Common
325 Council meeting. Jarrod noted he has included in board members' packets the bid tabulation and
326 the engineer's estimate on the project, which is \$1,950,525. Jarrod noted there is \$1,925,000 in
327 the 2018 Capital Improvements Budget for the project, and he told board members it is typical to
328 see bid prices that are less than the engineer's estimate. Jarrod said there are eight prime plan

329 holders at this time, stating that this is “a very good number” and adding he anticipates there will
330 be five to six bidders for the project. Jarrod said there has been significant interest by general
331 contractors, adding he expects to receive favorable bids on the project. Jarrod said the bids will
332 be opened March 13, and that he will bring forward the bid tabulations to the Common Council
333 that evening and also ask for approval.

334

335 **Item 10 – Review and consideration of bids received for 2018 Miscellaneous Concrete**
336 **Project**

337

338 Jarrod said this project will be bid at 10 a.m. on March 13 and noted the engineer’s estimate is
339 \$50,600. Jarrod noted that funds for sidewalk replacement are budgeted within both the Storm
340 Sewer Budget and the 2018 CIB. Jarrod said there currently are four plan holders and told board
341 members he anticipates two to three bids, adding the bids will be brought before the Common
342 Council on March 13. Jarrod said he normally attempts to open bids the day the Board of Public
343 Works meets, but the projects, including the \$1 million paving project, are being designed in-
344 house and they have taken up a considerable amount of time. Jarrod said, “We want to bid them
345 and get them awarded so we can get good prices. I felt if we waited until April for these projects
346 it would hinder the bids that would come in. We would lose a few bidders.”

347

348 **Item 11 – Review and consideration of bids received for 2018 Urban Forestry Project**

349

350 Jarrod said this project will be bid at 1 p.m. on March 13 and noted this is a variety of urban
351 forestry topics. Jarrod reminded board members the urban forestry items had been deleted from
352 the 2018 CIB. However, Jarrod also said there will be a variety of plantings around the Green
353 Coulee storm water pond and Storm Water funds will be utilized. Jarrod said there will be
354 \$9,800 worth of citizen request trees, which are planted yearly. Leftover funds from the 2017
355 Urban Forestry Program will be utilized. Jarrod said trees also will be planted utilizing funds
356 from the 2017 Utility Project, noting this has been done for many years. In addition, 200 trees
357 (diseased and ash) have been marked for removal. The Street Department will be removing the
358 trees, and stump grinding has been included within the bid. Jarrod said these bids also will come
359 before the Common Council on March 13, noting there are four plan holders and adding he
360 expects to receive one or two bids.

361

362 **Item 12 – Review and consideration of parking along the 300 and 400 block of Mason**
363 **Street**

364

365 Jarrod said board members’ packets include a copy of an email from Deb Taylor, Campus
366 Manager for Eagle Crest North, as well as a map showing the current parking restrictions along
367 Mason Street. Jarrod read the following portion of Deb Taylor’s email: “As you are aware, I
368 have had a few residents complain about the lack of visibility when pulling out of our driveway
369 from oncoming traffic approaching from the left. I have even had a few staff members complain.

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370 *These incidents happen when the area is more congested during the day, as opposed to night*
371 *time.” Jarrod referred to the map and noted there are four areas of no parking in the area of the*
372 *Eagle Crest driveway, and the driveways going into both the YMCA North and LB White.*
373 *Jarrod noted that Mason Street was constructed in 2006 and said the city had discussions*
374 *regarding parking along Mason Street with the YMCA North Director both in 2007 and 2008.*
375 *City staff went out into the field with YMCA North staff and delineated where no-parking zones*
376 *could be placed. Jarrod said that while there is a large parking lot at the YMCA North, the*
377 *facility hosts large events and YMCA North representatives would like to keep on-street parking*
378 *as an option. Jarrod noted there is “quite a bit” of on-street parking by the YMCA North during*
379 *daytime hours. Jarrod referred to the map and pointed out that it is closer for someone to park on*
380 *Mason Street and walk to the front door of the YMCA North than it is if he/she parked in the far*
381 *end of the parking lot. Jarrod said the area in question this evening is the area between the LB*
382 *White driveway and the Eagle Crest driveway. Jarrod said motorists driving down the Eagle*
383 *Crest driveway have difficulty seeing traffic coming from the east on Mason Street. Jarrod said,*
384 *“They’re requesting that this parking be taken off. It is approximately five or six stalls,*
385 *depending on how tight people park in there. Once again, this is one that was brought forward.*
386 *These typically would have a public hearing and we would invite property owners in the area to*
387 *come in and discuss it if we so choose.”*

388
389 Mayor Chilsen noted there is sufficient parking in the YMCA North parking lot and said
390 individuals coming to the facility are parking on Mason Street because it is a closer walk to the
391 front doors.

