

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

Tuesday, July 7, 2020

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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 Tuesday, July 7, 2020. 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 Kim Smith, Ald. Diane Wulf,
6 City Engineer Jarrod Holter, Financial Services Director/Treasurer Fred Buehler

7

8 Also Present: City Administrator Eric Rindfleisch, Planning Manager Katie Aspenson, City
9 Attorney Amanda Jackson, Assistant City Engineer Kevin Schubert, Ald. Tom Smith

10

11 Unexcused Absence: Ald. Steven Nott

12

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

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

17

18 On voice vote, motion carried.

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

21

22 Ald. Wulf called for anyone wishing to provide public input.

23

24 **Lana Sacia**

25 **No address given**

26

27 Lana told board members she is the Director of Sales and Marketing for Havenwood of
28 Onalaska, which is a newer senior living community located on Emerald Drive East. Lana noted
29 Havenwood has 128 apartment homes for seniors, and also that the facility had opened in early
30 January, and individuals still are moving into the facility. Lana said, “My input is [regarding]
31 the traffic light. I have residents right now that feel they’re unable to access the bike and
32 walking path across the way due to the traffic of Highway 16. Those who risk it, as they say,
33 they feel like squirrels. They come back and they tell us their stories, and we’re happy to say
34 they’re good. We have congestion on Highway 16, obviously. The ability to access the bike and
35 walking path is hazardous, even at this point. With Federal Express coming on board and the
36 congestion that’s certainly going to be coming on board, we definitely need the traffic light.

37

38 Along with the traffic light, I would also ask consideration in terms ... I don’t know how these
39 things work. I’m not a subject matter expert, but if we could also incorporate a walking icon, or
40 at least include within the process what that traffic light operates and offers, that would definitely
41 be a necessary piece right now in terms of what that traffic light could do for the area. We’re all

42 for Federal Express coming on board; we'd like to welcome them with open arms. At the same
43 time, with them coming on board we would then ask for some safety for our residents. [There
44 are] 128 apartment homes for our building. That does not include the rest of Nathan Hills, and it
45 does not include Festival Foods, whose walking path – theirs and ours – are ideally supposed to
46 be in an ongoing connection with that bike and walking path on Highway 16.”

47

48 Ald. Wulf called three times for anyone else wishing to provide public input and closed that
49 portion of the meeting.

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51

Consideration and possible action on the following items:

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**Item 4 – Review and consideration of Green Coulee Road Intersection Project Plat of Right
of Way and Relocation Order**

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Jarrold told board members a copy of the proposed Right of Way Plat and Relocation Order for the Green Coulee/East Main Street Roundabout Project has been included in their packets. The order would allow the city to proceed with right-of-way acquisition. Jarrold said the right-of-way acquisition on this project is limited, noting the city needs to acquire a small portion of land from the Coulee Golf Bowl facility located on the corner, and also a small parcel of land from the Kwik Trip located on the other side of the road. Jarrold said the relocation order and the right-of-way plat will be small, and he noted MSA Professional Services will be engaging the two property owners in the negotiations.

Motion by Mayor K. Smith, second by Jarrold, to approve Green Coulee Road Intersection Project Plat of Right of Way and Relocation Order.

On voice vote, motion carried.

Item 5 – Review and consideration of policy for removal or damage to trees on City-owned right of ways or lands

Jarrold told board members a copy of the proposed City of Onalaska Tree Removal and Damage Policy has been included in their packets. Jarrold noted there are trees that either have been damaged or removed, and he said staff wanted to bring forward a policy that would address that. Jarrold told board members both Amanda and Katie had drafted the policy that is before them this evening, and he said it gives staff direction regarding how to proceed with trees located on city-owned lands such as right-of-ways, parks, or boulevards if they are damaged.

Fred said, “The way I read this, I wonder if you really mean, ‘whichever is less.’ If you have a \$3,920 tree valuation, whichever is greater, they’re going to be paying \$3,920 in either one of these cases.”

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83
84 Jarrod explained that the way the policy is currently written, an individual who removes a tree
85 would pay 50 percent of the value, or he or she would pay \$450 – whichever one is more. Jarrod
86 addressed the scenario Fred had just described and told board members an individual would be
87 paying a little less than \$2,000 in damages for the tree. Jarrod said, “If it was removed or it died,
88 but if you damaged the tree, it would be 25 percent. That’s the question in front of the board
89 tonight. Do we want to charge 100 percent of what the tree is worth? Do we want to charge 50
90 percent? Do we want to charge 10 percent? Do we want to charge what it costs the city to
91 replace the tree, which is where we got the \$450 number from? We’re just looking to be
92 consistent in how we approach it. [Amanda] recommended we have a policy that we’re
93 consistent with.”

