

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

Monday, July 2, 2018

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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 Monday, July 2, 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. Kim Smith,  
6 Ald. Ron Gjertsen, Assistant City Engineer Kevin Schubert

7

8 Also Present: City Administrator Eric Rindfleisch

9

10 Excused Absences: Financial Services Director/Treasurer Fred Buehler, City Engineer Jarrod  
11 Holter

12

13 **Item 2 – Approval of minutes from previous meeting**

14

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

17

18 On voice vote, motion carried.

19

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

21

22 Mayor Chilsen called for anyone wishing to provide public input

23

24 **Dennis Aspenson**

25 **117 11<sup>th</sup> Avenue South**

26 **Onalaska**

27

28 “Thank you for opening the floor to me. I just want to bring the board up to speed. I requested  
29 and addressed a letter to the Mayor on June 13. Jarrod Holter got it. [Planner/Zoning Inspector]  
30 Katie Aspenson got it. [Police] Chief [Troy] Miller got it, and [Police] Sergeant [Tim] Berg [got  
31 it]. It was pertaining to the speed limit from the roundabout by Menards north. I want those  
32 individuals to take a look at it, and I will be requesting [the speed limit] to be lowered to 25  
33 [mph] because of the amount of traffic coming and going there, and [the amount of] walking and  
34 biking pedestrians up and down that street. I’m hoping the board will put it on next month’s  
35 discussion, if possible.”

36

37 Mayor Chilsen apologized to Dennis and told him he had asked that this item be included on this  
38 evening’s agenda.

39

40 Dennis told Mayor Chilsen he understood and said, “Hopefully we can get it on next month’s  
41 [agenda] and take a look at it and see what we come up with. I’ve been working with the Police

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

Monday, July 2, 2018

2

42 Department over the last year, and most closely with Sergeant Berg, on trying to slow the traffic  
43 up. We have that sign out there now and the blinking [light], but it's not working. If you would  
44 put that on next month's [agenda] I would appreciate it."

45

46 Mayor Chilsen asked Dennis, "Did they put a trailer out there?"

47

48 Kevin said yes.

49

50 Mayor Chilsen asked, "Did we get a report back on that trailer?"

51

52 Kevin said, "I don't believe so."

53

54 Mayor Chilsen said he will speak to Police Sergeant Berg about obtaining a report, adding,  
55 "Even though that trailer may not flash the speed, it's still recording."

56

57 Dennis noted the trailer has been present three or four times.

58

59 Mayor Chilsen told Dennis he will examine the report.

60

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

63

64 **Consideration and possible action on the following items:**

65

66 **Item 4 – Review and consideration of professional engineering services for the design of**  
67 **Abbey Road Project**

68

69 Kevin told board members the Abbey Road annexation had been finalized July 1, and he said  
70 that in order to complete water and sewer extensions in 2019 street and utility plans must be  
71 started both for spring bidding and summer 2019 construction. Kevin also said City Engineering  
72 Department staff does not have the current capacity for design of this project along with others  
73 proposed as part of the 2019 Capital Improvements Budget. The proposed project design  
74 funding would be split between General Fund, Water, Sanitary Sewer and Storm Sewer Capital  
75 Project Fund balances. Kevin noted staff currently is soliciting quotes for the services, and he  
76 said staff has received one quote. Kevin also said staff is engaged with other engineering firms  
77 to obtain additional quotes and noted these quotes will be in hand for the July 10 Common  
78 Council meeting.

79

80 **Item 5 – Review and consideration of amendment #1 for professional engineering services**  
81 **for 6<sup>th</sup> & Quincy Street lift station design**

82

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

Monday, July 2, 2018

3

83 Kevin told board members that based upon the initial design of 6<sup>th</sup> Avenue North and Quincy  
84 Street lift station, it was determined that a standalone stick-built building was the best long-term  
85 solution for the facility. The initial Request for Proposals requested the use of the prefabricated  
86 engineered structure. Kevin said that during the siting of new building staff had examined the  
87 expansion of the structure to house sanitary sewer generators, pumps, equipment, et cetera. The  
88 engineering services were expanded with the addition of the traditional building and additional  
89 space for storage. Kevin said Strand Associates is requesting \$18,000 for additional services,  
90 meaning the cost of the total project design would be \$77,900. Kevin noted the 2018 Capital  
91 Projects Budget included \$100,000 for preliminary and final design.