392
393 Ald. Bertrand noted he frequently goes to the YMCA North and said he has never had difficulty
394 locating a place to park in the parking lot. Ald. Bertrand said, “It seems as though we should be
395 pretty aggressive in making it as safe as we can [for motorists] coming down [the Eagle Crest]
396 drive.” Ald. Bertrand also said he would not object to designating other areas along Mason
397 Street as no-parking zones for safety purposes if it is necessary to do so. Ald. Bertrand asked
398 Jarrod if he is recommending that a public hearing regarding this item be held.

399
400 Jarrod said that is the typical procedure as it allows the affected parties to provide input.

401
402 Ald. Gjertsen said that while he is in favor of discussing this item, he also asked if there is
403 topography involved with both the Eagle Crest and LB White driveways.

404
405 Jarrod said there is with the driveway coming off Eagle Crest, estimating that the driveway is
406 likely 6-percent grade going up and down. Jarrod said the driveway does flatten out toward the
407 bottom and the sidewalk section, adding, “The first 50, 75 feet are a couple percent grade, but
408 then it does start quite an incline.”

409
410 Ald. Gjertsen noted motorists coming down the Eagle Crest Driveway and looking to the east are

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411 not seeing if there is traffic on Mason Street until they reach the flat location of the driveway.

412

413 Jarrod told Ald. Gjertsen he is correct and pointed to a location on the map that is a higher
414 elevation and where there is dense vegetation. Jarrod admitted, “You really can’t see anything
415 until you get down to the road.”

416

417 Ald. Gjertsen said, “I’ve never been up there, but if I was coming down I wouldn’t expect to be
418 able to see until I’m on the flat, which means what does it really do for you if you’re changing
419 the parking?”

420

421 Jarrod pointed to an area on the map and said if someone was parked there and waiting to exit,
422 there are approximately three stalls that are gone where someone could park up to the driveway.
423 Jarrod pointed to a location on the map and said an automobile at that location, “about halfway
424 through on the street, you would probably be able to see it.” Jarrod said staff could perform a
425 calculation for stopping sight distance and it would determine the approximate suggested
426 distance that should be seen.

427

428 Jarrod said, “I think what’s happening is you’re seeing a couple different factors. You’re
429 probably seeing a little bit of speed. You’re probably seeing the fact that some of the Eagle
430 Crest people who are residents, the reaction time due to their age is probably not what it would
431 be what the standard would be. I think that is probably part of what goes into it. Does it meet
432 the standard for what the sight distance would be? It would be pretty close.”

433

434 Ald. Gjertsen asked Jarrod if he would be willing to leave a copy of that data in his City Hall
435 mailbox.

436

437 Jarrod said the data can be included in the packet for the April 3 Board of Public Works meeting.

438

439 Ald. Bertrand said he believes the city should err on the side of safety.

440

441 Motion by Ald. Gjertsen, second by Ald. Bertrand, to hold a public hearing regarding parking
442 along the 300 and 400 block of Mason Street at the April 3 Board of Public Works meeting.

443

444 On voice vote, motion carried.

445

446 **Item 13 – Review and consideration of professional engineering services for French**
447 **Road/Crestwood Lane area Preliminary Report/Feasibility Study for water booster station**

448

449 Jarrod referred to a map on display for board members and said the area shown within the orange
450 would be served by the proposed booster station in the French Road/Crestwood Lane area.

451 Jarrod said that in 2007 Short Elliott Hendrickson had performed a feasibility study to ensure
452 that the city’s system could handle the booster station in this area, and also to determine what it

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453 would take to ensure there was sufficient pressure and fire flows. Jarrod said the French Valley
454 Development received plat approval in 2007, and the developers have been receiving extensions
455 on the plat the last 10 years. Jarrod pointed out the French Valley area (located at the end of
456 French Road), the Manske farm (located on Crestwood Lane), land on top of the hill owned by
457 Jacob Burch, and lands located on both the south and east sides of State Trunk Highway 16 that
458 are owned by the Nicolai family. Jarrod noted Mr. Manske wishes to develop his parcel and said
459 he believes Mr. Manske is “very close” to moving forward with some type of development. In
460 addition, the French Road/French Valley Development still receives plat approval.

