



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Board of Public Works
DATE OF MEETING: January 7, 2020 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 6:30 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)

Consideration And Possible Action On The Following Items:

4. Review and consideration of soil borings for Green Coulee Intersection Project
5. Review and consideration of change order #1, #2, and #3 for the Public Works Facility Addition Project
6. Review and consideration of Wisconsin Department of Natural Resources MS4 Program Permit Evaluation Summary
7. Review and consideration of professional engineering services for Storm Water Management Plan update and storm water modeling
8. Review and consideration of architecture services for City Hall Roof Project
9. Review and consideration of traffic concerns along Rolling Oaks Drive, including possible intersection control and traffic calming measures
10. Review and consideration of Sustainable La Crosse Commission report

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Board may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

 * Mayor Kim Smith

 * Ald. Tom Smith- Vice Chair

 Ald. Jim Olson

 Ald. Dan Stevens

 * Ald. Diane Wulf – Chair

 **Vacant - Alternate

 Vacant

 City Attorney City Administrator

 La Crosse Tribune Dept Heads.

 Coulee Courier

 WKTY WLXR WLAX

 WKBT WXOW FOX

 *Jarrod Holter, City Engineer

 *Fred Buehler, Financial Services Director/Treasurer

 Onalaska Omni Center

 Onalaska Public Library

*Board Members ** Alternate Member

Date Notices Mailed and Posted: 1-2-20

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

11. Pay Estimates: Strand Associates, Short Elliot Hendrickson Inc., Mathy Construction, Gerke Excavating, Davy Engineering, MSA Professional service, Olympic Builders, Fowler and Hammer, HSR Associates, State of Wisconsin DOT, Hard Rock Sawing and Drilling, All American Lumber, and any other contractor/developer

12. Adjournment

STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item:

#4

Project/Item Name:

Green Coulee intersection project

Location:

Green Coulee and East Main Street

Requested Action:

Approval of soil boring quote

Staff Report/
Description:

Soil borings are required for design of the proposed retaining wall to run between the box culvert under Green Coulee to the box culvert on East Main Street. Staff has secured Braun Intertec for the work.

Attachments:

Proposal



Braun Intertec Corporation
2309 Palace Street
La Crosse, WI 54603

Phone: 608.781.7277
Fax: 608.781.7279
Web: braunintertec.com

December 6, 2019

Proposal QTB112185

Mr. Ben Wilkinson
MSA Professional Services, Inc.
1230 South Boulevard
Baraboo, Wisconsin 53913

Re: Proposal for a Geotechnical Evaluation
Proposed Roundabout Retaining Wall
Green's Coulee and East Main Street
Onalaska, Wisconsin

Dear Mr. Wilkinson:

We respectfully submit this proposal to complete a geotechnical evaluation for the proposed retaining wall as part of the proposed roundabout to be located at Green's Coulee and East Main Street in Onalaska, Wisconsin.

Our Understanding of Project

Based on the information you provided to us and our conversation, we understand this project includes design and construction of a retaining wall that will connect two box culverts. The retaining wall is expected to be 8 to 10 feet in height, and will likely be constructed as cast-in-placed, reinforced concrete, cantilever wall.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact and provide geotechnical recommendations for the design and construction of the proposed retaining wall foundations and lateral earth pressures.

Scope of Services

The following tasks are proposed to help achieve the stated purpose. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

AA/EOE

Site Access, Staking and Utility Clearance

Based on our knowledge of the site, we anticipate an all-terrain carrierdrill rig will be required to access the prospective boring locations.

We will stake the boring locations by measuring dimensions from nearby on-site features based upon the scaled plan sheet that you have provided to us. Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Digger's Hotline and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You or your authorized representative is responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

As requested, we will drill two (2) standard penetration test borings for the proposed retaining wall, extending them to a depth of 40 feet each. Standard penetration tests will be performed at 2 ½-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.

If existing fill, organic materials or other structurally unfavorable soils are not penetrated above the intended boring termination depths, we will extend the borings to obtain at least five feet of penetration into more competent materials at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If deeper borings (or additional borings) are needed, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If groundwater is encountered in the boreholes during or immediately after drilling, the depth where it is observed will be recorded on the boring logs.

Borehole Abandonment

Wisconsin Administrative Code NR 141.25 requires us to seal any boring greater than 10 feet deep or any boring that intersects the water table. Boreholes greater than 4-inches in diameter that are less than 250

feet deep and have less than 150 feet of standing water may be abandoned using 3/8-inch bentonite chips.

Based on the intended exploration depths, we have made provisions to seal 80 lineal feet of borehole with 3/8-inch bentonite chips, and prepare associated Wisconsin borehole abandonment forms.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform 2 moisture content tests and 2 mechanical analyses (through a #200 sieve only).