94
95 Katie said staff also will, as space permits, attempt to annually send citizens a flier regarding tree
96 removal in the utility bills, and she told board members there also are notifications posted on
97 Facebook. Katie noted there are news releases for Tree City USA and Arbor Day, and she said
98 staff attempts to be open with the public. Katie told board members GIS Analyst Caitlin Hagar
99 has brought forward a city webpage that allows citizens to search their property address and find
100 out details about the tree on their property. The webpage includes a splash page that informs
101 citizens the City of Onalaska owns the trees and citizens are not supposed to remove them. Katie
102 said, “I think it’s helpful. That way we’re not looking at, what’s their story? Did they do it
103 intentionally? Did they not do it intentionally? The amount of effort we’re trying to do in terms
104 of education, we’re just trying to be consistent. This means that staff, if the tree were to be
105 removed, we would just bring it forward ... and as the policy is written, it would not go to the
106 Board [of Public Works] or to the [Common] Council. It would simply be taken care of at the
107 staff level.”

108
109 Fred referred to the June 2 Board of Public Works meeting and noted that one of the items the
110 board had discussed was a tree valued at \$1,100 that a citizen had had removed. Fred said, “I
111 believe both of these should read ‘50 percent of the lesser of the two’ because in that case that
112 would match what we did [in June]. I’m just concerned that when someone has a \$3,900 tree ...
113 I understand what you’re saying, Jarrod, but we’re replacing it. I guess I don’t feel comfortable
114 that we’re ... We’re actually not treating it the same way we did last month.”

115
116 Katie told Fred the goal moving forward is this is the policy to which the city would adhere, and
117 she said, “It would be whatever percent the board and the Council felt appropriate, and staff
118 would consistently enforce these percentages moving forward.”

119
120 Jarrod told board members he agrees with Fred to a certain extent, citing the example of an oak
121 tree located on a boulevard that is cut down and could be valued at \$10,000 to \$15,000. Jarrod
122 said it is possible in that instance the property owner could be paying \$5,000 to \$7,000 for that
123 tree if he/she must pay 50 percent. Jarrod said, “We also looked at the policy from a staff level

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124 and thought if we just charged \$450 to replace the tree, now we've probably got some people out
125 there who will gladly cut down the tree and pay the \$450. I am torn. I don't want to be punitive
126 in the damages, but we need enough damages to make sure that someone doesn't just go down
127 and cut down the trees. That's where we had trouble trying to come up with a number. We
128 totally understood you couldn't charge 100 percent of value because it's going to get tough for
129 someone to pay. That's the reason we're discussing it. And I don't disagree with Fred's
130 statement that it is a hefty amount."

131
132 Mayor K. Smith inquired about payments being placed on citizens' tax rolls if they do not pay to
133 replace a tree.

134
135 Jarrod told Mayor K. Smith that Amanda had included in the document that delinquent payments
136 would be placed on citizens' tax rolls.

137
138 Katie told board members that is the city's consistent practice if staff performs snow removal or
139 mows a citizen's lawn and payment to the city is not made. Katie said, "That is also common
140 practice for us in terms of collecting."

141
142 Mayor K. Smith said she understands the need for a policy and supports it, adding, "I'm thinking
143 through the different scenarios." Mayor K. Smith used the example of a \$10,000 tree and noted
144 a citizen's share of the payment would be \$5,000. Mayor K. Smith also noted it would be city
145 staff's responsibility to inform a property owner he/she owes \$5,000, which in turn will anger the
146 property owner and he/she then will contact his/her alderperson and attend a Common Council
147 meeting. Mayor K. Smith said, "What is the Council going to do? I think that's what we want to
148 talk about in conjunction with this policy. We need to be united in how we're going to handle it
149 when the public wants to appeal their case. This is why we keep getting in this situation. For
150 some reason, never for years did anybody cut down their own trees, and now suddenly the last
151 two years we've had multiple ones."

152
153 Jarrod asked if perhaps a third scenario should be added. There would be a capped maximum
154 dollar value in this scenario.

155
156 Fred told Jarrod he could support that scenario.

157
158 Jarrod told board members he does not know what the dollar value should be, reiterating the
159 value would be capped no matter what tree species a citizen cuts down.

160
161 Mayor K. Smith said she approves of Jarrod's proposal.

162
163 Ald. Wulf said she also could support Jarrod's proposal, and she asked if any city staff members
164 have contacted abutting municipalities regarding how they handle these situations.