461
462 Jarrod noted the regular service zone is located on Emerald Valley Drive and along STH 16. It
463 serves the La Crosse Industrial Park, and Jarrod said the secondary zone begins above an
464 elevation of 790 (represented by the blue line on the map). Jarrod said, “In order to serve water
465 in these areas, we actually have to have either a booster station or an interconnection to the
466 existing secondary zone that serves over in the [La Crosse] Country Club. At this time, the
467 almost feasible option for servicing this area is the installation of a booster station. Davy
468 Engineering has been working with the developer, Mr. Manske, and Jacob Burch on their
469 portions of the developments in this area. They’re looking and requesting what to do with water
470 service. What we’re proposing tonight is to look at having Davy Engineering assist the city in a
471 siting of the proposed booster station in this area, assisting with calculations on how to fairly
472 distribute an assessment district or a cost to these areas based upon either acreage or number of
473 hookups so then it could be looked at on how this booster station would be paid for in this area.”

474
475 Jarrod said the cost of the proposal is \$7,500 and proposed that funds from the funded 2018
476 Water Utility Contractual Budget be utilized. Jarrod said, “In looking at this, we typically have
477 ... In the city developers incur a lot of the costs for these studies for this work for the installation
478 of infrastructure to serve their developments. What we would look at is once we got done with
479 this study, if this moves forward and an area is delineated and a project goes forward, we would
480 add the cost of the study back into the overhead of the booster station, including the engineering
481 design work and all the costs that would go into putting in a booster station. I think we really
482 have a chicken and the egg [situation] here. It’s been that way since 2007 with the French
483 Valley Development. I think this would move this area forward for development, getting the
484 process of knowing exactly how much the costs would be and getting the developers on board in
485 looking at getting this area developed. With Davy Engineering’s experience with the developer
486 in this area, Engineering [Department] staff is looking to move forward with Davy Engineering.
487 We’re comfortable with them. They have performed work such as this; they designed the Green
488 Coulee booster station that’s in Aspen Valley.”

489
490 Motion by Jarrod, second by Ald. Bertrand, to approve professional engineering services by
491 Davy Engineering for French Road/Crestwood Lane area Preliminary Report/Feasibility Study
492 for water booster station at a cost of \$7,500.

493
494 Jarrod said the properties located within the orange/yellow line on the map is the service area.
Reviewed 3/9/18 by Jarrod Holter

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13

495 Jarrod also said the city also would service the areas that are possibly below the blue 790 line,
496 including areas in Timbercrest Drive.

497

498 Ald. Bertrand asked Jarrod if he is secure in the assumption that there are not any areas in the
499 future outside that area that also should be included.

500

501 Jarrod noted that Elmwood Partners has been developing the La Crosse Country Club and said
502 Elmwood Partners has a preliminary plat in for an area he pointed out on the map. Jarrod told
503 Ald. Bertrand that while Elmwood Partners has not yet put in the improvements, there is 1,500
504 gallons per minute fire flow with the current system to a specific area. Jarrod said, "That's how
505 we put the assessment district starting here to ensure that they will get 1,500 gallons per minute
506 of fire flow with the addition of the new booster station. We really can't serve anything farther
507 south; that's all the landfill, so we can't go that way." Jarrod pointed out Nathan Hill on the map
508 and said that in order to go over the hill and reach the other side of Nathan Hill it would require
509 another set of booster station reservoirs and lift stations. Jarrod said, "I'm relatively pretty
510 certain of the assessment district being correct."

511

512 For clarification, Ald. Gjertsen asked Jarrod if the cost of the study typically is worked into the
513 plans so that the developer ends up absorbing the cost.

514

515 Jarrod said, "We would put it into the assessment district, just like the cost of engineering work
516 to design the booster station and the construction of it."

517

518 Mayor Chilsen said, "It is budget-neutral for us."

519

520 City Administrator Rindfleisch addressed Ald. Bertrand's previous question and said, "The cost
521 would potentially increase to oversize this particular district and this particular system for those
522 futures that may or may not come in. We would be having a pre-unit cost that would price us out
523 of development. That's not to say we couldn't go beyond that one, but those additional
524 properties beyond that should bear those particular costs. It doesn't make it developable or not;
525 that's a future question to ask. In order to keep this within the range we could develop, we really
526 have to be restricted to what is feasible."