Reporting

Data obtained from the borings and laboratory tests will be used to evaluate the subsurface profile and groundwater conditions, perform engineering analyses related to structure design and performance and prepare a report, including:

- A CAD-generated sketch showing project components, limits, and exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the site conditions that will impact structure design and performance, qualifying the nature of their impact, and outlining alternatives for mitigating their impact.
- Discussion regarding the reuse of on-site materials during construction and the impact of groundwater on construction.
- Recommendations for preparing structure subgrades, including excavation support, if applicable, and the selection, placement and compaction of excavation backfill and other structural fill.
- Recommended net allowable bearing pressures for the design of retaining wall footings.

- Recommendation for lateral earth pressures to aid in designing the proposed retaining wall.
- Conduct local and global stability for the proposed retaining wall.

We will submit, via email, an electronic PDF copy of our final report when it is completed.

Cost

We will furnish the services described in this proposal for a lump sum fee of **\$5,125**. We will not exceed this estimated fee without your authorization through a Change Order.

Our work may extend over multiple invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

Additional Services

We have not included potential costs due to the need for snow plowing, towing, stand-by time or work that is not included in the above Scope of Services. Costs for snow plowing or towing (if necessary) will be charged at a rate of 1.15x the actual cost. Costs for stand-by time (defined as time spent by our field crew due to circumstances that are beyond the control of our field crew or its equipment, or beyond the scope of services indicated above) will be charged at a rate of \$280 per hour.

If borings must be extended beyond their intended termination depths, we will charge an additional \$16.00 per lineal foot beyond the originally intended termination depth plus \$2.00 per lineal foot to abandon with bentonite grout.

Schedule

We anticipate our work can be performed according to the following schedule:

- *Drill rig mobilization* – within 3 to 4 weeks following receipt of written authorization;
- *Field exploration* – 1 day on-site to complete the work;
- *Classification and laboratory testing* – within 2 to 4 days following completion of the field exploration;
- *Preliminary results* – as the samples are obtained and reviewed;
- *Report submittal* – Completed within approximately 2 weeks following completion of the drilling.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

General Remarks

We appreciate the opportunity to present this proposal to you. ***If you find this proposal acceptable, please return the signed copy in its entirety.***

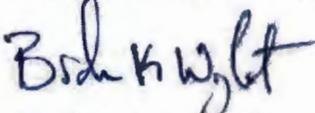
The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Brandon Wright at 608.781.7277 or at bwright@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Brandon K. Wright, PE
Associate Principal/Senior Engineer



Joseph C. Butler, PE
Principal/Senior Engineer

Attachments:
General Conditions (1/1/18)

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

General Conditions

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us.*

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.*

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleaned of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s)

attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.

6.5 You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item:

#5

Project/Item Name:

Public Works Facility Addition Project

Location:

252 Mason Street

Requested Action:

Approval of change orders

Staff Report/
Description:

Various items have been identified during construction of the Public Works Facility Addition Project that were needed for the facility. Each change order has back up information on what items were added or altered. Staff will explain various items at the meeting.

Attachments:

Change order #1, #2 and #3



HSR Associates
 100 Milwaukee Street
 La Crosse, WI 54603
 608.784.1830
 www.hsrassociates.com

Change Order

Project:	City of Onalaska Public Works Addition	Change Order No.:	One (1)
Owner:	City of Onalaska	Date:	Oct. 28, 2019
To:	All American Lumber, Inc. DBA Americon 1201 N Superior Avenue Tomah, WI 54660	HSR Project No.:	19005
		Contract For:	General Construction
		Contract Date:	June 12, 2019

TO THE CONTRACTOR: You are directed to make the following changes to this Contract:

1. Snow Guards. Change snow guards from Sno-Gem 5" x 5" polycarbonate glue-on type to Sno-Gem 2" iClad S-type system and all accessories in mill finish; per Americon's 8/26/19 quote.....Add \$ 2,796.75

TOTAL ADD.....\$ 2,796.75

(COPIES OF DOCUMENTS REFERENCED ABOVE ARE ATTACHED TO AND MADE A PART OF THIS CHANGE ORDER.)