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165
166 Jarrod and Katie both said they had not contacted anyone from abutting municipalities.
167 However, Katie also told board members she had discussed this policy with an urban forester
168 who is employed by the Wisconsin Department of Natural Resources. Katie told board members
169 the urban forester was “very encouraging” with his statements. Katie said the urban forester told
170 her he thought it was “a great practice” that the city placed the valuation on the tree, and also
171 “not to be punitive, but to show the community that the city pays a lot of money to plant trees
172 every year, and to recognize the benefits. Just knowing we had the potential policy coming
173 forward, he was very surprised and happy that we were taking these steps.”
174

175 City Administrator Rindfleisch said it is his experience based on other municipalities for which
176 he has been employed that the general practice is individuals who cut down trees are responsible
177 for the full replacement value. City Administrator Rindfleisch told board members it is possible
178 to have 80- to 100-year old trees that are 100 feet tall and located between the street and the
179 sidewalk, and he said the value is in the time the tree has been there. City Administrator
180 Rindfleisch said, “That is the goal. It’s not necessarily punitive. It is meant to be the fact that
181 we’re giving you notice the trees add value to the community, and they are city assets. To
182 replace the assets, you have to have some standards for that. The \$450 minimum is coming from
183 the fact to put up any minimal tree it’s going to be at least the \$450. I would hate to get into a
184 situation where 25 percent or less puts it at a \$100 tree because those trees you can get for \$100
185 are not so ... I’m supportive of the \$450 minimum amount to some degree. I am concerned
186 because as you said, the dollar amounts can really skyrocket on the value of these longstanding
187 trees as well, especially in the older part of our town ... Having a cap would make some sense to
188 me, too. I would not go less than the \$450 is my recommendation.”
189

190 Ald. Wulf noted the city is attempting to move away from naming specific amounts in its
191 ordinances, also noting the city refers to its fee schedule. Ald. Wulf asked if perhaps that
192 language should be inserted.
193

194 Jarrod said, “I think the number we have in here is what we see as an average bid price. I think
195 that will cover us for a number of years. Being that’s in a policy and not the ordinance, I think
196 we would be fine. If it goes up drastically we can always bring back the policy and update it.”
197

198 Ald. Wulf said she agrees with Mayor K. Smith regarding having a policy that garners
199 unanimous support. Ald. Wulf noted the Common Council establishes the policy, but city staff
200 must enforce it. Ald. Wulf stressed that the Common Council must support city staff, and
201 councilmembers cannot change their minds when a citizen attends a Council meeting and
202 expresses his/her displeasure. Ald. Wulf said, “It’s a two-way street, so we need to work
203 together.”
204

205 Mayor K. Smith told board members that while she believes she can solidly stand behind \$400 or

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206 \$1,000, she also believes \$2,000 is excessive.

207

208 Katie addressed situations in which there are multiple trees, asking board members if the cost
209 should be \$450 per tree versus up to \$1,500 or \$2,000 per tree. Katie noted there have been
210 instances in which citizens have cut down three or four trees, and she said the proposed dollar
211 values are for single trees and not per a single event.

212

213 Fred noted it is per tree and not per incident, also noting a citizen had once cut down five trees
214 and paid for all five. Fred told board members he could support \$1,000, and he asked Jarrod and
215 Katie, “How often would you hire your arborist to have something less than \$1,000? Does that
216 person charge every time he does that?”

217

218 Jarrod said a tree has to be less than five years old to be less than \$1,000, and he suggested
219 charging \$450 for tree that were planted less than five years ago, and charging \$1,000 for trees
220 planted more than five years ago.

221

222 Mayor K. Smith said the city could save money by not having a valuation.

223

224 Ald. Wulf said it is her understanding the city has been paying between \$50 and \$100 every time
225 there is an assessment, adding she is not sure why this is occurring. Ald. Wulf said she likens
226 this to when individuals go to municipal court and are required to pay the court costs, and she
227 questioned why taxpayers are paying the additional cost to do a tree valuation.

228

229 Mayor K. Smith asked Katie her opinion regarding Jarrod’s suggestion.

230

231 Katie said it is based on where the tree is planted, which she noted goes back to the quality of the
232 city’s data, all of which is stored in GIS. Katie said staff updates the data whenever new trees
233 are planted, and she told board members the burden falls upon staff to ensure that the data is
234 accurate. Katie said, “In that case, by the time that tree has been planted it’s probably already
235 five years old just to get to the 2½-inch caliper. I think the trees we’ve been seeing range from 9
236 to 14 inches in caliper. From what we’ve been dealing with the last few years, people aren’t
237 taking down the new trees. They’re taking down the trees that have been there for long enough
238 to go from a 2½-inch tree to 14 or 10 inches, or even 8 inches. That’s probably going to be
239 starting at about, I would guess ... at least more than five years almost every time. Every tree
240 that has been cut has been in place for more than five years. It’s people who are tired of the tree.
241 They don’t like the way the tree looks or pruned, or if they think it’s diseased or something of
242 that nature. It’s typically not a young tree.” Katie said she is unsure of the accuracy of the city’s
243 data going back to when trees were planted, adding she believes the city started its last
244 comprehensive inventory in 2015. Katie said, “It would be any tree installed before we did our
245 ash [tree] cuts [that] would automatically fall into that older category.”

