

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

Tuesday, November 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, November 6, 2018. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken with the following members present: Mayor Joe Chilsen, Ald. Ron Gjertsen,
6 Ald. Kim Smith, 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 Police Chief Troy Miller, Fire Chief Billy Hayes, Parks and Recreation Director Dan Wick,
11 Assistant Fire Chief Troy Gudie, Public Works Manager Jim Prindle, Ald. Jim Binash, Ald.
12 Diane Wulf, Ald. Jerry Every

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

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

18
19 On voice vote, motion carried.

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

22
23 Mayor Chilsen called for anyone wishing to provide public input

24
25 **Jerry Every, Second District Alderperson**
26 **801 Troy Street**
27 **Onalaska**

28
29 “I’m here to make a rather strange request of you tonight, specifically regarding the Capital
30 Improvement Budget. I’m also going to talk about the General Budget that we’re working on.
31 As Alderman Binash has said, on Wednesday we will be talking more about the budget as well.
32 I want to ask you to reinsert the \$60,000 for the [Onalaska] Cemetery fencing back into the
33 Capital Improvement Budget. I would also like to see you allocate new money – \$20,000 or so –
34 for a study to locate a position where we might have another fire station. I know it sounds
35 strange to ask you to include things, and now I’m going to ask you to exclude some things. ...
36 Some of the items you’re thinking about doing long-range, they’re on property that we don’t
37 even own yet. We haven’t even annexed that land, so those should take a lower priority.
38 There’s a zero-percent increase in the budget the way it was presented, but it isn’t really a zero-
39 percent increase. The figures I’m going to quote to you are taken from our budget books and our
40 audits and so on. If you look at the pie chart of our expenses and revenue, 75 to 80 percent is
41 taxes and special assessments. I’ll quote you some words from an accounting firm: ‘Whereas the

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42 *city's goal is to provide services that improve the quality of life for our residents, not to generate*
43 *profits as companies do.'* Also, it is our responsibility to maintain an adequate surplus that we
44 can use in case of fiscal emergencies. But it doesn't have to equal 90 percent of our General
45 Fund expenditures. I want to quote you some figures from our audit. Basically, balances that we
46 had in the year 2015, we had an ending fund balance increase of \$2,382,035 in comparison to the
47 prior year. In 2016, we had \$639,157 compared to the prior year. And in 2017, the most current
48 audit that we have, we had \$661,311 in comparison to last year. When we met in our Utilities
49 Committee and you met in your committee, you looked at some proposals for rate increases on
50 utilities. Those rate increases are phenomenal. You're looking at 36 percent in the Sewer
51 Utility, 19 percent in Storm Water, and 10 percent in Water. To me, these are unreasonable
52 figures, and I know that they're just things that are just being looked at and talked about, and
53 that's exactly what I want to do here. I find that hard to believe when we have a community that
54 has such a large surplus – almost \$8 million in our surplus account. You have \$13 million in
55 temporary investments. We have a bunch of unfinished expenditures in capital projects that date
56 way back to 1990. I totaled those up today, and that total is \$1,136,000. There are some pots of
57 cash ...”

58

59 Mayor Chilsen informed Ald. Every he had exceeded his three-minute speaking limit.

60

61 Ald. Every said, “I'm asking Eric to cut \$200,000 from the General Budget, and I'm asking if
62 you can see your way clear to cut \$100,000. That would be exactly half of what we levied last
63 year for taxes. Thank you for [allowing me to exceed the three-minute limit]; I appreciate it.”

64

65 **Roger Bjorge**
66 **1009 Windhill Street**
67 **Onalaska**

68

69 “Mayor Chilsen, members of the board, and the rest of you who are sitting here, I first wanted to
70 thank you and the members of the Onalaska Cemetery Committee for the work that has been
71 done to beautify our cemetery. I have heard many people – residents and non-residents – express
72 how impressed they are with the work that has been done so far. But it is my understanding that
73 funds to complete this project are not included in next year's budget. Before I go any further, I
74 have a letter that I would like to read from my brother-in-law and my nephew, who are a part of
75 this in our business: *'To the Board of Public Works: We are unable to make this meeting, but*
76 *wanted to express our opinion. As longtime residents of Onalaska, we strongly support any*
77 *funding for the cemetery project. This is a beautiful community, and we need to show how we*
78 *treat our families and friends who have passed on. The cemetery is a direct reflection of how a*
79 *city and community respects all people, living and deceased. Thank you. Jason and Marcy*
80 *Lund, and _____.'* My wife, Kay, and I echo the thoughts in this letter, especially since our
81 son, Scott, before he passed away, was very much involved in the cemetery project. We
82 wholeheartedly support it also, and we encourage you to find a way to include funding in order

83 to complete this project. Thank you.”

84

85 **Lois Riniker**
86 **302 2nd Avenue North**
87 **Onalaska**

88

89 “As you can see, we have a lot of Onalaska citizens here tonight wanting [the board] to put us in
90 the budget for the rest of the fence down 13th [Avenue]. The cemetery is a very big part of
91 Onalaska, and we would all like to see it finished. I would like all the people here stand up who
92 are supporting wanting me to get us in the budget. ... Thank you all for coming out. Thank
93 you.”

94

95 Jarrod read into the record the following email from City of Onalaska resident George Tabbert:
96 *“I support the movement to install a new fence along 13th Avenue South, which is the eastern*
97 *edge of the Onalaska Cemetery. I encourage Public Works to include that project in the 2019*
98 *budget. It has been many years since new fencing was installed along that edge of the cemetery.*
99 *The old chain-link fencing currently there has been damaged and looks unsightly. The new*
100 *fencing should be the same coated aluminum fencing type found on Main [Street] and 12th*
101 *Avenue South. That type of fencing is easier to maintain, especially if a section should ever*
102 *become damaged. Each edge of the cemetery has its own issues and history, all contributing to a*
103 *sense of place for visitors. Some would say that the 13th Avenue border of the cemetery is the*
104 *most significant edge of the entire property. Civil War veteran graves are found near the*
105 *existing wall, as are graves of two members of the Ho-Chunk Nation. Several Mayflower*
106 *descendant graves are found adjacent to the existing fence – and further up the hill, there is a*
107 *grave of a young man, a trumpet player who used to practice around different areas of the*
108 *cemetery – just to make sure the sound came out perfect when he was playing ‘Taps’ at veterans’*
109 *graveside services.”*

110

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

113

114

Consideration and possible action on the following items:

115

116 **Item 4 – Review and consideration of Supervisory Control and Data Acquisition (SCADA)**
117 **software upgrade**

118

119 Jarrod said there is computer software on the SCADA system, which controls the entire utilities
120 system, at the Public Works Facility, that needs to be upgraded. Jarrod referred board members
121 to a copy of a \$6,625.40 quote from Wonderware included in their packets, noting the quote is
122 for two licenses for the two computers that are being replaced. Jarrod said this is the current
123 software that is on the computers, noting the city has utilized the software since 2007 when the

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124 system was originally installed. Jarrod explained that the software is the “nuts and bolts” that
125 controls the city’s lift stations and wells. Jarrod said staff proposes that the software be funded
126 as an expense out of the 2018 Water and Sewer Utility Operating Budget.

127

128 Motion by Ald. Gjertsen, second by Ald. Smith, to approve a Supervisory Control and Data
129 Acquisition (SCADA) software upgrade by Wonderware in the amount of \$6,625.40.

130

131 Fred asked Jarrod if he expects the upgrade to be completed by the end of 2018.

132

133 Jarrod said yes, telling Fred, “The computers are sitting waiting for this to get approved to get
134 [the software] loaded.”

135

136 Fred said, “We usually take this like to the Finance and Personnel Committee to authorize non-
137 budgeted items, and then on to [the Common] Council.” Fred also noted the total cost would be
138 \$6,280, which is listed as the extended price on Wonderware’s quote, as the City of Onalaska
139 does not pay sales tax.

140

141 Jarrod agreed that the cost should be \$6,280 and not \$6,625.40.

142

143 Fred said, “What you’d really be looking for is as to whether or not Finance and Personnel would
144 consider moving this on to Council [November 13] to do what you’re requesting. Otherwise it’s
145 going to be 30 days later.” Fred explained that while this item cannot be included on Wednesday
146 evening’s Finance and Personnel Committee meeting agenda, it still may appear on the
147 November 13 Common Council meeting agenda

148

149 Ald. Gjertsen said this item must be placed on a Finance and Personnel Committee meeting
150 agenda.

151

152 Both Ald. Smith and Mayor Chilsen said this item could go directly to the Common Council.

153

154 Fred explained staff must wait until all four meetings scheduled for this week (Board of Public
155 Works, Finance and Personnel Committee, Administrative and Judiciary Committee, Utilities
156 Committee) are completed before items can be placed on the November 13 Common Council
157 agenda. Fred said the Board of Public Works may request to move this item directly to the
158 Common Council.