The original Contract Sum was\$1,155,183.00
 Net change by previously authorized Change Order(s).....\$0
 The Contract Sum Prior to this Change Order was\$1,155,183.00
 The Contract Sum will be (**increased**)-(~~decreased~~)-(~~unchanged~~) by this Change Order\$2,796.75
 The new Contract Sum including this Change Order will be.....\$1,157,979.75
 The Contract Time will be (~~increased~~)-(~~decreased~~) (**unchanged**) by (0) Days
 The Date of Substantial Completion as of the date of this Change Order therefore is

Approved:	Agreed To:	Authorized:
<u>HSR Associates, Inc.</u> Architect	<u>Americon Construction</u> Contractor	<u>City of Onalaska</u> Owner
<u>100 Milwaukee Street</u> Address	<u>1201 N Superior Avenue</u> Address	<u>415 Main Street</u> Address
<u>La Crosse, WI 54603</u> City, State, Zip	<u>Tomah, WI 54660</u> City, State, Zip	<u>Onalaska, WI 54650</u> City, State, Zip
By: <u><i>Chris Hackman</i></u>	By: <u><i>Stephen Bisk</i></u>	By: _____
Date: <u>10/28/19</u>	Date: <u>10/28/2019</u>	Date: _____



CHANGE PROPOSAL

OWNER: City of Onalaska
415 Main St
Onalaska, WI 54650

CHANGE PROPOSAL: #1

DATED: 8/26/2019

CONTRACTOR: Americon Construction

JOB: Onalaska Public Works Addition

Change Proposal	Description	Amount
-	Change snow guards from Sno-Gem 5" x 5" polycarbonate glue-on type to Sno-Gem 2" iClad S-type system and all accessories in mill finish.	2,796.75
TOTAL:		2,796.75

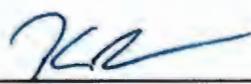
The original contract was:	1,155,183.00
Net change by previously authorized change order	0.00
The contract amount prior to this change order was	1,155,183.00
The contract will be increased by this change order in the amount of	2,796.75
The contract amount, including this change order will be	1,157,979.75

I agree to the contract amount change with no additional time allowed adhering to the subcontract content.

GENERAL CONTRACTOR:

Signature: _____

OWNER:

Signature: 

Americon
1201 N. Superior
Tomah, WI 54660

City of Onalaska
415 Main St
Onalaska, WI 54650



HSR Associates
 100 Milwaukee Street
 La Crosse, WI 54603
 608.784.1830
 www.hsrassociates.com

Change Order

Project:	City of Onalaska Public Works Addition	Change Order No.:	Two (2)
Owner:	City of Onalaska	Date:	Nov. 27, 2019
To:	All American Lumber, Inc. DBA Americon 1201 N Superior Avenue Tomah, WI 54660	HSR Project No.:	19005
		Contract For:	General Construction
		Contract Date:	June 12, 2019

TO THE CONTRACTOR: You are directed to make the following changes to this Contract:

1. Overhead Door Revision & Water Service Relocation.
Per Bulletin #1, dated 8/2/19.....No Cost
2. New Fire Alarm Panel & Grounding. Per COR #3 and
Americon's 9/18/19 quote.....Add \$ 433.35
3. Upgrade Concrete Sealer. Per COR #6 and Americon's
9/27/19 quote.....Add \$ 1,732.50
4. Replace Hollow Metal Door with RFP Door. Per COR #8
and Americon's 10/17/19 quote.....Add \$ 2,011.19
5. Additional Framing for Liner Panel at Cold Storage.
Per COR #11 and Americon's 11/19/19 quote.....Add \$ 3,191.00

TOTAL ADD.....\$ 7,368.04

(COPIES OF DOCUMENTS REFERENCED ABOVE ARE ATTACHED TO AND MADE A PART OF THIS CHANGE ORDER.)

The original Contract Sum was\$1,155,183.00
 Net change by previously authorized Change Order(s).....\$2,796.75
 The Contract Sum Prior to this Change Order was\$1,157,979.75
 The Contract Sum will be ~~(increased)~~-~~(decreased)~~-~~(unchanged)~~ by this Change Order\$7,368.04
 The new Contract Sum including this Change Order will be.....\$1,165,347.79
 The Contract Time will be ~~(increased)~~-~~(decreased)~~ (unchanged) by (0) Days
 The Date of Substantial Completion as of the date of this Change Order therefore is

Approved:	Agreed To:	Authorized:
<u>HSR Associates, Inc.</u> Architect	<u>Americon Construction</u> Contractor	<u>City of Onalaska</u> Owner
<u>100 Milwaukee Street</u> Address	<u>1201 N Superior Avenue</u> Address	<u>415 Main Street</u> Address
<u>La Crosse, WI 54603</u> City, State, Zip	<u>Tomah, WI 54660</u> City, State, Zip	<u>Onalaska, WI 54650</u> City, State, Zip
By: <u>CHRIS HACKNER</u>	By: _____	By: _____
Date: <u>12/2/19</u>	Date: _____	Date: _____



HSR Associates
 100 Milwaukee Street
 La Crosse, WI 54603
 608.784.1830
 www.hsrassociates.com