92

93 Motion by Ald. Smith, second by Ald. Gjertsen, to approve amendment #1 for professional  
94 engineering services for 6<sup>th</sup> & Quincy Street lift station design in the amount of \$18,000.

95

96 Ald. Smith asked Kevin why the additional space is necessary.

97

98 Kevin said, “When we looked at the project and at the existing capacity of the sanitary sewer  
99 budget, we initially had just a small building that was going to house just the new electrical  
100 controls and the generator. When we got further along in discussion and brainstormed with staff  
101 and the consulting engineer, staff brought up the fact we had an overflow event a couple years  
102 ago and the pumps were clogged. We had to go back to the Public Works Facility from there,  
103 get the pumps and the generators, and bring them back. Since we know we had an event there  
104 where we had a clogged pump, it would be nice to house some of that equipment needed at the  
105 facility. This is our largest lift station in the City of Onalaska; it carries the most flow. This will  
106 have future flows from any expansion east of Sand Lake Road out by Menards. The Abbey  
107 Road annexation will flow into this, so this is a larger service area. We started looking at the  
108 design lifetime of extra areas east and north of the Wellington Greens neighborhood, [which]  
109 could potentially flow into here in future years. We started looking at what the Sanitary Sewer  
110 Department actually needed for size and space of additional equipment to facilitate our largest  
111 lift station. We know we had a clogging event a few years ago. That led us to look at having  
112 some additional equipment onsite, [such as] backup generators, backup pumps, lift chains, and  
113 other safety equipment for personnel to access the lift station, if needed, during an event. We’re  
114 just trying to house some of the additional tools needed for the lift station onsite.”

115

116 Ald. Smith asked Kevin if this is equipment the city currently possesses, or if it is additional  
117 equipment the department plans to purchase in the future.

118

119 Kevin told Ald. Smith, “[Everything] right now is owned by the city. We do have a little extra  
120 space in there for expansion as the sanitary sewer district potentially expands over the life cycle  
121 of the lift station. We’re looking at a 30-year design life frame for the lift station for calculating  
122 future flows, so we’re trying to add some space that we know we need now – generators, pumps,  
123 safety equipment – and then potentially something down the road would be a little extra room for

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

Monday, July 2, 2018

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124 there. But it's basically for existing equipment to housed onsite at the facility."

125

126 Ald. Gjertsen said it appears that staff is planning for the future, and he asked if the city typically  
127 utilizes a prefabricated building or constructs a structure onsite.

128

129 Kevin said, "Typically it's built onsite. In the Request for Proposals, in trying to keep costs  
130 down to a minimum, we started with that because we're only looking at ... We need room for a  
131 couple VFDs and a small 100-kilowatt generator, so we don't need a large block building. A  
132 prefab building, especially in a sanitary sewer associated with lift stations, sort of go hand-in-  
133 hand these days. But once we got into a more thorough design of what our future needs are and  
134 when we started looking at future flow and the potential sewer district that would flow into this  
135 lift station in 20 or 30 years, we started realizing that we're going to need some extra space for  
136 future equipment."

137

138 Mayor Chilsen asked Kevin if the lift station at 6<sup>th</sup> Avenue North and Quincy Street was the  
139 station that had required a bypass a couple years ago due to ragging clogging the pump.

140

141 Kevin said yes.

142

143 Ald. Gjertsen said a local contractor will not be able to be involved in the project if the city  
144 chooses to construct a prefabricated structure.

145

146 Kevin said a prefabricated structure was part of the preliminary design, and he told Ald. Gjertsen  
147 this structure will not be prefabricated. Kevin also said, "It will go out for contract, but it will be  
148 bid as the total bid package with the project. It will be bid as one project. ... The opportunity is  
149 for local work."

150

151 On voice vote, motion carried.

152

153 **Item 6 – Review and consideration of manhole rehabilitation on Tillman Drive, Johnson**  
154 **Drive and Lincoln Street**

155

156 Kevin told board members the paving of Tillman Drive, Johnson Drive, and Lincoln Street was  
157 added to the 2018 Paving Projects. Staff inspected the sanitary sewer manholes along the  
158 aforementioned streets and discovered that four manholes need installation of a spray liner to  
159 ensure structural integrity. This project would be funded from the 2018 Sanitary Sewer Utility  
160 Operating Budget – Contractual Services.