159

160 Motion by Ald. Smith, second by Ald. Gjertsen, to amend the previous motion and request that
161 Item 4 – Review and consideration of Supervisory Control and Data Acquisition (SCADA)
162 software upgrade – be moved directly to the November 13 Common Council meeting.

163

164 Vote on the amendment:

Reviewed 11/8/18 by Jarrod Holter

165
166 On voice vote, motion carried.

167
168 Vote on the original motion, as amended:

169
170 On voice vote, motion carried.

171
172 **Item 5 – Review and consideration of 2018-2020 Capital Improvements Budget**

173
174 A. Review and consideration of projects to be included or deleted from proposed 2018-2020
175 Capital Improvements Budget

176
177 **Public Works Department**

178
179 Motion by Ald. Gjertsen, second by Jarrod, to reinsert Item No. 26 (Cemetery fencing/\$60,000)
180 in the 2019 Capital Improvements Budget.

181
182 Ald. Smith said, “The reason I agreed to remove this from the budget in the first place was
183 because we do have Item [No.] 31, which is the Cemetery Master Plan [for] \$20,000. It was my
184 opinion that it would be best to do a master plan first and then come back and decide if the
185 fencing was our highest priority for moving forward with the cemetery plan. I really appreciate
186 all the work that the neighbors and the committee members have put into the improvements that
187 have happened to the cemetery already. It’s been a huge difference. It definitely was in a state
188 of decline. Without people in our community crying out and saying we have to do something, it
189 would never be as beautiful as what it is today. And going along with that, the city has made a
190 very large investment so far side-by-side with these neighbors who are moving forward and
191 doing all the hard work of promoting the project. But at this point, I really think that we need to
192 have a good master plan of where we want to go and what our priorities are before we do finish
193 the fence because maybe there are other things that are a bigger priority than the fence right
194 now.”

195
196 City Administrator Rindfleisch said, “Before we look at all the possible changes within the
197 budget, I would ask that perhaps it would be appropriate to get a number based on what we’re
198 looking at.” City Administrator Rindfleisch reminded board members their targeted goal for the
199 2019 CIB is \$3.5 million.

200
201 Fred said the board still must remove \$815,855 to be in close proximity to \$3.5 million.

202
203 Ald. Gjertsen said he agrees with Ald. Smith regarding the Cemetery Master Plan, but added,
204 “We still can move forward. Last year, I made the statement in this process that we need to start
205 finishing some of these projects. Some of these projects are not going to get finished for awhile.

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206 We need to keep moving forward on those smaller things that we know we're going to need to
207 do. There is definitely some fencing that can be done there. I would have this statement at the
208 last meeting [October 2], but I was not feeling well that night. Otherwise this statement would
209 have been made then. There is a reason for this. This is part of an ongoing project, and there are
210 other things that get done with the cemetery. Even down in the old part, I would like to see some
211 changes and some things added. One of the things we're going to be facing there is, at some
212 point the dynamics of the way we bury people is going to change. I think we're pretty close to
213 that right now, and we realize that. Maybe like we do downtown with utilizing infill, we're
214 going to have to get creative with some of the things that we do. If you say we're going to have
215 a long-term process and look at it, it's going to be awhile. Technically, this could go on for 20
216 years. I have quite a bit of experience working in that area, and I know that even the
217 improvements that we make when we get there, some of them may need addressing again. It's
218 just the way it goes. Our winters are very hard on things. To say we're going to do a small plan
219 and we're going to follow this plan, we won't go forward, it's not really getting to the goal of
220 completing."

221
222 Ald. Smith asked Fred to restate the amount that still must be removed from the 2019 CIB.

223
224 Fred referred board members to the "Net Project Cost" on page 7 of the 2019 CIB and said the
225 city will be utilizing Mortgage Revenue Bond issues for the Water, Sewer, and Storm Water
226 projects. Fred noted the \$4,315,855 under "General Projects" must be reduced to approximately
227 \$3.5 million. This means the board still must remove \$815,855.

228
229 Ald. Smith asked for clarification if the board still must remove more than \$800,000 from the
230 2019 CIB this evening.

231
232 Mayor Chilsen told Ald. Smith she is correct.

233
234 Ald. Smith said, "Going back to the cemetery and Ron's comments, I don't think it ever ends. It
235 never ends. We're not looking for an end. We're looking for a vision that we can continue to
236 work toward and revise as time goes by. I think that if we take the time to create a vision, a plan
237 – where are we trying to go and how are we going to get there? – we can prioritize our projects.
238 My concern is exactly what you said. Society is changing. The process of the cemetery is
239 changing; you all know that. My concern is that for \$60,000 there may be a project that we
240 would prioritize over the fence. Or we might see the fence in a different way if we take a closer
241 look at, from the city's standpoint, where we want to go with the cemetery."

242
243 Ald. Gjertsen said, "The one thing that we do know for sure is the real-estate boundary. That's
244 not going to change. We have the additions we're going to be doing at some point in time on the
245 south side and how we manage that street and how that real estate ends up laying. We can
246 predict with a reasonable amount of certainty with the existing fence that's there that that's not

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247 going to go until we move the project forward. I don't see that changing.”

248

249 Jarrod said, “Looking at the outlay that's been done within the last couple of years in the
250 cemetery for the improvements along Main Street and the fencing along 12th [Avenue], when I
251 look at the budget, I would really like to see the master plan done to know what the future holds.
252 Is it a columbarium? Is it further improvements to the cemetery to the south? We have invested
253 a lot in the cemetery in the last few years – the new streets that are paved within the cemetery,
254 the improvements on Main Street, the cemetery fence. I believe the higher priority is the
255 Cemetery Master Plan. With the budget starting at [more than] \$10 million and having to be
256 taken down to \$3.5 million, that was one of the reasons that I voted in favor of removing the
257 fence last month.”

258

259 Fred said, “I cannot support this issue. Until we get this list down to \$3.5 [million] I am very
260 reluctant to be adding things back.”

261

262 Motion restated:

263

264 To reinsert Item No. 26 (Cemetery fencing/\$60,000) in the 2019 Capital Improvements Budget.

265

266 On voice vote, motion failed, 4-1 (Ald. Gjertsen).

267

268 **Information Technology Department**

269

270 City Administrator Rindfleisch asked that a board member make a motion to remove Item No. 72
271 – Transfer of new hire info from NeoGov to Tyler Technologies – at a cost of \$40,000.

272

273 Motion by Ald. Smith, second by Ald. Gjertsen, to delete Item No. 72 – Transfer of new hire
274 info from NeoGov to Tyler Technologies (\$40,000) from the 2019 Capital Improvements
275 Budget.

276

277 City Administrator Rindfleisch said Human Resource Director Hope Burchell has requested that
278 Item No. 72 be removed.

279

280 On voice vote, motion carried.

281

282 **Public Works Department**

283

284 Motion by Ald. Gjertsen, second by Jarrod, to remove \$263,500 from the General Fund for Item
285 No. 29 (Public Works Facility heated storage addition to west end of building) as part of the
286 2019 Capital Improvements Budget.

287

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288 Ald. Smith noted the cost of Item No. 29 is \$1,054,000.

289

290 City Administrator Rindfleisch reiterated the total cost of Item No. 29 is \$1,054,000 and said the
291 amount to be reduced out of the General Fund borrowing, which is the net project cost, is
292 \$263,500.

293

294 For clarification, Mayor Chilsen asked Ald. Gjertsen if \$263,500 would be removed from the
295 General Fund portion of the project. (\$263,500 has been budgeted under Water, Sewer, and
296 Storm Water, thereby accounting for the \$1,054,000 project cost).

297

298 Ald. Gjertsen said yes.

299

300 Fred said he opposes this maneuver and stated the intent of a project is shared equally amongst
301 the parties involved; in this case, Water, Sewer, Storm Water, and the General Fund. Fred noted
302 the facility would be utilized by all four units and said, "To say you're going to do three-quarters
303 of a project and not charge the General Fund is not logical. The General Fund is utilizing the
304 facility, one-fourth of the cost."

305

306 Ald. Smith asked Jarrod to describe the impact of completely removing Item No. 29 from the
307 budget and postponing it until 2020.