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247 Mayor K. Smith suggested levying a \$1,000 charge for citizens who remove a tree, and \$500 if
248 the tree is damaged.

249

250 Katie asked if there would be a flat rate of \$1,000 per tree regardless of its age and quality.

251

252 Mayor K. Smith said, “I feel like as we’re trying to make it higher value or segregated, that’s
253 where we start to go off the rails, so I was just trying to simplify it.”

254

255 Fred asked why the city is treating the individuals who remove a tree differently than those who
256 strike a tree with an automobile because they are intoxicated. Fred said he believes both should
257 be treated equally, noting that per Mayor K. Smith’s suggestion, individuals who damage a tree
258 would be charged \$500.

259

260 Katie said the urban forester would examine the damaged tree and then determine whether or not
261 it needs to be removed. The process would include sending photographs of the tree to the
262 arborist, and Katie said, “In that case it is one nice thing to have someone outside of city staff
263 making that decision – essentially an independent third party where we send them the data on it.
264 We can send them pictures and tell them what happened, then they’re the ones for making the
265 call.”

266

267 Mayor K. Smith asked if the cost to do so is approximately \$50.

268

269 Katie told Mayor K. Smith the city has been paying \$50.

270

271 Fred told board members the individuals who had damaged trees likely had been issued citations
272 and gone to court, and he said the judge will determine who is qualified to give the city the
273 measurements or value of a tree. Fred said he agrees with Katie that an independent party who is
274 licensed or registered should be addressing damaged trees.

275

276 Katie asked, “Versus someone who has just outright removed the tree?”

277

278 Fred said yes.

279

280 Mayor K. Smith referred to the policy and asked if the fee for Scenario No. 1 (“Tree(s)
281 Removed”) should be a flat rate of \$1,000, and if the fee for Scenario No. 2 (“Tree(s) Damaged”)
282 should remain at \$450.

283

284 Katie asked Mayor K. Smith if she would like to have a cap for Scenario No. 2.

285

286 Mayor K. Smith said, “Yes. I would put it the same as the full cost. I feel like we should add the
287 cost of having the arborist evaluate the tree as a separate charge that they should have to pay.”

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288
289 Ald. Wulf stated she could support that. Ald. Wulf also said, “I don’t remember who mentioned
290 if we just went by age, I think that’s a lot of responsibility to be putting on whoever is going to
291 be responsible for that. If future Councils decide that that person’s emphasis should be on
292 something else, I think that’s a lot of responsibility to be putting on one department. We could
293 have a lot of problems with that. I guess I’d still like to know how other municipalities handle
294 this.”

295
296 Motion by Mayor K. Smith, second by Fred, to approve the policy for removal or damage to
297 trees on City-owned right of ways or lands with the following changes: The city shall charge a
298 flat fee of \$1,000 under Scenario No. 1 (“Tree(s) Removed”), and to follow the guidelines stated
299 under Scenario No. 2 (“Tree(s) Damaged”), with the addition that there is a not-to-exceed fee of
300 \$1,000. The individual who damaged the tree also would have to pay for the arborist to
301 determine the value of the tree.

302
303 Mayor K. Smith asked Katie if she believes this will be a simpler method for city staff when
304 addressing these situations.

305
306 Katie said, “Whatever the amount is that would be much easier for staff to write a letter and state
307 that this is based on the equation that’s come up with, and we would proceed. I guess I question
308 the difference of the minimum for the \$450 versus the \$1,000 cap and the 25 percent. The
309 numbers have the potential to being close to each other. But other than that, I think it’s better
310 than what we have, which is just the valuation and having to have cases come one by one before
311 the board.”

312
313 Ald. Wulf asked Mayor K. Smith if her motion includes approval of Section 3 (“Replacement
314 Cost Payment”).

315
316 Mayor K. Smith said the motion was to approve the entire policy, with the aforementioned
317 changes to both Scenario No. 1 and Scenario No. 2. Mayor K. Smith also addressed Katie’s
318 comments and said, “I think it’s true that it is going to be a small window. But I thought that that
319 was what she was saying she wanted the arborist to determine the value of the tree.”

320
321 Katie told Mayor K. Smith she is correct and said she was talking about the cap value of \$1,000
322 for Scenario No. 2. Katie said, “That’s what I meant, that based on the 25 percent versus \$450
323 and \$1,000 just seemed to be very close in number. That was just an observation.”

324
325 Fred told Katie he understands what she is saying, noting the cost will be \$1,000 a majority of
326 the time as part of Scenario No. 2. Fred noted the cost would be \$1,000 even if the tree’s value
327 is determined to be \$1,100, and he said, “It said, ‘not to exceed 25 percent valuation.’ ”

328

329 Jarrod noted there is a window between \$450 and \$1,000, and he said the fee cannot exceed
330 \$1,000 because then the cost for removal will need to increase.