161

162 Motion by Ald. Smith, second by Ald. Gjertsen, to approve Hydro Klean for manhole  
163 rehabilitation on Tillman Drive, Johnson Drive and Lincoln Street at a cost not to exceed \$7,760.

164

165 Ald. Smith asked Kevin why this had not been included in the original paving project.

166

167 Kevin said, "It's a little bit separate. The paving project is only looking at the street itself. When  
168 we do this, some of the utilities in this area ... The sewer was there, and the watermain has been  
169 added to patchwork as the development has stretched out away from [Hilltopper Field] a little bit  
170 there. We didn't see that as part of the paving project. One of the things we do now is manhole  
171 casting, adjustments, and resetting. As part of that, city staff goes out and inspects them to see if  
172 they need new casting and new adjustment rings. When we popped these, we found there is one  
173 manhole made out of concrete blocks, and the other three are red brick manholes, so these are  
174 some of the original style. When we discovered those, with the budget process we can't use it  
175 under Capital Improvements for paving. It comes from the General Fund. We are looking to use  
176 this out of the Sanitary Sewer Contractual Fund. The liner will help strengthen the existing  
177 manholes, and it should make them not like new, but really improve their age at something that  
178 is very reasonable. We would not have enough money to send a heavy piece of equipment, dig it  
179 out and tear up the road. That would cost a lot more. We've identified a problem here, and we  
180 want to fix it while we're in there paving because once these streets are paved ... We're trying to  
181 get a few more years out of the underground utilities in this area."

182

183 On voice vote, motion carried.

184

185 **Item 7 – Review and consideration of bids received for Main Street and Sand Lake**  
186 **Road/12<sup>th</sup> Avenue Traffic Signal Improvements Project**

187

188 Kevin noted this project originally had been bid in June and said there was only one bidder. That  
189 bidder had submitted a quote that was more than what had been budgeted for the project. Kevin  
190 said the project has been rebid, and he told board members the project will be bid at 10 a.m. on  
191 July 9. The bids will be brought directly to the Common Council at its July 10 meeting.

192

193 **Item 8 – Review and consideration of State/Municipal agreement for County Road SS**  
194 **reconstruction**

195

196 Kevin said the Wisconsin Department of Transportation will be performing work on State Trunk  
197 Highway 157 in 2020, and this work will include the City of Onalaska's portion of County Road  
198 SS. Kevin noted city staff worked with WisDOT on the installation of new concrete pavement  
199 on the City of Onalaska maintained portion as part of this project. Kevin said that with the  
200 significant amount of truck traffic and starting and stopping in this area, staff recommends this as  
201 the long-term pavement choice for this location.

202

203 Motion by Ald. Gjertsen, second by Ald. Smith, to approve State/Municipal agreement for  
204 County Road SS reconstruction.

205

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

Monday, July 2, 2018

6

206 Kevin explained that the board is approving the municipal financial agreement with WisDOT,  
207 and he told board members the stated costs in board members' packets still are estimates. Kevin  
208 said, "The state is currently designing it, so it shouldn't go too far from what you see. But it's  
209 something we'll plan for in the Capital Improvements [Budget] this fall. These are not final  
210 numbers yet."

211  
212 Mayor Chilsen asked Kevin to included the word "estimated" in front of the costs prior to the  
213 July 10 Common Council meeting.

214  
215 On voice vote, motion carried.

216  
217 **Item 9 – Review and consideration of closure of the 200 block of Riders Club Road for**  
218 **Rugged Run event on Saturday, August 4<sup>th</sup>, 2018 from 7:00 a.m. to 1:00 p.m.**

219  
220 Kevin said the Parks and Recreation Department has requested the closure of Riders Club Road  
221 on August 4 from 7 a.m. until 1 p.m. for the annual Rugged Run event. Kevin noted this event  
222 has been held in the past with no incidents.