527

528 On voice vote, motion carried.

529

530 **Item 14 – Review and consideration of City-owned lands at 300 13th Avenue South**
531 **designated for future cemetery expansion**

532

533 Jarrod noted this topic had been brought up for discussion at the February 13 Common Council
534 meeting and said he believes the Board of Public Works is the appropriate body to begin
535 discussing it. Jarrod told board members their packets include two maps. One map outlines the
536 current City of Onalaska Cemetery (located at Main Street between 12th Avenue South and 13th

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14

537 Avenue South and up to Hickory Street). This area measures approximately 13.6 acres. A
538 second parcel is located at 300 13th Avenue South (located south of Hickory Street). This area
539 measures 2.3 acres. Jarrod referred to the memo he had included in board members' packets and
540 highlighted the following:

541

- 542 • The parcel at 300 13th Avenue South was originally purchased for \$180,000 with regards
543 to possible cemetery improvements and the addition of saleable graves. No dates have
544 been established or approved for such cemetery expansion since the purchase of the
545 property.
- 546 • The proposed site would contain approximately 528 traditional grave plots, not including
547 possible use of the Hickory Street right-of-way. With 2018 grave costs of \$820 each, an
548 estimated revenue of \$433,000 could be obtained from future grave sales.
- 549 • Development into the cemetery site for interment-ready lots is estimated to be \$75,000
550 to \$100,000. This cost could be reduced with the use of city staff to perform portions of
551 the work. The site would need to be graded; vegetation and trees would need to be
552 removed; turf would need to be reestablished; and driveways and paved accessways
553 would need to be created.
- 554 • A city-sponsored appraisal, performed in November 2007, assumed the site could
555 develop into eight city residential lots. Development costs at the site would include
556 grading, tree removal, city water and sanitary sewer, storm water facilities, and street
557 construction. Infrastructure to get the site into lots ready for sale could range from
558 \$50,000 to more than \$75,000, depending on design. The site currently lacks adequate
559 access to sanitary sewer at a depth to serve the entire parcel. Based upon current single-
560 family lot prices within the city, it is anticipated that lots on this site could be in the range
561 of \$50,000 to \$70,000 each depending upon market conditions. Jarrod said, "If you used
562 that range, that would give you a range of what you could probably look at if the site was
563 developed into residential lots. I think if the assessor looked at assessable lots, the tax
564 base for the lots themselves probably would not be quite that high, but it would be
565 relatively close."
- 566 • The current cemetery site has 1,249 remaining grave lots (not counting infant lots and the
567 few scattered lots that are unsaleable). At the current absorption rate of 50 per year – the
568 average sales for the past few years – the cemetery will reach capacity within the next 25
569 years.

570

571 Jarrod said there have not been any studies on the current cemetery as far as uses, a master plan,
572 or future cemetery sites.

573

574 Mayor Chilsen said he believes this item needs to be moved to the Common Council.

575

576 Motion by Mayor Chilsen, second by Ald. Gjertsen, to send to the Common Council for
577 discussion review and consideration of City-owned lands at 300 13th Avenue South designated

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15

578 for future cemetery expansion.

579

580 Ald. Bertrand said he believes tonight is an appropriate time to begin discussing this topic.

581

582 On voice vote, motion carried, 4-1 (Ald. Bertrand).

583

584 **Item 15 – Pay Estimates: Strand Associates, and any other contractor/developer**

585

586 **BOARD OF PUBLIC WORKS**
587 **MONTHLY ESTIMATES**

588

589 **March 6, 2018**

590

591

592

593

594

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
1. STRAND ASSOCIATES				
S. Kinney Coulee Lift Station Construction Estimate #12	\$ 28,300.00	\$ -	\$ 15,564.73	\$ 4,162.76
2. STRAND ASSOCIATES				
6 th & Quincy Lift Station Design Estimate #1	\$ 59,900.00	\$ -	\$ -	\$ 7,525.28

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605 Motion by Fred, second by Jarrod, to approve the two pay estimates dated March 6, 2018.

606

607

607 On voice vote, motion carried.

608

609

609 **Adjournment**

610

611

611 Motion by Ald. Gjertsen, second by Ald. Bertrand, to adjourn at 7:37 p.m.

612

613

613 On voice vote, motion carried.

614

615

616

616 Recorded by:

617

618

618 Kirk Bey