331

332 On voice vote, motion carried.

333

334 **Item 6 – Review and consideration of Change Order #2 for 6th and Quincy Lift Station**
335 **Project**

336

337 Kevin said Change Order No. 2 includes the following:

338

339 a. Erosion mat installation to handle surface water from the Onalaska Middle School tennis
340 courts located on the east side of the project (\$451.50).

341 b. Additional overhead door remote controls for Public Works Department and Parks
342 Department vehicles (\$142.95).

343 c. Additional roof snow guards along the entire west side of the building for safety along
344 the sidewalk (\$808.50).

345 d. Additional exit signs as required by the City of Onalaska Inspection Department
346 (\$1,162.35).

347 e. Installation of two, 2-inch conduits and outlets for existing air bubbler units to prevent
348 scum matting in lift station (\$3,318).

349 f. Removal of existing 18-inch piping and installation of new stainless steel influent baffle
350 to allow for new larger pumps to fit inside wet well (\$8,715).

351

352 Motion by Mayor K. Smith, second by Jarrod, to approve Change Order #2 for 6th and Quincy
353 Lift Station Project at a cost of \$14,598.30.

354

355 Mayor K. Smith noted board members' packets include the contract price with all approved
356 change orders, and she asked how it compares to the city's budgeted value.

357

358 Jarrod told Mayor K. Smith said the costs for this project came in higher than anticipated, and he
359 said, "With the savings on the utility projects and things that we also bonded for, we have
360 enough money to cover the change order within the bonded amount that we have."

361

362 On voice vote, motion carried.

363

364 **Item 7 – Review and consideration of Change Order #2 for Crestwood Booster Station**
365 **Project**

366

367 Kevin noted there had been a fire incident this past April at the Crestwood Booster Station, and
368 said he believes it is imperative to act on this change order this evening "just to verify some of
369 the changes so we make sure as we go forward with the restoration of the project we get all the

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370 things we initially wanted in the booster station put back in and there's no gray area for
371 anything." Kevin said Change Order No. 2 includes the following:

372

- 373 a. Install additional sanitary vent for plumbing in basement as required by the City of
374 Onalaska Inspection Department. Some of the venting did not meet code. (\$367.29).
- 375 b. DC power supplies for variable frequency drives for service pumps and high service
376 pumps (larger pumps) to improve response times for pumps. This is a backup power
377 system that allows the drives to be activated quickly to shorten response times, especially
378 on the high service pump. There would have been nearly a 45-second wait before the
379 large fire pump was activated. This will allow the fire pump to be activated within 10 to
380 15 seconds. (\$1,680.00).
- 381 c. Provide basement flood switch and room temperature sensors. These were not shown on
382 the plans, but they were included in some of the contract language for the SCADA
383 System. (\$1,270.50).
- 384 d. Temporary shelter for masonry work due to Wisconsin DNR project review and
385 approval. The project was bid out in 2019, and bids were held for 60 days, pending
386 Wisconsin DNR review. The review was submitted in August 2019, and the start of the
387 project was delayed approximately two months. The masonry work began in November,
388 and it needed to be covered with plastic tarps so it did not freeze overnight. (\$3,454.50).
- 389 e. Installation of unions on process lines to jockey pumps for easier pump service. The
390 jockey pumps maintain the constant pressure that will be in the water system. Unions
391 were installed to save time and costs in the future (\$666.71).
- 392 f. Relocating temporary booster pump onsite to serve the City of Onalaska Crestwood
393 Utilities project and Crestwood Estates private development. The city was required to
394 provide water for testing. The temporary booster pump needed to be relocated
395 (\$1,175.21).
- 396 g. Provide and install taps for temporary booster pump to serve the City of Onalaska
397 Crestwood Utilities project and Crestwood Estates private development. (\$2,910.79).
- 398 h. Chlorine analyzer installation to better track chlorine residual leaving station. This will
399 tie back to the city's SCADA System. (\$4,967.60).
- 400 i. Building supporting media material change based on field conditions and geotechnical
401 recommendations. The existing soil at the subgrade level was deemed inadequate, and it
402 became necessary to strengthen the supporting media material from sand to gravel.
403 (\$2,753.06).
- 404 j. Landscaping allowance increase for plantings and installation of a rain garden on the
405 north side of the structure (\$3,311.33).
- 406 k. Install new louvers/dampers in generator room to increase air flow to match requirements
407 of generator requested by City on project. The design engineer originally had one
408 manufacturer in for the generator. The city requested a change during the design process,
409 and the design engineer accidentally kept the old square footage for the required air flow.
410 The generator that was installed requires more air flow, and the room now requires larger

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411 louvers to cool the generator while it is operating. (\$14,922.60).