Bulletin Requesting Proposal for Contract Change

Project:	Public Works Addition	Bulletin No.:	1
Owner:	City of Onalaska 415 Main Street Onalaska, WI 54650	Date:	8/2/2019
To:	Americon 1201 North Superior Ave Tomah, WI 54660	HSR Project No.:	19005
		Contract For:	All Work
		Contract Date:	6/12/2019
Attn: Stephen Bish			

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Include complete breakdown for labor, materials, profit and overhead for each item listed. Indicate effect, if any, of proposed change to completion date.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description: (Written description of work)

1. Revise the overhead door 101 from 16' to 14' wide.
See clouded revisions on full size sheet A100 attached hereto.
2. Revise the water service entrance and meter location. Underfloor service piping is changed to be run overhead with corresponding minor pipe size changes.
See clouded revisions on full size sheets P100 and P101 attached hereto.

Please breakout labor (including labor rates and hours) and materials (including quantities) per item.

Contractor to return acknowledgment of this bulletin to this office by **8-8-19** indicating:

- Increase in Contract
 Decrease in Contract
 No change in Contract

Stephen Bish
 Contractor Signature

8/5/2019
 Date

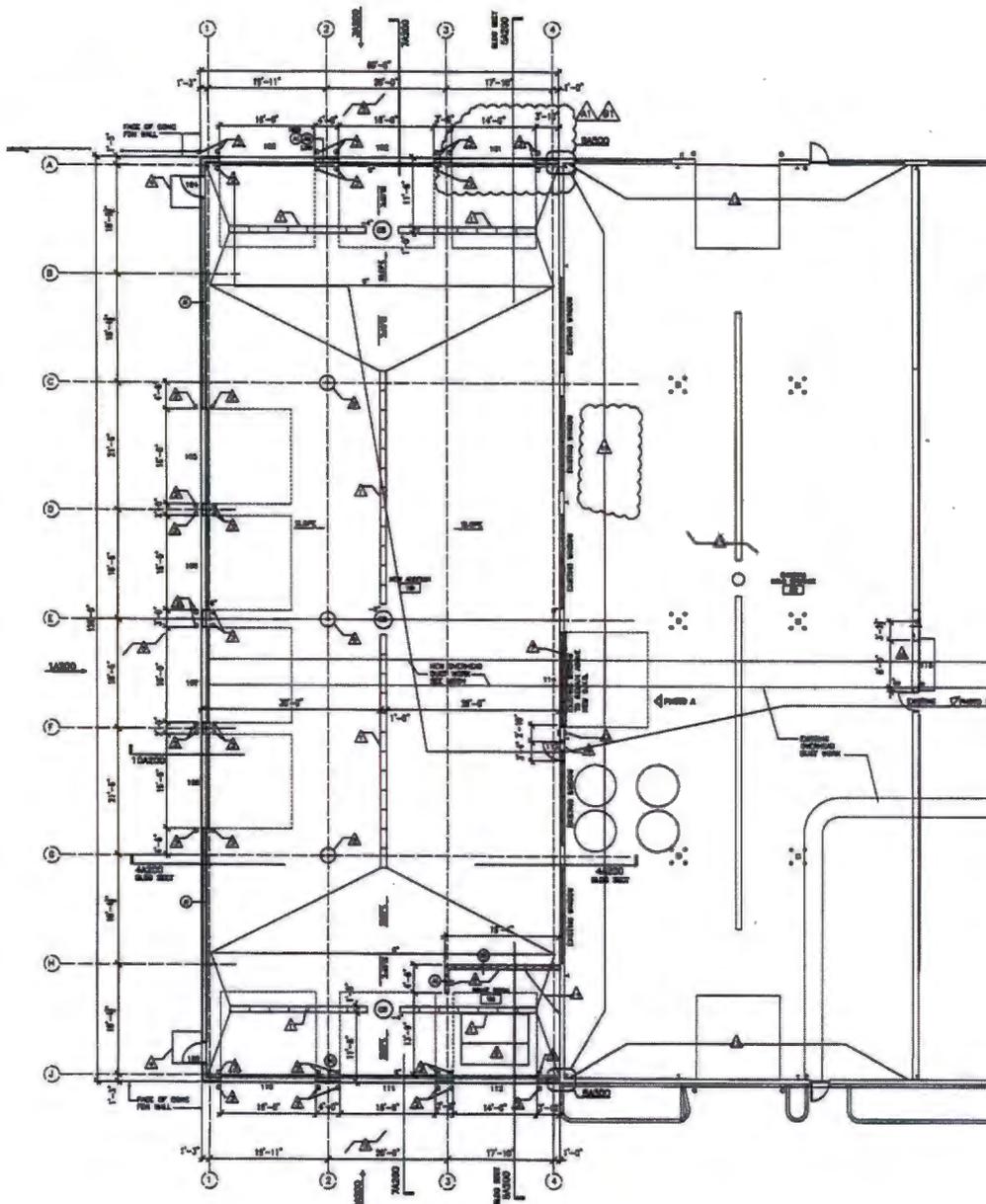
Attachments: (List attached documents that support description)
 A100, P100, and P101

Contractors are required to acknowledge receipt of this Bulletin even though their work is not affected.