308

309 Jarrod said, "Part of what this addition to the Public Works Facility, with the Mortgage Revenue
310 Bonds and variety of projects being done, that was part of the reason it was included in the 2019
311 budget and going into 2020: to be part of that funding. As Fred stated, the Sanitary Sewer,
312 Storm Water, and Water utilities would share in the costs, along with the General Fund, split 25
313 percent each way. We've been looking at this project for approximately five years. We moved
314 into the Public Works Facility in 2007. Since that time, we've added 12 pieces of equipment. If
315 you look at the facility, we're currently to the point where we're going to be parking vehicles
316 outside once the old City Shop at the waterfront gets torn down. Right now, during the
317 wintertime we're storing approximately 10 pieces of equipment in that building. That would be
318 getting this facility back up to where we can store everything and not have to double-park back
319 into things. We authorized HSR, which designed the building in 2006, to do a study on various
320 scenarios of adding on to the building [such as] building a shed out at various locations and
321 utilizing some of the Omni Center storage and redirecting that. We had six different options, and
322 this was the most cost-effective option. This would get us a minimum of another 10 years, if not
323 20 years, to have adequate storage and working space at the facility."

324

325 Ald. Gjertsen asked if the project will not be able to proceed if the \$263,500 from the General
326 Fund is removed.

327

328 Jarrod said staff explored the possibility of reducing the addition from 60 feet to 40 feet and told

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329 Ald. Gjertsen the project cost decreased by only approximately \$85,000. Jarrod said two short
330 walks would be removed and stated, "Once we add on to the building, we have the long wall
331 either way. We have the attachment to the old building; that's going to be where a lot of the cost
332 is. The only other way to do this would be to move it to a 2020 project and bond the General
333 portion as part of the 2020 project. But I guess if we're going to move forward with this, I would
334 look at moving forward with it fully funded and getting it done in 2019 as we're probably going
335 to lose our storage facility in 2019. That's my recommendation."

336

337 Ald. Gjertsen asked Jarrod if he anticipates that the old City Shop will be demolished.

338

339 Jarrod said that is the assumption under which he is working, and he told Ald. Gjertsen there is a
340 plan for a PUD submittal on the current Plan Commission agenda.

341

342 Motion restated:

343

344 To remove \$263,500 from the General Fund portion of Item No. 29 (Public Works Facility –
345 heated storage addition to west end of building).

346

347 On voice vote, motion failed, 4-1 (Ald. Gjertsen).

348

349 Motion by Jarrod, second by Ald. Smith, to transfer Item No. 9 (Street reconstruction – 2nd Ave.
350 SW-STH 35 to railroad tracks & Oak Forest Dr. – 2nd Ave. SW to STH 35/\$578,000) to the 2020
351 Capital Improvements Budget, with \$233,000 being removed from the General Fund in the 2019
352 Capital Improvements Budget.

353

354 Jarrod said he would like to move this item to the 2020 CIB due to the workload in 2019 for the
355 Public Works and Engineering staffs. Jarrod said the Sanitary (\$10,000), Water (\$257,000) and
356 Storm Sewer (\$78,000) funds would be included in the funding package. The \$233,000 in the
357 General Fund portion of the project would be delayed.

358

359 City Administrator Rindfleisch stated for clarification that the motion is not necessarily to
360 remove Item No. 9, but rather to move it to 2020, thereby reducing the amount in the 2019 CIB.

361

362 Jarrod noted board members' packets list the 2018 projects that are part of the funding package
363 for the three-year capital improvements plan for 2018 and already have been funded with short-
364 term financing. The proposed 2020 projects also are listed, and Jarrod said this project would be
365 added to that list.

366

367 On voice vote, motion carried.

368

369 Mayor Chilsen said according to his calculations the board still must delete \$542,855.

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370
371 Jarrod noted he had examined the remaining fund balance in the 2016 Capital Projects and said
372 that after Fred has closed out a variety of the previous year's capital projects, he believes there is
373 sufficient fund balance to fund Item No. 14 (Street paving – Wilson Street from 13th Avenue
374 South to Oak Forest Drive).

375
376 Motion by Jarrod, second by Ald. Smith, to transfer the \$133,060 budgeted for Item No. 14
377 (Street paving – Wilson Street from 13th Avenue South to Oak Forest Drive) to “Less Amount
378 Already Bonded” from the 2016 Capital Projects Fund Balance.

379
380 Fred explained that \$133,060 is being moved because \$133,060 in unspent funds for road
381 projects will be utilized for Item No. 14.

382
383 On voice vote, motion carried.

384
385 Mayor Chilsen noted the board still must delete \$409,795.

386
387 **Information Technology Department**

388
389 Fred addressed Item No. 70 (Microsoft Windows upgrade & Microsoft Suite update for all
390 computers/\$25,000) and described it as a “two-phased situation.” Fred told board members the
391 \$25,000 budgeted is “understated” by \$23,000. Fred said the \$48,000 for Item No. 70 would
392 come out of “Other Sources,” and he explained that the entire project would be moved and funds
393 from Water, Sewer, Storm Water, and the Equipment Replacement Fund would be utilized. Fred
394 said the title should be modified and called “Microsoft Office upgrade and update to all
395 computers.” Fred further explained he would feel uncomfortable putting this item in the bond
396 market when he believes the city may utilize fund balances to make this happen.

397
398 Motion by Fred, second by Ald. Gjertsen, to transfer \$25,000 from Item No. 70 (Microsoft
399 Office upgrade and update to all computers) to “Less Amount Other Sources.”

400
401 City Administrator Rindfleisch stated for clarification the net effect is to remove \$25,000 from
402 the General Fund, and also to increase the total amount of spending for Item No. 70 to \$48,000.

403
404 Jarrod asked Fred if this still has a General Fund Equipment Replacement impact.

405
406 Fred said \$25,000 has been moved to “Less Amount Other Sources” and noted there will be no
407 effect on the General Fund.

408
409 On voice vote, motion carried.

410

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411 Mayor Chilsen noted \$384,795 still must be removed from the budget.

412

413 **Parks & Recreation Department**

414

415 Motion by Ald. Gjertsen, second by Jarrod, to remove Item No. 47a (Rowe Park playground
416 replacement/\$150,000) and Item No. 47b (Rowe Park window replacement at shop/\$4,000) from
417 the 2019 Capital Improvements Budget.

418

419 Jarrod asked if Item No. 47a and Item No. 47b could be broken into two different motions.

420 Jarrod also noted he had spoken with Dan Wick and said the board will need to discuss Item No.

421 45 (Miscellaneous concrete – accessibility for parks, approximately 400 linear feet – part of

422 ADA Transition Plan/\$12,000). Jarrod said Dan told him that while he could forego the

423 equipment at this time, he would like to keep \$20,000 in the 2019 CIB for a Rowe Park Master

424 Plan for all the facilities in that park.

425

426 Dan said, “The plan was to come in and replace in Rowe Park as part of playground replacement

427 project. With discussion with staff, we’ve decided to look at the master plan as that park houses

428 a lot of things and a lot of activities for us year-round, and push off the enhancement to the

429 playground until we can look at a master plan of, where is the best location and things we can

430 do? I am requesting ... I’ll go to \$15,000 left aside there in that project that we could look at a

431 master plan throughout that project. The windows for the shop are something we’ve been

432 working with. We’ve been trying to patch things up in the shop. We would like to put the block

433 windows in from an efficiency standpoint. That’s why we’ve allocated trying to put that there.”

434

435 Ald. Smith inquired about the ADA Transition Plan.

436

437 Dan said Cities and Villages Mutual Insurance Company (CVMIC) recently had conducted

438 training with city staff, and its representative inquired about the city’s status regarding the

439 Americans with Disabilities Act. Dan noted a project was supposed to begin in 2013 and said

440 that while each department has achieved minor goals, “we have not done an overall plan. This

441 plan usually falls as part of a Park and Rec [Recreation Department] because it looks at a lot of

442 the facilities and the parks that we have.” Dan noted both he and Jarrod have spoken with

443 consultants and said they both feel comfortable that with \$40,000 they can write an RFQ to go

444 out for qualifications and hire a consultant to examine and create an ADA Transition Plan for the

445 city. Dan said CVMIC has told him the city needs to make progress in this area.

446

447 Fred asked Dan if he is asking to add \$28,000 to Item No. 45, thus bringing the total to \$40,000,

448 and remove \$135,000 from Item No. 47.

449

450 Dan told Fred he is correct, adding for clarification the \$135,000 would be removed from Item

451 No. 47a.

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452
453 City Administrator Rindfleisch reminded board members there is a motion and a second on the
454 floor.

455
456 Ald. Smith said she believes the board may pass the motion to remove a total of \$154,000 from
457 Item No. 47a and Item No. 47b, and then make another motion to clarify what Dan is requesting.

458
459 Motion restated:

460
461 To remove Item No. 47a (Rowe Park playground replacement/\$150,000) and Item No. 47b
462 (Rowe Park window replacement at shop/\$4,000) from the 2019 Capital Improvements Budget.