223  
224 Motion by Ald. Gjertsen, second by Ald. Smith, to approve the closure of the 200 block of  
225 Riders Club Road for Rugged Run event on Saturday, August 4<sup>th</sup>, 2018 from 7:00 a.m. to 1:00  
226 p.m.

227  
228 Ald. Smith asked Kevin asked if the Onalaska Police Department monitor the road closure, and  
229 if the city bears that cost.

230  
231 Kevin told Ald. Smith the Police Department will monitor the road closure as part of a Special  
232 Events Permit for which the event organizers will apply. Kevin also said he is unsure about the  
233 final aspect.

234  
235 Mayor Chilsen noted the Police Department will utilize cadets for the event.

236  
237 On voice vote, motion carried.

238  
239 **Item 10 – Review and consideration of motor replacement at Well #7, including funding**  
240 **sources**

241  
242 Kevin told board members the motor at Well No. 7 was removed by Municipal Well & Pump  
243 after a recent failure. Kevin said repairs were made; however, upon the second installation the  
244 windings failed on the motor. Kevin told board members staff has received a quote for new  
245 windings that either could be installed in the existing 2002 motor, or a new motor could be  
246 installed. Kevin said staff recommends replacing the existing motor as a better long-term

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

Monday, July 2, 2018

7

247 solution due to increased motor efficiency and the age of the existing motor.

248

249 Motion by Ald. Gjertsen, second by Ald. Smith, to approve Municipal Well & Pump for the  
250 motor replacement at Well #7.

251

252 Kevin referred to the quote from Municipal Well & Pump and told board members Municipal  
253 Well & Pump will deduct the labor and mobilization costs (\$4,863) to install the pump, and the  
254 company will just be charging the city for the new motor itself. Municipal Well & Pump will  
255 not be charging the city for transport and installation.

256

257 Ald. Gjertsen said, “If they just serviced it, it’s not that they missed something. Sometimes with  
258 the windings, you can damage them pretty easy and not know it – especially with them that old.  
259 I have quite a bit of experience with it. You have an old piece, and it’s like taking fine china  
260 together that’s cracked. I’ll give it to them.”

261

262 Kevin said he has found Municipal Well & Pump to be “a very reputable firm” in his dealings  
263 with the company. Kevin also said Municipal Well & Pump employees expressed remorse over  
264 the situation, noting a technician still was onsite when the windings failed on the motor after the  
265 second installation.

266

267 Ald. Gjertsen told Kevin he appreciates Municipal Well & Pump’s gesture.

268

269 Ald. Smith asked if the cost to replace the motor is not to exceed \$19,200.

270

271 Kevin said yes.

272

273 Motion restated:

274

275 To approve Municipal Well & Pump for the motor replacement at Well #7 at a cost not to exceed  
276 \$19,200.

277

278 On voice vote, motion carried.

279

280 **Item 11 – Review and consideration of bids received for Pond 17 Project located on South**  
281 **Kinney Coulee Road**

282

283 Kevin said bids for the Pond 17 Project will be opened July 9 and brought forward for possible  
284 action at the July 10 Common Council meeting. Kevin said this work will make repairs from  
285 storm damage sustained in 2017 with partial project cost reimbursement through federal disaster  
286 declaration. Kevin said this specifically relates to damage sustained in a weather event that  
287 occurred July 21 and 22, 2017, noting the city has received and will receive FEMA funding.

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

Monday, July 2, 2018

8

288 FEMA will cover 75 percent of the cost; the State of Wisconsin will cover 12.5 percent of the  
289 cost; and the City of Onalaska will pay 12.5 percent of an estimated \$115,000 project.

290

291 **Item 12 – Pay Estimates: Strand Associates, Short Elliott Hendrickson, Inc., Davy**  
292 **Engineering, Mathy Construction, Gerke Excavating, Steiger Construction, Hoffman &**  
293 **McNamara Nursery, Ayres Associates, Wisconsin Department of Transportation, Bluestem**  
294 **Forestry, Ferguson Waterworks and any other contractor/developer**