HSR ASSOCIATES

By: Chris Hackner / dlb

Copies to: Construction Team via Sharefile



1 FLOOR PLAN
1/8" = 1'-0"

KEYNOTES

1. PREFORMED TRICH DRAIN w/ CAST IRON GRATE - SEE PLUMBING DRAWINGS.
2. PREFORMED DRAIN COMES IN 36" x 1" LONG SECTIONS (VERIFY)
3. 8" HIGH CMU WALL SET ON CONG FLOOR SLAB (MAY BE REMOVED AT LATER DATE)
4. STEEL BOLLARD AT O.H. DOOR - SEE DETAIL 8A300 / 8A300
5. CONCRETE FROST STOP - SEE STRUCTURAL
6. CONCRETE FROST STOP - SEE CIVIL
7. 6" HIGH CONG COLUMN PROTECTION - 30" DIA w/ 1" EXPANSION MATERIAL BETWEEN STEEL COLUMN AND CONCRETE
8. NEW OVERHEAD DOOR INSTALLED IN EXISTING WALL UNDER EXISTING WINDOW GRIT. SEE STRUCT FOR NEW VERTICAL STEEL SUPPORT FRAME AT JAMBS. SAW CUT AND REMOVE EXISTING 8" CURB AT NEW DOOR. PATCH CONCRETE FLOOR.
9. NEW MAN SERVICE DOOR INSTALLED IN EXISTING WALL. SEE STRUCT FOR NEW STEEL SUPPORT FRAME AT DOOR OPENING. SAW CUT AND REMOVE EXISTING 8" CURB AT NEW DOOR. PATCH CONCRETE FLOOR.
10. SAW CUT OPENING IN EXISTING CMU WALL FOR NEW ROLL-UP COILING DOOR. SEE STRUCT FOR NEW VERTICAL STEEL SUPPORT FRAME AT JAMBS. SAW CUT AND REMOVE EXISTING 8" CURB AT NEW DOOR. PATCH CONCRETE FLOOR.
11. ALTERNATE INSULATION INSTALLED AT CEILING OF COLD STORAGE. WORK AROUND EXISTING DUCTS AND SPRINKLER PIPING. SPRINKLER SYSTEM MAY NEED TO BE MODIFIED TO ENSURE COMPLIANCE WITH CODE. THE EXISTING HEADS ARE NEARLY 18" BELOW THE METAL ROOF DECK CURRENTLY. THEY MAY NEED TO BE LOWERED TO BELOW THE NEW ROOF INSULATION OR TURNED DOWN. SPRINKLER CONTRACTOR SHALL PROVIDE OPERABLE AND ASSOCIATION AS REQUIRED.
12. ALTERNATE INSULATION AT EXISTING WALLS BY NEW OVER PANEL ABOVE EXISTING UP TO CEILING - SEE NOTES @ SECTION 8A300.
13. INSTALL PUSH BUTTON CONTROLS BOTH SIDES OF WALL FOR O.H. DOOR. THIS O.H. DOOR DOES NOT GET A REMOTE CONTROL DOOR OPERATOR.
14. AT FIRE ROOM 101, INSTALL A HIGH PERFORMANCE COATING ON EXISTING METAL WALL. COATING TO A HEIGHT OF 4'-0" FROM FLOOR TO O.H. WALL.
15. SPRAY INSULATION AT THIS INTERIOR WALL ONLY, SHALL BE COVERED WITH A 20 MIL THICK SPRAY APPLIED THERMAL BARRIER. NOTE THAT EXTERIOR WALLS ARE EXEMPT FROM THIS REQUIREMENT WHEN COVERED WITH THE METAL LINER PANEL.



PHOTO A



PHOTO B

GENERAL NOTES
1. CONTRACTOR SHALL PROVIDE TWO TYPE 2-A BRACKET MOUNTED FIRE EXTINGUISHERS IN THE ADDITION TO BE LOCATED IN THE FIELD.



HSR ASSOCIATES INC.
100 BULWARK STREET
LA CROSSE, WISCONSIN
PHONE 608.784.1825
FAX 608.784.1844
WEB SITE: www.hsrassociates.com
Created:

**CITY OF ONALASKA
PUBLIC WORKS ADDITION
FLOOR PLAN**

Project No: 19005
Date: APRIL 2010
Drawn By: DAN BLUMER
Title: Floor Plan

NO.	REVISION	DATE

Scale: VARIOUS
Date: 8-1-10

A100

MATERIAL SPECIFICATIONS

ALL MATERIALS TO BE USED SHALL BE OF THE BEST QUALITY AVAILABLE AND SHALL BE SUBJECT TO THE APPROVAL OF THE ARCHITECT. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS AND THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.