463
464 On voice vote, motion carried, 4-1 (Fred).

465
466 Motion by Jarrod, second by Ald. Gjertsen, to reinsert \$15,000 for Item No. 47a (Rowe Park
467 playground replacement), and \$4,000 for Item No. 47b (Rowe Park window replacement at
468 shop).

469
470 Mayor Chilsen noted there would be a net reduction of \$135,000.

471
472 On voice vote, motion carried.

473
474 Motion by Fred, second by Ald. Smith, to reinsert \$28,000 to Item No. 45 (Miscellaneous
475 concrete – accessibility for parks, approximately 400 linear feet for ADA Transition
476 Plan/\$12,000), thus bringing the total to \$40,000.

477
478 Ald. Gjertsen inquired about the funding source for the additional \$28,000.

479
480 Fred said they had just been removed from Item No. 47a.

481
482 Mayor Chilsen asked Fred for an update regarding the total amount removed from the budget
483 thus far.

484
485 Fred told Mayor Chilsen that \$538,060 has been removed thus far and \$277,795 still must be
486 removed.

487
488 City Administrator Rindfleisch noted the board has not yet voted on the motion on the floor.

489
490 On voice vote, motion carried.

491
492 **Public Works Department**

Reviewed 11/8/18 by Jarrod Holter

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13

493
494 Motion by Jarrod, second by Ald. Gjertsen, to remove \$20,000 from Item No. 28 (Alley paving –
495 2nd-3rd/Main St.-King St./\$50,000), thus reducing the amount to \$30,000 in the 2019 Capital
496 Improvements Budget.

497
498 On voice vote, motion carried.

499
500 Motion by Ald. Gjertsen, second by Ald. Smith, to remove \$20,000 from the General Fund for
501 Item No. 27 (One-ton truck w/plow, box & anti-icing system/\$80,000) in the 2019 Capital
502 Improvements Budget.

503
504 Ald. Gjertsen asked if this is one of the trucks that will contain liquid.

505
506 Jarrod said it would be a one-ton truck that would be utilized in the fleet a majority of the year.
507 Jarrod said the truck also has an allocation to add another liquid de-icing unit to the rear.

508
509 Ald. Gjertsen asked, “It’s not replacing, [but rather] it’s an addition?”

510
511 Jarrod told Ald. Gjertsen he is correct.

512
513 Ald. Gjertsen asked if the city can delay the purchase until 2020.

514
515 Jarrod said, “The way I look at the Capital Improvements Budget, when we went through it with
516 our staff, we had items in there like an end-loader, a streetsweeper, [and a] inner five-year outlay.
517 We also had a plow truck replacement, and we forego the inclusion of a ... Specifically, we have
518 a 1996 end-loader that is due to be replaced. We have done enough maintenance on it that we
519 forego putting that into this year’s budget. We always want to try to replace or get one piece of
520 equipment through the Capital Improvements Budget, and this is what was prioritized through
521 staff to be the most important piece of equipment. We couldn’t limp along with other
522 equipment. We’re very fortunate that we’ve bought a lot of our equipment within the last 10
523 years. We’ve been buying higher-end, stainless-steel bodies, and it’s been lasting longer. This is
524 really part of what would go into – I’m going to talk about the Snow and Ice Control Policy later
525 in the discussion tonight – but we are trying to use more liquid in our snow and ice control.
526 Currently, if we run the one-ton truck with the anti-icing unit, if we had this unit ... The problem
527 is our other one-ton trucks get used for water leaks, and in the cemetery during the winter. We
528 don’t want to move the anti-icing unit in and out of the truck because once it’s mounted in there
529 and the controls are up in the cabin, we want to keep it as one unit. That’s the reason we
530 included it as one new unit. This also would be a little bigger truck for the staff members.”

531
532 Ald. Gjertsen asked if this includes both the anti-icing unit and the truck.

533

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14

534 Jarrod said yes, noting it is a 1½-ton truck with the slide-in/slide-out anti-icing unit.

535

536 Ald. Gjertsen asked if both the truck and the anti-icing unit would be denied if the board votes to
537 remove them from the budget.

538

539 Jarrod told Ald. Gjertsen he is correct, noting approximately \$10,000 has been allocated for the
540 anti-icing unit.

541

542 City Administrator Rindfleisch noted \$80,000 has been budgeted for this item and reminded
543 board members \$20,000 would be removed from the General Fund portion.

544

545 On voice vote, motion failed, 4-1 (Ald. Gjertsen).

546

547 **Fire Department**

548

549 Fred asked Fire Chief Hayes to address the board regarding Item No. 42 (Exhaust system for
550 apparatus bay/living quarters/\$8,000 after receiving a \$72,000 grant).

551

552 Fire Chief Hayes said the exhaust system will be pulling exhaust connected to the apparatus so
553 that fumes will not enter the living quarters.

554

555 City Administrator Rindfleisch noted the General Fund portion would be \$8,000 after the city
556 receives a \$72,000 grant.

557

558 **Police Department**

559

560 Ald. Smith asked Police Chief Miller for justification and prioritization regarding Item No. 50
561 (Squad car – unmarked/\$48,000) and Item No. 51 (Squad cars (2)/\$121,000).

562

563 Police Chief Miller said the repair costs for the department’s current squad cars “really rise”
564 when they reach 100,000 miles, thus having a significant impact on the department’s other
565 budgetary items. Police Chief Miller noted the two new squad cars under Item No. 51 are
566 marked squad cars and said they are up for the normal rotation for replacement. Police Chief
567 Miller said Item No. 50, the unmarked squad car, was requested in the 2018 CIB, but former
568 Police Chief Jeff Trotnic willingly surrendered the vehicle. Police Chief Miller said, “By doing
569 so, that has put us behind our normal squad replacement scheme. That car is actually the one
570 slated for replacement is a 2008 Chevy Impala. That one is beyond its 10-year mark, which is
571 where we try to cap our vehicles at as far as the administrative vehicles – administration,
572 investigators, the unmarked cars. That is why we are asking to replace that one. That one has
573 had quite a service history on it, from exhaust system to engine. Earlier this year, the
574 investigator was driving down the road and his passenger side window decided to fall down in

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15

575 there. In my opinion, that one is beyond its work life. It has served its purpose here.”

576

577 Police Chief Miller told board members he had examined the financial figures he had prepared
578 for the squad cars, and he said the department is at a disadvantage in the way it orders its squad
579 cars. Police Chief Miller said members of his department normally attempt to reuse equipment
580 included in the squad cars, including prisoner transport cage and computer docks. However,
581 Police Chief Miller also pointed out members of his department do not know what Ford Motor
582 Company will change, noting that the partitions will not fit if one minor modification is made in
583 a vehicle’s cabin. Police Chief Miller said, “If we don’t budget for those new partitions, we’re
584 left holding the bag. We have a car that we don’t have equipment to put in it. [Regarding] our
585 numbers, realistically I would love to be able to say, per vehicle, the \$5,150 I have for the cage
586 and the transport system budgeted per vehicle. I’d love to say we don’t need that, but by the
587 time I say that, the specs change and we have a vehicle we don’t have a prisoner transport system
588 for. What I have been looking at, especially with Item No. 50, we have the determination those
589 will not the video systems in them because we like those cars to be more covert. ... There is a
590 savings right there we can realize out of that line item of \$7,400 that can be cut tonight without
591 impacting anything with our squad car. The same holds true with the marked squads. There is
592 \$7,400 allocated per vehicle for a new camera system. Since we have switched to the new
593 WatchGuard in-car video systems, we have had tremendous success with them. Our repair rates
594 are minimal, and we do carry the Advanced Replacement Plans on them. If something goes
595 down, all I have to do is pick up the phone, tell them what isn’t working, they will send us the
596 part, and we send them back the bad one. That’s all covered under our maintenance contract,
597 which is a different part of our budget that we do budget for every year. Can we realistically cut
598 that out of our marked squad cars at a total of \$14,800? Yes, I would be comfortable doing that
599 also. Again, I’d love to come forward and say, ‘Let’s take another \$10,000 off the transport
600 system.’ But I’m leery to do that because by the time I do that, something is going to change.
601 Now I’m going to have a car that has no cage in it.”

602

603 Mayor Chilsen asked Police Chief Miller if he is telling board members they may remove
604 \$22,200 for three cars.

605

606 Police Chief Miller said the \$7,400 is for three vehicles, adding up to \$22,200. Police Chief
607 Miller reiterated he is comfortable removing \$22,200 from the budget. However, Police Chief
608 Miller also stressed he is not comfortable with foregoing the squad cars, noting the Police
609 Department has gotten out of its rotation in the past when squad cars were removed from the
610 budget and telling board members it has been difficult for the department to catch up. Police
611 Chief Miller said he remembers a year when the department needed four vehicles, and he told
612 board members he is “very reluctant” to surrender the unmarked squad car, reiterating the
613 vehicle had been willingly surrendered out of the 2018 CIB. Police Chief Miller said, “We
614 sacrificed that one already, and now we’re behind because in 2019 we are supposed to be
615 replacing a different vehicle, which is now going to be a year behind replacement.”