412

413 Motion by Jarrod, second by Mayor K. Smith, to approve Change Order #2 for Crestwood
414 Booster Station Project in the amount of \$37,479.59.

415

416 Jarrod told board members, “Since the Green Coulee Reservoir Project bid came in, we would
417 have been close on funding on the Capital Improvements Budget for these change orders on the
418 water station. But with the reservoir bid coming in very favorable to the city, we have monies
419 within the Capital Improvements Budget to cover these costs.”

420

421 On voice vote, motion carried.

422

423 **Item 8 – Review and consideration of quotes received for Great River Landing Fencing**
424 **Project**

425

426 Jarrod said staff has had discussions with Burlington Northern Santa Fe officials as part of the
427 Quiet Zone application at the Irvin Street crossing. Jarrod said that while it was not required as
428 part of the Quiet Zone, the city is attempting to be a good partner and reduce the risk at the Quiet
429 Zone. Jarrod noted the 2019 CIB included funds for improvements at the Quiet Zone, including
430 a fence, and he told board members the city is proposing to install 715 feet of fence along the
431 tracks in an attempt to direct individuals to cross at the gated and lighted crossing. Jarrod said
432 staff is proposing to hire Philips Outdoor Services to install Bid Alternate No. 1 (a coated chain
433 link fence) at a cost of \$18,656.

434

435 Motion by Jarrod, second by Mayor K. Smith, to award Philips Outdoor Services the Great River
436 Landing Fencing Project in the amount of \$18,656.

437

438 Mayor K. Smith asked Jarrod if the fence will be aesthetically pleasing.

439

440 Jarrod told Mayor K. Smith the base bid was for a coated mesh, while Bid Alternate No. 1 is for
441 all coated parts. The top rail, the post, and the fittings will be coated black. Jarrod said he
442 believes it will be aesthetically pleasing, adding, “As far as a chain link fence goes, it’s about as
443 good as you’re going to get.”

444

445 Mayor K. Smith complimented Philips’ work and said she believes the fence will be a good
446 addition that will keep people safe.

447

448 On voice vote, motion carried.

449

450 **Item 9 – Review and consideration of Change Order #4 for Public Works Facility addition**
451 **project**

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452
453 Jarrod directed board members' attention to the second page of Change Order No. 4 and noted
454 the following nine items are on this change order:

- 455
- 456 1. Steel support angle at roof, per Americon's COR #9 Add \$550.00
 - 457 2. Heated concrete blankets, per Americon's COR #10 Add \$1,320.00
 - 458 3. Change locksets, per Americon's COR #12 Add \$453.00
 - 459 4. Steel at OH door jambs, per Americon's COR #14 No Cost
 - 460 5. Roof transition trim, per Americon's COR #15 No Cost
 - 461 6. Gas line size change credit, per Americon's COR #16 - \$1,700.00
 - 462 7. Pressure washer location, per Americon's COR #17 Add \$4,048.00
 - 463 8. Power to gas monitor & temp control panel, per Americon's COR #18 Add \$ 781.00
 - 464 9. Temporary toilet service, per Americon's COR #19 Add \$ 726.00

465
466 Jarrod noted the total of Change Order No. 4 is \$6,178, and he said that would fall within the
467 contingency for the project.

468
469 Motion by Fred, second by Mayor K. Smith, to approve Change Order #4 for Public Works
470 Facility addition project in the amount of \$6,178.

471
472 On voice vote, motion carried.

473
474 **Item 10 – Review and consideration of Development Agreement with Scannel Properties**
475 **for traffic signal installation at State Trunk Highway 16 and Emerald Valley Drive East**
476

477 Jarrod said the proposed traffic signal light that will be installed at State Trunk Highway 16 and
478 Emerald Drive East lies within the State of Wisconsin Department of Transportation right-of-
479 way, which lies within the City of Onalaska. The City of Onalaska is required to be the permit
480 holder for this project. Jarrod told board members Amanda had drafted an agreement, and he
481 said the developer has agreed to the agreement and Amanda has approved it. The agreement
482 protects the city during the installation of the traffic signal, and the developer will bear all
483 installation costs. The Wisconsin DOT will be assuming control and ownership upon the
484 installation of the traffic signal. Jarrod said there have been requests to install a traffic signal in
485 that area for more than 10 years, and he noted there is increased pedestrian traffic in this area.

486
487 Jarrod said, "I'm almost positive pretty much every traffic signal will have the pedestrian
488 crossing lights on it. I will ensure that it does have that, so we will be able to get across the
489 highway using that pedestrian countdown timer. The agreement is basically for the city to take
490 out the permit and allow the developer to put in the traffic signal."