CONCRETE

CONCRETE SHALL BE OF THE STRENGTH AND QUALITY SPECIFIED IN THE SCHEDULE. ALL CONCRETE SHALL BE PLACED AND FINISHED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS AND THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.

STEEL

STEEL SHALL BE OF THE GRADE AND QUALITY SPECIFIED IN THE SCHEDULE. ALL STEEL SHALL BE PLACED AND FINISHED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS AND THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.

MECHANICAL

MECHANICAL EQUIPMENT SHALL BE OF THE MAKE AND MODEL SPECIFIED IN THE SCHEDULE. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS AND THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.

PLUMBING

PLUMBING SHALL BE OF THE GRADE AND QUALITY SPECIFIED IN THE SCHEDULE. ALL PLUMBING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS AND THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.

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PLUMBING

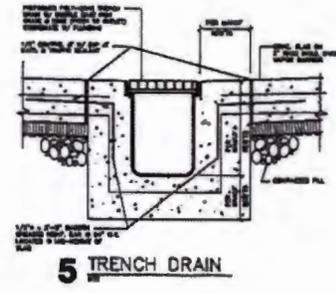
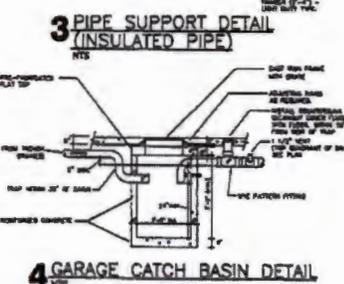
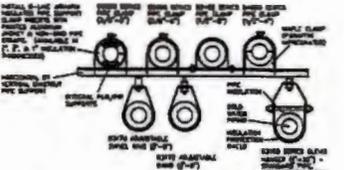
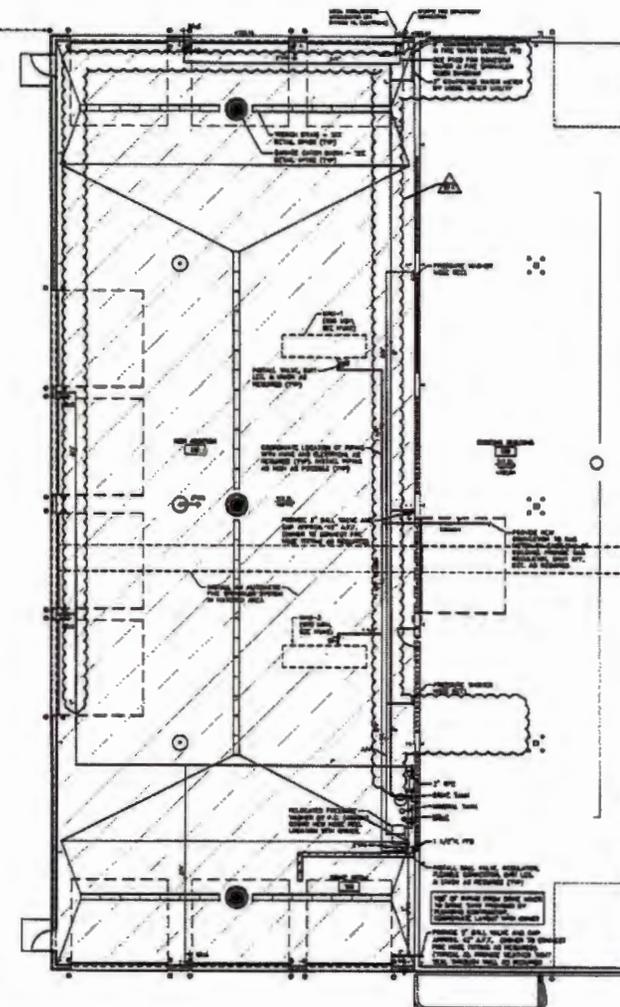
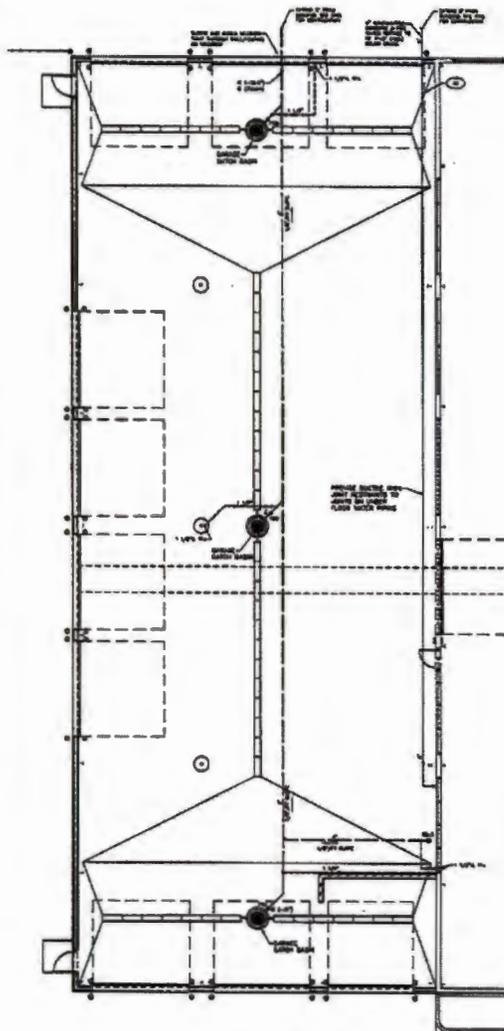
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ARCHITECTURE
ENGINEERING
INTERIOR DESIGN