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16

616
617 Motion by Fred, second by Ald. Gjertsen, to remove \$7,400 from Item No. 50 (Squad car –
618 unmarked/\$48,000) and \$14,800 from Item No. 51 (Squad cars – 2/\$121,000) in the 2019 Capital
619 Improvements Budget for a total of \$22,200.

620
621 On voice vote, motion carried.

622
623 **City Hall**

624
625 Fred asked Fire Chief Hayes to address Item No. 65 (New kitchen & living area in the Fire
626 Department living area), noting this item had been discussed at the October 2 Board of Public
627 Works meeting and that it is his understanding the budgeted sum of \$75,000 had little backing to
628 it.

629
630 Fire Chief Hayes said it is his understanding the city’s maintenance crew had examined the fire
631 station, which was constructed in 1999 and has not been updated. Fire Chief Hayes said he
632 believes a new kitchen and living area can be constructed for less than \$75,000.

633
634 Dan noted staff had obtained the information from the firefighters and said a figure of \$75,000
635 had been submitted.

636
637 Fire Chief Hayes said he believes that amount can be reduced by \$15,000 based on conversations
638 he has had.

639
640 Fred asked Fire Chief Hayes if he would feel comfortable moving this item to 2020.

641
642 Fire Chief Hayes said he would be comfortable with doing so, but he also noted the fire station is
643 occupied 24 hours a day, seven days a week, 365 days a year, and also that it has been 19 years
644 since the fire department was constructed. Fire Chief Hayes reiterated he is willing to reduce the
645 amount from \$75,000, but he also said it is the board’s decision if its members want to move this
646 item to 2020.

647
648 Ald. Smith stated she supports having Item No. 65 in the budget and said, “As [Fire Chief
649 Hayes] said, that kitchen is used more than our kitchens at home. This is more like an industrial-
650 type situation, and it wasn’t furnished with industrial-grade kitchen stuff. I do think it’s really
651 important. It’s going to cost more than remodeling something in your home. I think that when
652 we do it, we need to do it as we do for most city projects: We do it with care and quality
653 construction, and hopefully foresight of a good plan – especially and hopefully adding
654 firefighters in the upcoming years. I would consider reducing this amount, but without an
655 estimate or anything it’s very difficult. Most things that we put in the budget, Fred always make
656 people get estimates for. When we’re floating out with a random number, it makes it very

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17

657 difficult to make a decision like this when we know we have so many cuts yet to make.”

658

659 Fred asked Fire Chief Hayes to repeat how much he is willing to cut from the budgeted \$75,000.

660

661 Fire Chief Hayes told Fred that based on some of his initial conversations he believes the project
662 could be completed for \$60,000, meaning he is willing to cut \$15,000.

663

664 Motion by Fred, second by Ald. Smith, to reduce Item No. 65 (New kitchen & living area in Fire
665 Department living area/\$75,000) in the 2019 Capital Improvements Budget by \$15,000 for a
666 total cost of \$60,000.

667

668 On voice vote, motion carried.

669

670 Mayor Chilsen noted the board still must remove \$220,595.

671

672 Fred told Mayor Chilsen he wishes to briefly excuse himself to consult a book and determine the
673 amount of remaining funds in the 1998 Capital Projects, which is City Hall. Fred’s request is
674 regarding Item No. 64 (Roof replacement over original building – Council Chambers & Police
675 Department and Fire Department areas/\$44,250) and Item No. 67 (Cement & brick work around
676 City Hall & Main St. pillars/\$50,000).

677

678 Ald. Smith said Fred is seeking out his budget book that specifically has the amount available in
679 those funds from when the City of Onalaska borrowed funds to construct City Hall. Ald. Smith
680 noted there were extra funds that was designated only for use on City Hall, and she said this
681 would be an appropriate use of those funds.

682

683 Fred reported that \$55,000 remains in the 1998 Capital Projects.

684

685 Mayor Chilsen asked Fire Chief Hayes if he believes his project can be completed for \$55,000
686 rather than \$60,000.

687

688 Ald. Smith corrected Mayor Chilsen and said she is referring to Item No. 64.

689

690 Motion by Ald. Smith, second by Ald. Gjertsen, to approve funding Item No. 64 (Roof
691 replacement over original building – Council Chambers & Police Department and Fire
692 Department areas/\$44,250) by utilizing funds from 1998 Capital Projects.

693

694 Ald. Gjertsen inquired about the remaining funds in the 1998 Capital Projects.

695

696 Ald. Gjertsen was told \$10,750 will remain.

697

698 On voice vote, motion carried.

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699
700 Fred said his calculations show the board still must remove approximately \$176,345 from the
701 budget.

702

703 **Planning Department**

704

705 Motion by Jarrod, second by Ald. Gjertsen, to reduce Item No. 37 (Urban Forestry – Tree
706 Planting/\$50,000) in the 2019 Capital Improvements Budget by \$25,000 for a total of \$25,000.

707

708 On voice vote, motion carried.

709

710 **City Hall**

711

712 City Administrator Rindfleisch suggested that perhaps the remaining \$10,750 in 1998 Capital
713 Projects could be utilized on Item No. 67 (Cement & brick work around City Hall & Main St.
714 pillars/\$50,000). Doing so would reduce the amount that would need be borrowed to \$39,250.

715

716 Motion by Fred, second by Ald. Gjertsen, to reduce Item No. 67 (Cement & brick work around
717 City Hall & Main St. pillars/\$50,000) by \$10,750, which would be placed under “Less Amount
718 Already Bonded.”

719

720 On voice vote, motion carried.

721

722 Mayor Chilsen noted \$140,595 still needs to be removed from the budget.

723

724 **Public Works Department**

725

726 Jarrod addressed Item No. 35 (Fiber computer cable from City Hall to Public Works Facility &
727 Library/\$300,000 for b, Construction), telling board members the city is working in conjunction
728 with the Onalaska School District, which is installing a “fiber backbone” through its schools.

729 Jarrod said the school district is looking at doing some of its construction in 2019, adding that
730 part of the costs would be to work with the district on that project. Jarrod said it would be
731 possible to phase in the projects and do certain parts at certain times. Jarrod also said he feels
732 comfortable lowering the General Fund portion of the project from \$200,000 to \$100,000 and
733 splitting it over two years. This means it would be a 2020 project for half the amount, and Jarrod
734 said he believes the project still can be attainable by splitting it out.

735

736 Motion by Jarrod, second by Ald. Gjertsen, to reduce Item No. 35b (Fiber computer cable from
737 City Hall to Public Works Facility & Library/\$300,000 for construction) from \$200,000 to
738 \$100,000 under the General Fund.

739

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19

740 Ald. Smith asked if this is with the understanding the additional \$100,000 would be in the 2020
741 CIB.

742

743 Jarrod said that is what should happen so that the project may be completed.

744

745 Ald. Smith said it is her understanding the financial figures are not concrete.

746

747 Jarrod said there could be project savings.

748

749 Fred noted that when the project was calculated out, it was done so at \$50,000 for Sanitary
750 Sewer, \$50,000 for Water, and \$200,000 for the General Fund.

751

752 Jarrod said there would be a fiber optic connection up to the Public Works Facility, where the
753 city's Sanitary Sewer, Water, and Storm Sewer utilities are located, and he noted there are no
754 utilities facilities at the Great River Landing, the library, and the City Park Shop. Jarrod said,
755 "Going that direction, we allocated it at a percentage split. Until we get the actual specific costs
756 of each run, we won't know for sure exactly the cost. But that's the reason we had the General
757 Fund for a higher percentage than the Water and Sewer utility."

758

759 On voice vote, motion carried.

760

761 Mayor Chilsen noted the board still must remove \$40,595.

762

763 Fred said the amount under the General Fund currently totals \$3,540,595.

764

765 **City Hall**

766

767 Jarrod addressed Item No. 68 (Carpet replacement – Police Dept. & Fire Dept. living
768 quarters/\$25,000) and asked that carpet replacement/new office furnishings for City Hall be
769 added. Jarrod said doing so would not change the budgetary amount, "but looking at some of the
770 office furnishing around City Hall, that could also be used toward that."