491
492 Fred asked Jarrod if the pedestrian countdown would be different than the one seen at Gundersen

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

Tuesday, July 7, 2020

13

493 Health System. That signal becomes operational and flashes its lights when a pedestrian wishes
494 to cross.

495

496 Jarrod told Fred the signal would be the same as the ones that were installed at 12th Avenue
497 South/Sand Lake Road and Main Street. The signal shows a white arrow once the button is
498 pressed, and then pedestrians are given a countdown regarding how many seconds they have to
499 cross the street.

500

501 Mayor K. Smith told Jarrod she has received complaints about the traffic light located near Wal-
502 Mart. Mayor K. Smith noted there is an apartment building nearby with residents who are 55
503 years old and older, and she said some of those individuals have told her they do not have a
504 sufficient amount of time to cross the road. Mayor K. Smith said, "I'm a little concerned about
505 how long someone who lives at Havenwood thinks it takes to walk across that highway as
506 compared to whatever their standards are." Mayor K. Smith asked if Amanda had examined the
507 agreement, and if she has any questions.

508

509 Jarrod noted Amanda had drafted the agreement.

510

511 Motion by Mayor K. Smith, second by Jarrod, to approve Development Agreement with Scannel
512 Properties for traffic signal installation at State Trunk Highway 16 and Emerald Valley Drive
513 East.

514

515 Mayor K. Smith noted this with the understanding there is no cost to the city.

516

517 Ald. Wulf asked Jarrod if it is possible that the traffic signal could be installed this fall.

518

519 Jarrod told Ald. Wulf he had spoken with the developer and he said the lead time on the fixtures
520 and poles that would have to be ordered is likely 36 weeks. Therefore, the signal likely will not
521 be installed until spring 2021. Jarrod said no pavement needs to be removed and noted the
522 project primarily involves installing the fixtures.

523

524 Kevin noted the agreement states the traffic signal would be located on City of Onalaska right-
525 of-way, and he asked if that should instead read "in the City of Onalaska" as it technically is the
526 County Trunk Highway OT right-of-way.

527

528 Jarrod complimented Kevin for catching the error and promised to update this for the July 14
529 Common Council meeting. The second "whereas" will read as follows: "*Whereas, as part of the*
530 *development Owner intends to install a traffic signal at the intersection of Landfill Road and*
531 *State Highway 16 (the "Addition") which is described on Exhibit B hereto, and such traffic*
532 *signal would be located in the City of Onalaska on the Wisconsin DOT right-of-way.*"

533

534 On voice vote, motion carried.

Reviewed 7/9/2020 by Jarrod Holter

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Item 11 – Update regarding 2020 Pavement Project

Kevin told board members the City of Onalaska plans to mill and overlay Sand Lake Road between Redwood Street and Riders Club Road. Kevin noted this section of Sand Lake Road has no driveway access to any property that is accessed on a regular basis, and he said the city contacted the Wisconsin DOT about closing Sand Lake Road, which is under the City of Onalaska’s jurisdiction, and also the United States Highway 53/Sand Lake Road interchange. Signs have been placed both in the northerly and southerly directions along Sand Lake Road and US Highway 53 informing motorists there will be a road closure beginning at 7 a.m. Monday, July 13. Kevin said this will be a hard closure with no traffic allowed on this stretch of Sand Lake Road for approximately 72 hours. Kevin noted board members’ packets include a map that shows a preferred detour route.

Ald. Wulf asked if WKBT-Ch. 8 and WXOW-Ch. 19 have been alerted, and if the closure has received any coverage from the local media.

Kevin told Ald. Wulf a news release will be sent to the local media Wednesday morning, and he said staff first wanted this item included on this evening’s agenda.

Item 12 – Review and consideration of Sustainable La Crosse Commission report

Mayor K. Smith said the “Grow Solar Program” is underway, noting the group has hosted webinar-type online events. Mayor K. Smith noted the City of Onalaska will host a virtual event July 29, and she said information about the event may be found on the city’s website as well as its Facebook page.

Item 13 – Pay Estimates: Strand Associates, Short Elliott Hendrickson, Inc., MSA Professional Service, Olympic Builders, A-1 Excavating, HSR Associates, McCabe Construction, Hoffman & McNamara Nursery, Steiger Construction, Livermore Technologies, Fahrner Asphalt Sealers, State of Wisconsin Department of Transportation, and any other contractor/developer

**BOARD OF PUBLIC WORKS
MONTHLY ESTIMATES**

July 7, 2020

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
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Reviewed 7/9/2020 by Jarrod Holter