HER ASSOCIATES INC.
10 BELMONT STREET
FOUNDA, WISCONSIN
FAX 531.755.8888
www.herassociates.com

**CITY OF ALASKA
PUBLIC WORKS ADDITION**

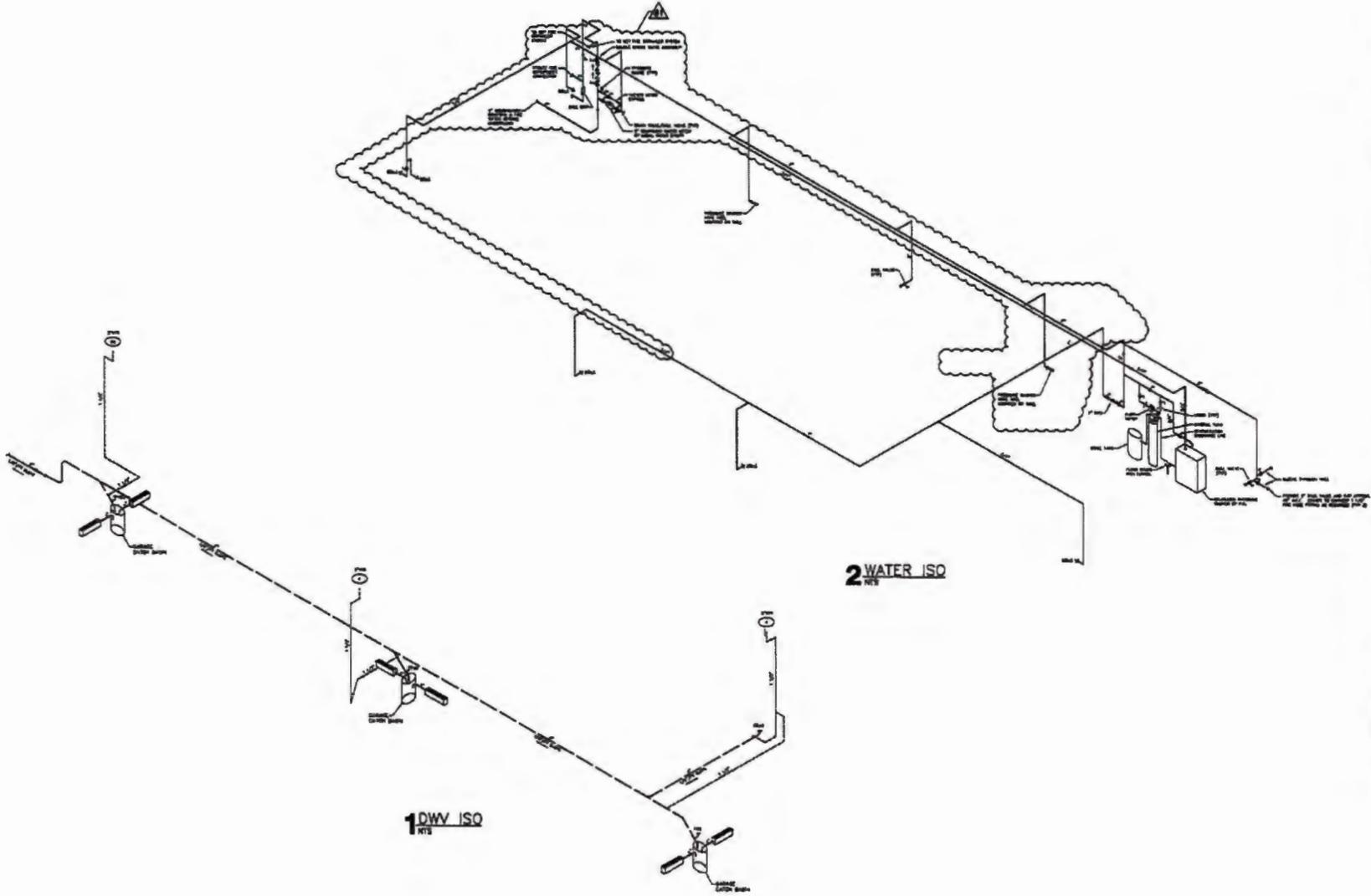
255 MARION STREET
ANCHORAGE, ALASKA

FLOOR PLANS, NOTES AND DETAILS

PROJECT NO. 15555
DATE: APRIL 2010
DRAWN BY: RGL

DATE: 8/2/10

P100



ARCHITECTURE
ENGINEERING
INTERIOR DESIGN



HSR ASSOCIATES INC.
100 BELMONT STREET
LA CROIX, WISCONSIN
PHONE: 920.734.1200
FAX: 920.734.0444
WWW.HSRASSOCIATES.COM

Project No. _____
Sheet No. _____

**CITY OF ONALASKA
PUBLIC WORKS ADDITION**

Project No. _____
Sheet No. _____
Location: 252 MADISON STREET
ONALASKA, WISCONSIN
Date: _____

Project Name: _____
Project No. _____

Project Date: APRIL 2012
Project No. P101
Project No. _____

Project No. _____
Project No. _____

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	04-20-12

Project Name: VARES
Project No. 62219

P101



CHANGE PROPOSAL

OWNER: City of Onalaska
415 Main St
Onalaska, WI 54650

CHANGE PROPOSAL: #3

DATED: 9/18/2019

SUBCONTRACTOR: Klich Electric

JOB: Onalaska Public Works Addition

Change Proposal	Description	Amount
-	Replace existing head end fire alarm panel with new	304.95
	Add rebar grounding to steel structure	128.40
TOTAL:		433.35

The original contract was:	1,155,183.00
Net change by previously authorized change order	2,796.75
The contract amount prior to this change order was	1,157,979.75
The contract will be increased by this change order in the amount of	433.35
The contract amount, including this change order will be	1,158,413.10

I agree to the contract amount change with no additional time allowed adhering to the subcontract content.

GENERAL CONTRACTOR:

OWNER:

Signature: _____

Signature: _____

Americon
1201 N. Superior
Tomah, WI 54660

City of Onalaska
415 Main St
Onalaska, WI 54650



CHANGE PROPOSAL