771

772 City Administrator Rindfleisch said he has been asked why the words "office furnishings" need
773 to be added if there is no budgetary impact. City Administrator Rindfleisch explained adding
774 those words will allow, with possible personnel changes in the budget, the creation of new
775 offices or the possibility to relocate new office space.

776

777 Motion by Ald. Smith, second by Ald. Gjertsen, to add the words "office furnishings" to Item
778 No. 68 (Carpet replacement – Police Dept. & Fire Dept. living quarters/\$25,000) in the 2019
779 Capital Improvements Budget.

780

781 On voice vote, motion carried.

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Fire Department

Jarrold addressed Item No. 42 (Exhaust system for apparatus bay/living quarters) and said he believes that when the Fire Department applied for its grant for the \$80,000 cost, it already had budgeted from the fire truck replacement that was sold. Therefore, the \$8,000 match for the grant, which totals \$72,000, may come out of “Less Amount Other Sources” for the Fire Department’s Equipment Fund.

Fred asked Jarrod to repeat the source of the \$8,000, noting there had been cost overrun when the new fire truck was purchased. This means the Fire Department was utilizing funding sources, and Fred told Jarrod he does not know to which funds he is referring to utilize.

Assistant Fire Chief Gudie noted the funds for the sale of the Peterbilt truck was in the budget and had been approved. Assistant Fire Chief Gudie’s ensuing comments were inaudible on the recording.

Ald. Smith asked if the funds are currently in the 2018 Equipment Replacement Fund.

Assistant Fire Chief Gudie told Ald. Smith it should be there. Assistant Fire Chief Gudie said the funds were earmarked if the grant was approved, and also that the Fire Department already had the funds. Assistant Fire Chief Gudie said once the grant for \$72,000 was approved, the Fire Department already had received additional funds for its portion of the grant.

Fred explained the total cost of the project will remain \$80,000 and said the \$8,000 will moved to “Less Amount Other Sources.”

Motion by Jarrod, second by Ald. Smith, to move \$8,000 under Item No. 42 (Exhaust system for apparatus bay/living quarters/\$80,000) to “Less Amount Other Sources.”

On voice vote, motion carried.

Mayor Chilsen noted \$32,595 still must be removed.

Ald. Smith clarified that the \$8,000 will be taken out of General Funding for the Capital Improvement Funds.

Fred said he feels comfortable with where the board is this evening going into the public hearing, which is the 2019 CIB currently sits at \$3,532,595.

B. Set date/time of public hearing on Capital Improvements Budget.

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21

823
824 Motion by Fred, second by Ald. Smith, to schedule the public hearing for the 2019 Capital
825 Improvements Budget for 6:30 p.m. on Tuesday, December 4.

826
827 On voice vote, motion carried.

828
829 Jarrod asked that the board address Item 8 next.

830
831 **Item 8 – Review and consideration of removal of trees in right of way at 733 Stonebridge**
832 **Avenue**

833
834 Jarrod said city staff had been made aware that the five boulevard maple trees located at 733
835 Stonebridge Avenue had been removed. Jarrod noted the city had the tree inventory updated in
836 2017, and he said staff had contacted a forestry consultant. The consultant appraised the value of
837 the trees at \$11,854.37. Jarrod noted photographs of the trees and a map outlining where the
838 trees had been located were included in board members' packets. Jarrod said he recommends
839 that the individual who resides at 733 Stonebridge Avenue be allowed to address the board.
840 Jarrod also said, "Looking at what we've done in the past with items such as this, we've typically
841 had the trees appraised. If we wanted to move forward with some sort of restitution and some
842 sort of discussion on what would be put back there and what those costs would be, but I think we
843 should hear from the owner first."

844
845 **Chris and Lori Lofald**
846 **733 Stonebridge Avenue**
847 **Onalaska**

848
849 Chris thanked the board for giving them the opportunity to explain their actions. Chris noted he
850 and Lori have been City of Onalaska residents for 25 years and said in that time neither he nor
851 his wife has had any interaction with the city regarding trees or any other issue. Chris said they
852 constructed their current home in 2003, and he told board members all interactions regarding
853 trees were with Julie Henley, who served as the contact with developer, Elmwood Partners.
854 Chris said Lori recalls that Julie insisted the couple plant five trees from a list of approved tree
855 varieties. Chris said, "We only wanted to plant four, but Julie insisted that they must be planted
856 no more than 25 feet apart. We ultimately selected the Autumn Blaze Maple from the approved
857 list. We purchased the trees from a nursery located on County Road 'S' in Onalaska. ... [The
858 nursery] was an offshoot of one of the local landscape companies, and they planted them. Over
859 the last couple of years, these boulevard trees have been lifting the sidewalk and creating a safety
860 hazard due to the heaving in the sidewalk. We were not sure what to do, so we talked with
861 friends and neighbors and we received a few names of recommendations. Not one person
862 mentioned that we had to contact the city. We understood this to be our responsibility as a
863 homeowner. ... We contacted Christopher Smith, who made a site visit to assess the situation.

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22

864 His initial impression was that these trees were planted too closely for the variety, and he said
865 there typically needs to be 40 to 50 feet between them rather than 25. He sent us a link to a site
866 showing those facts to support his claim. The Autumn Blaze Maple falls under the variety of the
867 maple. He also pointed out that due to the hard clay that was less than a foot down, the roots had
868 to reach very far to locate adequate water and nutrients due to the narrow terrace, which we
869 learned is another term for the boulevard. He showed us where the roots had already begun to
870 move the curb, and that they could also damage the water and sewer service. We had already
871 experienced problems with our inground pet containment fence and lawn irrigation, so we were
872 certainly understandable to what he was saying.

873

874 The way it was presented to us, we had two choices. The first was to cut back the roots of the
875 trees and replace the sidewalk. We were told that due to the size of the roots that that option
876 would likely severely injure and probably kill the trees. The other option was to cut our losses
877 and replace the trees with a similar, slow-growth variety. We accepted this quotation from him
878 and waited for several weeks to get into his schedule. Like most people in his profession, they
879 were usually busy this past summer season due to the harsh weather. The work began October 3
880 and was completed the following day. Since he cares for his mother, who suffers from dementia,
881 he said he would have to come back in a couple of weeks and finish the job. ... The next step
882 would be to replace the trees before the ground froze. We received two letters – one registered,
883 one regular – on Saturday, October 27, and we were certainly taken aback by this surprising
884 information. Lori immediately contacted Alderperson Kim Smith, who thankfully talked us off
885 the ledge, then she referred us to [Planner/Zoning Inspector] Katie Aspenson. In the days while
886 we waited for the tree valuation mentioned in the letter from Katie, we spoke with several of our
887 friends and neighbors, and no one seemed to know that those trees were owned by the city. How
888 is a homeowner even supposed to know this? Lori asked Ms. Aspenson the question. She said
889 we may know because of the letters that went out to various neighbors who had ash trees in their
890 vicinity. We received no such letter, so we had no knowledge. Lori had been in contact with
891 Ms. Aspenson and received an email on Tuesday, October 30, stating that we would be
892 responsible for reparations in the amount of \$11,854.37. To say that we were shocked would be
893 an understatement. Needless to say, we would have contacted the city had we had any inkling at
894 all that these trees were actually city property and their responsibility. Instead, we did what we
895 thought a responsible homeowner should do. Clearly, we were wrong. We have since been
896 made aware of the city ordinance we violated. We accept responsibility for our actions, but
897 what's done is done. We have already incurred significant expense. We plan to replant with five
898 Cleveland Select Pears that are highly recommended for our zone. Those plans were
899 immediately put on hold when we received the notification letter. It seems that we may have
900 saved the city money by these unapproved actions. We realize now we should have sought a
901 permit to make the changes to the boulevard trees. We ask that this assessment be reevaluated
902 and the cost be amended to account for the savings to the city, and to the expenses we've already
903 incurred. Now we are wondering what we can do to resolve this matter to the city's satisfaction.
904 We don't know if we're supposed to have the city handle planting the trees or exactly what our

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23

905 responsibility is.”

906

907 Jarrod said he agrees with what the Lofalds stated in their letter. Jarrod also noted the city has a
908 five-year pruning plan and said the city sends postcards when trees are trimmed during the
909 winter months. Jarrod said staff had asked the forester what the fair resolution would be in terms
910 of replacing the trees, and he also said, “They [Lofalds] did incur an expense to cut down city
911 trees already. What we were looking at as a staff level, the forester came up with trying to
912 replant five trees that would be 4 inches in diameter at the city’s discretion. Currently we bid out
913 trees. We plant 2½-inch trees, which would not be anything like the 8, 9, or 10-inch diameter
914 trees that were there, at about \$400 apiece. It was staff’s recommendation that if we could have
915 restitution of five trees at \$400 apiece, we would replant the trees as part of our annual city
916 planting program. We feel that would be a fair assessment of what’s going on. It’s unfortunate
917 that we didn’t see them doing it. If they hired a professional to do the job, they should have
918 known where the trees were located that they were owned by the city. As you can see by the
919 investment we’ve made in our tree inventory and the planting of trees ... We’ve had such a
920 forestry reduction in our urban forest with the Emerald Ash Borer. We’ve lost about 28 percent
921 of our urban forest in the boulevard. It’s really been a big hit.”