**Board of Public Works
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Tuesday, July 7, 2020

15

576					
577	1. STRAND ASSOCIATES				
578	Stormwater Quality Management Plan				
579	Design				
580	Estimate #5	\$ 75,000.00	\$ -	\$ 17,266.64	\$ 4,829.12
581					
582	2. MSA PROFESSIONAL SERVICES				
583	Green Coulee Intersection				
584	Design – Final				
585	Estimate #3	\$ 180,615.00	\$ -	\$ 25,277.03	\$ 10,009.86
586					
587	3. MCCABE CONSTRUCTION, INC.				
588	2020 Utility Project				
589	Construction				
590	Estimate #3	\$ 1,634,976.70	\$ -	\$ 351,608.63	\$ 344,161.49
591					
592	4. OLYMPIC BUILDERS GENERAL CONTRACTORS				
593	6 th & Quincy Pumping Station				
594	Construction				
595	Estimate #14	\$ 989,678.00	\$ 19,045.56	\$ 925,938.65	\$ 42,343.61
596					
597	5. HOFFMAN & MCNAMARA NURSERY				
598	2020 Urban Forestry Program				
599	Construction				
600	Estimate #2	\$ 91,933.00	\$ 9,564.69	\$ 96,350.81	\$ 5,477.88
601					
602	6. STEIGER CONSTRUCTION				
603	2020 Misc. Concrete Project				
604	Construction				
605	Estimate #2	\$ 84,612.50	\$ -	\$ 16,676.40	\$ 13,946.00
606					
607	7. SEH INC.				
608	General Eng.-S. Kinney Traffic Review				
609	Design				
610	Estimate #2	\$ 1,000.00	\$ -	\$ 441.78	\$ 477.96
611					
612	8. HSR ASSOCIATES				
613	PWF Addition				
614	Design				
615	Estimate #9	\$ 81,500.00	\$ -	\$ 80,685.00	\$ 815.00
616					

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617	9. LIVERMORE TECHNOLOGIES				
618	Fiber Cable Project				
619	Design				
620	Estimate #3	\$ 18,010.00	\$ -	\$ 3,272.50	\$ 3,465.00
621					
622	10. FAHRNER ASPHALT SEALERS				
623	Flex Patch				
624	Construction				
625	Estimate #1	\$ 117,600.00	\$ -	\$ -	\$ 109,776.24
626					
627	11. STATE OF WI – DOT				
628	I-90/STH 35				
629	Sanitary Sewer Install				
630	(Project #1071-06-89)				
631	Estimate #6	\$ 72,000.00	\$ -	\$ 51,468.13	\$ 172.73
632					
633	12. STRAND ASSOCIATES				
634	Court St. Lift Station				
635	Construction				
636	Estimate #10	\$ 24,300.00	\$ -	\$ 10,505.69	\$ 1,346.46
637					
638	13. SEH INC.				
639	Green Coulee Reservoir				
640	Design – Final				
641	Estimate #3	\$ 97,000.00	\$ -	\$ 38,646.63	\$ 50,510.92
642					
643	14. STATE OF WI – DOT				
644	STH 157-SS				
645	Construction				
646	(Project #1070-04-75)				
647	Estimate #1	\$ 630,000.00	\$ -	\$ -	\$ 27,945.51
648					
649	15. STATE OF WI – DOT				
650	PH/Braund St.				
651	Construction				
652	(Project #5991-02-55)				
653	Estimate #7	\$ 233,326.00	\$ -	\$ 242,328.28	\$ 1,293.69
654					
655	16. OLYMPIC BUILDERS GENERAL CONTRACTORS				
656	Crestwood Booster Station				
657	Construction				

Reviewed 7/9/2020 by Jarrod Holter

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

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658 Estimate #9 \$ 974,846.00 \$ 50,567.11 \$ 768,047.18 \$ 121,547.75

659

660 **17. A-1 EXCAVATING**

661 Crestwood Lane Utilities

662 Construction

663 Estimate #6 \$ 698,189.75 \$ 58,773.14 \$ 708,887.40 \$ 2,862.07

664

665 Jarrod asked that the following invoice dated June 30, 2020 be added:

666

- 667 • Twin City Striping \$14,447.56

668

669 Motion by Fred, second by Jarrod, to approve the 18 pay estimates dated July 7, 2020.

670

671 On voice vote, motion carried.

672

673 Ald. Wulf asked Jarrod to provide a brief update regarding the collection of previously used yard
674 waste receptacles.

675

676 Jarrod said all city residents who have 2020 yard waste stickers will be receiving postcards
677 informing them the city will be making one pass and collecting old yard waste containers on
678 Tuesday, August 4.

679

680 Fred asked Jarrod to include that on the July 14 Common Council meeting agenda.

681

682 **Adjournment**

683

684 Motion by Mayor K. Smith, second by Jarrod, to adjourn at 7:43 p.m.

685

686 On voice vote, motion carried.

687

688

689 Recorded by:

690

691 Kirk Bey