295

296

**BOARD OF PUBLIC WORKS  
MONTHLY ESTIMATES**

297

298

**July 2, 2018**

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<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
<b>1. STRAND ASSOCIATES</b>				
6 <sup>th</sup> & Quincy Lift Station Design				
Estimate #5	\$ 59,900.00	\$ -	\$ 22,724.38	\$ 4,517.93
<b>2. STRAND ASSOCIATES</b>				
12 <sup>th</sup> /Sand Lake & Main St. Traffic Signal Design				
Estimate #4	\$ 27,900.00	\$ -	\$ 15,000.00	\$ 8,500.00
<b>3. SEH INC.</b>				
Railroad Quiet Zone Study Design				
Estimate #3	\$ 11,900.00	\$ -	\$ 988.63	\$ 264.39
<b>4. MATHY CONSTRUCTION</b>				
2018 Pavement Project Construction				
Estimate #2	\$ 1,184,065.45	\$ -	\$ 3,400.00	\$ 263,804.36
<b>5. GERKE EXCAVATING</b>				
2018 Utility Project Construction				
Estimate #2	\$ 1,708,611.00	\$ -	\$ 150,836.49	\$ 298,548.95

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Reviewed 7/6/18 by Kevin Schubert

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

Monday, July 2, 2018

9

329					
330	<b>6. HOFFMAN &amp; MCNAMARA NURSERY</b>				
331	2018 Urban Forestry				
332	Construction				
333	Estimate #2	\$ 36,889.00	\$ -	\$ 15,353.55	\$ 28,419.85
334					
335	<b>7. STRAND ASSOCIATES</b>				
336	2018 SCADA Enhancements				
337	Design				
338	Estimate #3	\$ 19,000.00	\$ -	\$ 5,679.41	\$ 986.01
339					
340	<b>8. STATE OF WI DOT</b>				
341	PH/Braund Street				
342	Design – State Plan Review				
343	(Project #5991-02-53 & 54)				
344	Estimate #12	\$ 50,000.00	\$ -	\$ 25,054.73	\$ 937.17
345					
346	<b>9. STEIGER CONSTRUCTION</b>				
347	2018 Misc. Concrete Project				
348	Construction				
349	Estimate #1	\$ 85,087.50	\$ -	\$ -	\$ 5,924.20
350					
351	<b>10. FERGUSON WATERWORKS</b>				
352	2018 Hydrant/Lightpole Painting				
353	Construction				
354	Estimate #1	\$ 28,835.00	\$ -	\$ -	\$ 26,750.00
355					
356	<b>11. BLUESTEM FORESTRY</b>				
357	2018 Forestry Plan				
358	Design				
359	Estimate #1	\$ 11,500.00	\$ -	\$ -	\$ 4,200.00
360					
361	<b>12. DAVY ENGINEERING</b>				
362	French Road Booster Station				
363	Design				
364	Estimate #2	\$ 7,500.00	\$ -	\$ 506.25	\$ 2,310.73
365					
366	<b>13. STATE OF WI DOT</b>				
367	Riders Club Road				
368	Design – State Plan Review				
369	(5991-02-56)				
370	Estimate #10	\$ 60,000.00	\$ -	\$ 22,855.54	\$ 133.25

Reviewed 7/6/18 by Kevin Schubert

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

Monday, July 2, 2018

10

371  
372 **14. STATE OF WIDOT**  
373 Riders Club Road  
374 Construction  
375 (5991-02-57)  
376 Estimate #1                   \$ 287,176.00           \$ -   \$ -                   \$ 160,196.71  
377

378 **15. STATE OF WIDOT**  
379 PH/Braund Street  
380 Construction  
381 (5991-02-55)  
382 Estimate #1                   \$ 167,961.00           \$ -   \$ -                   \$ 542.45  
383

384 **16. STATE OF WIDOT**  
385 STH 35  
386 Watermain Instillation  
387 (Project #7190-06-80)  
388 Estimate #5                   \$ 153,000.00           \$ -   \$ 108,077.94       \$ 1,009.39  
389

390 Motion by Ald. Gjertsen, second by Ald. Smith, to approve the 16 pay estimates dated July 2,  
391 2018.

392  
393 On voice vote, motion carried.

394  
395 **Adjournment**

396  
397 Motion by Ald. Gjertsen, second by Kevin, to adjourn at 6:58 p.m.

398  
399 On voice vote, motion carried.

400  
401  
402 Recorded by:

403  
404 Kirk Bey