922

923 Mayor Chilsen said that while the City of Onalaska owns the boulevard, a homeowner is
924 responsible for its care, and the city also owns any trees planted on the boulevard even if a
925 homeowner purchased them. Mayor Chilsen said he would be “hard-pressed” to tell the Lofalds
926 they owe the city a significant amount of money, and he stated, “I would think that if we put
927 boulevard trees in that we normally do anyway when boulevards are empty, I would be in favor
928 of calling it square at that point.”

929

930 Ald. Smith noted the Lofalds had said five trees might be too many for that space, and she asked
931 Jarrod about the correct number of trees for that space.

932

933 Jarrod noted the city requires that a tree be planted every 25 feet when new homes are
934 constructed, and he said it might have been put in at 25 feet of frontage. Jarrod said the
935 driveway likely was not taken out of the frontage, and he said staff would have to examine the
936 frontage. Jarrod said staff would consult with the forester and suggested that perhaps only three
937 or four trees would be planted. Jarrod said, “We would typically plant off our planting list, and I
938 would have to see what you had on your list.”

939

940 Lori Lofald said the Autumn Blaze Maples are meant to be 50 feet apart and told Jarrod she
941 believes it would be possible to plant five slower-growing trees.

942

943 Jarrod said city staff would plant the trees and work with the Lofalds, but he added he believes
944 the restitution should be for five trees because five trees had originally been planted. Jarrod said
945 he agrees with Mayor Chilsen that this is an unfortunate situation, and he stated he does not like

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946 being punitive. However, Jarrod also said, “I don’t want to have our investment in city trees
947 going around the city, having someone just cutting down a tree in the boulevard if they don’t
948 have to replace it. That’s my fear.”

949

950 Ald. Smith asked if the stumps had been ground out.

951

952 Chris Lofold said yes, and he referred to the postcard Jarrod said the city had sent regarding tree-
953 trimming, suggesting that perhaps this information should be included when the city sends out
954 property taxes. Chris also reiterated that none of his neighbors were aware of the ordinance and
955 suggested that perhaps information could be placed in an easily accessible location at
956 cityonalaska.com.

957

958 Motion by Ald. Gjertsen to direct the City Forester to plant appropriate trees at 733 Stonebridge
959 Avenue, Onalaska, and split the cost with Chris Lofold.

960

961 Lori Lofold’s comments were inaudible on the recording.

962

963 Motion dies for lack of a second.

964

965 City Administrator Rindfleisch said he is not aware if the trees the Lofolds had selected appear
966 on the city-approved list, and he suggested that perhaps the appropriate motion would be to
967 direct the Lofolds to replace the five trees that were removed at an appropriate time in 2019 at a
968 cost of \$400 per tree, as long as the trees appear on the city-approved list. City Administrator
969 Rindfleisch said the city either can plant the trees at a cost of \$400 per tree for five trees, or the
970 Lofolds may plant trees on their own, provided they appear on the city-approved list and they are
971 the same value.

972

973 Ald. Smith said it was her understanding the city would ask the Lofolds to pay \$2,000, which
974 would be five trees at \$400 apiece. In turn, the city would plant the new trees, and the Lofolds
975 could select a tree off the city-approved list.

976

977 Jarrod told Ald. Smith she is correct and said the approved list is “pretty narrow” with eight
978 varieties. Jarrod said it is at the board’s discretion as to whether the trees would need to come
979 off the list, or if the Lofolds could select a tree species that would be approved by the City
980 Forestry Consultant.

981

982 Ald. Smith said she sees a complication with the installation, noting the city will ask the Lofolds
983 to pay \$2,000. However, regarding the implementation, Ald. Smith asked if the city will both
984 buy and plant the trees.

985

986 Jarrod said there should be latitude in the motion if the board wants to give the Lofolds latitude

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987 to plant something other than what is on the city-approved list.

988

989 Chris Lofold said the trees he and Lori had looked at are a hybrid and a better version of the
990 Autumn Blaze.

991

992 Motion by Ald. Smith, second by Fred, to direct that the fine for the removal of five trees in the
993 right-of-way at 733 Stonebridge Avenue, Onalaska, be reduced from \$11,854.37 to \$2,000, and
994 also that the homeowners, Chris and Lori Lofold, work in conjunction with the Planning
995 Department for the City to replace the trees, per City of Onalaska rules.

996

997 Ald. Gjertsen asked if the trees under discussion measure 4 inches in diameter, and if the cost
998 still would be \$2,000 if 2½-inch diameter trees were planted instead.

999

1000 Jarrod said the cost of 2½-inch diameter trees range from \$350 to \$425 per tree.

1001

1002 On voice vote, motion carried.

1003

1004 **Item 6 – Review and consideration of professional services for Irvin Street design**

1005

1006 Jarrod said the Irvin Street reconstruction design had been included in the 2018 CIB, and it also
1007 is included for further funding in the 2019 CIB. Jarrod noted the city is working on a Downtown
1008 Master Plan with Hoisington Koegler Group, Inc., which submitted a quote for streetscaping
1009 along Irvin Street as well as the alleyway that sits between Irvin Street and Main Street, both of
1010 which are budgeted for replacement and repair in the 2018 CIB. Jarrod said staff is proposing to
1011 engage HKGi for \$3,460 for drawings and design elements to be included within that design.
1012 Funds for both would come out of the 2018 CIB. Jarrod said part of the reason for this item is to
1013 match the streetscaping at Dash-Park, along State Trunk Highway 35, and include those elements
1014 further up Irvin Street.

1015

1016 Motion by Ald. Smith, second by Jarrod, to approve professional services by Hoisington Koegler
1017 Group, Inc. for the Irvin Street design utilizing budgeted funds from the 2018 Capital
1018 Improvements Budget at a cost not to exceed \$3,460.

1019

1020 On voice vote, motion carried.

1021

1022 **Item 7 – Review and consideration of snow and ice control policy**

1023

1024 Jarrod noted board members' packets include a version of the snow and ice control policy that
1025 was approved in November 2017. Jarrod also noted he had distributed a revised copy of the
1026 policy that is dated November 2018. The policy included in board members' packets includes
1027 new maps, on which four snowplow routes have been identified: the North Route, the

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1028 Middle/Green Coulee Route, the South Route, and the Medary/STH 16 Route. The maps list
1029 both the primary and secondary streets. Jarrod referred to the map of the city's de-icing routes
1030 and said it correlates to the primary routes within the four snowplow routes. Jarrod said Street
1031 Department employees are called upon to salt streets and de-ice the primary routes while storms
1032 are occurring. Jarrod referred back to the de-icing map and noted operations would occur on the
1033 streets colored red and blue – the red-colored streets being the primary routes, and the blue-
1034 colored streets being the secondary routes.

1035

1036 Jarrod referred to the revised copy of the snow and ice policy and noted the following:

1037

- 1038 • The city has added Sand Lake Road and State Trunk Highway 35 up to Troy Street over
1039 the last couple of years.
- 1040 • Staff is attempting to look at how it performs its operations, what can be done to improve
1041 efficiency, and addressing environmental concerns due to salt usage.
- 1042 • Short-term advance preparation is often difficult because of the infinite variety of
1043 conditions that can occur.
- 1044 • Generally, the greater the snow accumulation, the greater the problem and the more
1045 complicated the operational response becomes.
- 1046 • With recent environmental concerns regarding the usage of salt as a de-icing material, the
1047 Public Works Department is taking steps to lower the usage of salt during winter
1048 operations. This will be incorporated over a period of time by incorporating improved
1049 equipment for salt placement, use of liquids for de-icing and anti-icing, using
1050 improvements in technology, and changing levels of service. Jarrod noted the city's salt
1051 budget has gone over budget the last three years, and he said the Common Council has
1052 expressed its support of maintaining the levels of salt purchases. Jarrod said, "Part of that
1053 also comes down to our level of service and what we want to offer."
- 1054 • Regarding the General Policy Statement & Objectives, the goal of the City of Onalaska's
1055 snow and ice control operation is to maintain adequate traction for pedestrians and
1056 vehicles properly equipped for winter driving conditions. This does not mean bare, dry
1057 pavement should be expected after each snowfall or ice storm. Furthermore, this does not
1058 mean the streets will be free of ice and snow. Jarrod said staff attempts to get down to
1059 bare pavement.
- 1060 • Regarding Classes of Streets, Main Streets, or primary routes (e.g. STH 35, Main Street,
1061 Theater Road, East Main Street, Sand Lake Road) will receive service prior to other
1062 levels and will have a higher level of expected service. Residential streets may not have
1063 bare pavement during the winter season. Jarrod said there may be instances where
1064 intersections only will be addressed in an attempt to curb salt usage. Jarrod said staff will
1065 examine certain storms and perhaps cut back the level of service. Jarrod also noted that
1066 once chlorides from salt reach the groundwater, they do not come out.
- 1067 • Regarding anti-icing, it will be performed on city streets using liquid chemicals to
1068 prevent the formation of frost or bonding of snow or ice to the pavement. The city will

Reviewed 11/8/18 by Jarrod Holter

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1069 typically anti-ice in advance of a storm event, but may use anti-icing applications early in
1070 a storm event. The city utilizes a separate truck mounted anti-icing distribution system to
1071 perform the anti-icing operations. The city strives to apply liquid anti-icing to all primary
1072 routes and major intersections.

1073
1074 Jarrod referred to the De-Icing Study Map and pointed out the Chestnut Estates neighborhood as
1075 well as the Evenson Subdivision, which are in close proximity to one another along the East
1076 Avenue North and Riders Club Road corridors. Jarrod said there will be instances during winter-
1077 storm events where the Street Department will do nothing in one section of a neighborhood and
1078 salt the other neighborhood. Jarrod said staff also might to first put down salt brine in one
1079 neighborhood, but not the other, in an attempt to see which methods are the most efficient.
1080 Jarrod assured board members the Street Department still will plow snow and lay down crystal
1081 salt, but he also said alterations may occur over the winter.

1082
1083 Motion by Fred, second by Ald. Gjertsen, to place the snow and ice control policy on file.

1084
1085 Jarrod noted this is for the policy he distributed this evening, dated November 2018.

1086
1087 On voice vote, motion carried.

1088
1089 **Item 9 – Review and consideration of 2018 Final Special Assessment Costs**

1090
1091 Motion by Jarrod, second by Ald. Gjertsen, to approve the 2018 Final Special Assessment Costs.

1092
1093 Ald. Smith said this is for the 30-inch Type “D” Concrete Curb and Gutter at a cost of \$10.67 per
1094 lineal foot.

1095
1096 On voice vote, motion carried.

1097
1098 **Item 10 – Pay Estimates: Strand Associates, Short Elliott Hendrickson, Inc., Mathy**
1099 **Construction, Gerke Excavating, Steiger Construction, State of Wisconsin Department of**
1100 **Transportation, Davy Engineering, LW Allen, MSA Professional Services, Les Manske and**
1101 **Sons, Ferguson Waterworks, Poellinger Electric, St. Joseph Construction, Hyrdo Klean**
1102 **and any other contractor/developer**

1103
1104 **BOARD OF PUBLIC WORKS**
1105 **MONTHLY ESTIMATES**

1106
1107 **November 6, 2018**

1108
1109 **Original**

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1110		<u>Contract</u>	<u>Change</u>	<u>Paid to</u>	<u>Due this</u>
1111	<u>Contractor</u>	<u>Amount</u>	<u>Orders</u>	<u>Date</u>	<u>Estimate</u>
1112					
1113	1. HYDRO KLEAN				
1114	S. Kinney 60" Storm Sewer Repair Proj.				
1115	Construction				
1116	Estimate #1	\$ 19,310.00	\$ -	\$ -	\$ 21,110.00
1117					
1118	2. STATE OF WI – DOT				
1119	Riders Club Road				
1120	Construction				
1121	(5991-02-57)				
1122	Estimate #3	\$ 294,911.00	\$ -	\$ 300,008.23	\$ 4,467.83
1123					
1124	3. STATE OF WI – DOT				
1125	PH/Braund Street				
1126	Construction				
1127	(5991-02-55)				
1128	Estimate #3	\$ 233,326.00	\$ -	\$ 202,153.26	\$ 25,670.11
1129					
1130	4. LES MANSKE & SONS				
1131	2018 Aspen Valley Drainage Repairs				
1132	Construction				
1133	Estimate #1	\$ 3,000.00	\$ -	\$ -	\$ 2,182.50
1134					
1135	5. L.W. ALLEN				
1136	2018 SCADA Upgrades				
1137	Construction				
1138	Estimate #1	\$ 104,907.00	\$ -	\$ -	\$ 104,907.00
1139					
1140	6. STRAND ASSOCIATES				
1141	2018 SCADA Computer Install				
1142	Construction				
1143	Estimate #1	\$ 9,000.00	\$ -	\$ -	\$ 900.00
1144					
1145	7. MSA PROFESSIONAL SERVICES				
1146	Green Coulee Intersection				
1147	Design				
1148	Estimate #1	\$ 41,728.43	\$ -	\$ -	\$ 7,759.85
1149					
1150	8. STRAND ASSOCIATES				

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1151	6 th & Quincy Lift Station				
1152	Design				
1153	Estimate #9	\$ 59,900.00	\$ 18,000.00	\$ 59,368.47	\$ 15,605.71
1154					
1155	9. MATHY CONSTRUCTION				
1156	2018 Pavement Project				
1157	Construction				
1158	Estimate #6	\$ 1,184,065.45	\$ -	\$ 1,018,694.08	\$ 32,827.17
1159					
1160	10. GERKE EXCAVATING				
1161	2018 Utility Project				
1162	Construction				
1163	Estimate #10	\$ 1,708,611.00	\$ -	\$ 1,098,263.08	\$ 363,654.09
1164					
1165	11. STEIGER CONSTRUCTION				
1166	2018 Misc. Concrete Project				
1167	Construction				
1168	Estimate #5	\$ 85,087.50	\$ -	\$ 44,198.56	\$ 2,957.50
1169					
1170	12. SEH INC.				
1171	2018 Utility Project				
1172	Construction				
1173	Estimate #4	\$ 19,601.16	\$ -	\$ 22,493.03	\$ 5,108.13
1174					
1175	13. SEH INC.				
1176	Green Coulee Reservoir Project				
1177	Design				
1178	Estimate #5	\$ 10,000.00	\$ -	\$ 7,297.48	\$ 3,200.71
1179					
1180	14. ST. JOSEPH CONSTRUCTION				
1181	Pond #17				
1182	Construction				
1183	Estimate #3	\$ 174,102.50	\$ -	\$ 33,131.25	\$ 80,391.19
1184					
1185	15. SEH INC.				
1186	Abbey Road				
1187	Design				
1188	Estimate #2	\$ 84,500.00	\$ -	\$ 13,104.27	\$ 8,052.10
1189					
1190	16. DAVY ENGINEERING				
1191	French Road Booster Station				

1192 Design
1193 Estimate #2 \$ 126,490.00 \$ - \$ 12,302.35 \$ 8,837.70
1194

1195 **17. STATE OF WI – DOT**

1196 SS (STH 157)
1197 Real Estate
1198 (Project #1070-04-25)
1199 Estimate #1 \$ 2,500.00 \$ - \$ - \$ 1,528.29
1200

1201 **18. FERGUSON WATERWORKS**

1202 2018 Hydrant/Lightpole Painting
1203 Construction
1204 Estimate #2 \$ 26,950.00 \$ - \$ 28,350.00 \$ 3,050.00
1205

1206 **19. POELLINGER ELECTRIC**

1207 Main St. & Sand Lake/12th Ave
1208 Traffic Signal Project
1209 Construction
1210 Estimate #1 \$ 112,247.88 \$ - \$ - \$ 52,250.00
1211

1212 **20. MATHY CONSTRUCTION**

1213 Oak Forest Drive Repair
1214 Construction
1215 Estimate #1 \$ 1,125.00 \$ - \$ - \$ 1,125.00
1216

1217 **21. GERKE EXCAVATING INC.**

1218 Hauser Reservoir Checkvalve Repairs
1219 Construction
1220 Estimate #1 \$ 10,000.00 \$ - \$ - \$ 7,301.32
1221

1222 Jarrod noted the pay estimates he had distributed this evening were updated November 5.
1223

1224 Motion by Jarrod, second by Ald. Smith, to approve the 21 pay estimates revised November 5,
1225 2018 and dated November 6, 2018.
1226

1227 On voice vote, motion carried.
1228

1229 **Adjournment**

1230
1231 Motion by Ald. Gjertsen, second by Ald. Smith, to adjourn at 8:34 p.m.
1232

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1233 On voice vote, motion carried.
1234
1235
1236 Recorded by:
1237
1238 Kirk Bey