OWNER: City of Onalaska
415 Main St
Onalaska, WI 54650

CHANGE PROPOSAL: #6
DATED: 9/27/2019

SUBCONTRACTOR: ACT Concrete

JOB: Onalaska Public Works Addition

Change Proposal	Description	Amount
-	Change concrete sealer to TK-26 to be applied to fresh concrete, then apply TK-290 30 days later	1,575.00
	Overhead & Profit (10%)	157.50
TOTAL:		1,732.50

The original contract was:	1,155,183.00
Net change by previously authorized change order	2,796.75
The contract amount prior to this change order was	1,157,979.75
The contract will be increased by this change order in the amount of	1,732.50
The contract amount, including this change order will be	1,159,712.25

I agree to the contract amount change with no additional time allowed adhering to the subcontract content.

GENERAL CONTRACTOR:

OWNER:

Signature: _____

Signature: _____

Americon
1201 N. Superior
Tomah, WI 54660

City of Onalaska
415 Main St
Onalaska, WI 54650



CHANGE PROPOSAL

OWNER: City of Onalaska
415 Main St
Onalaska, WI 54650

CHANGE PROPOSAL: #8
DATED: 10/17/2019

CONTRACTOR: Americon Construction

JOB: Onalaska Public Works Addition

Change Proposal	Description	Amount
Material	Replace existing HM door with new FRP door. Reuse all hardware. Installation 5 @ \$75/hr Overhead & Profit (15%)	1,373.86
Labor		375.00
		262.33
TOTAL:		2,011.19

The original contract was:	1,155,183.00
Net change by previously authorized change order	2,796.75
The contract amount prior to this change order was	1,157,979.75
The contract will be increased by this change order in the amount of	2,011.19
The contract amount, including this change order will be	1,159,990.94

I agree to the contract amount change with no additional time allowed adhering to the subcontract content.

GENERAL CONTRACTOR:

OWNER:

Signature: _____

Signature: _____

Americon
1201 N. Superior
Tomah, WI 54660

City of Onalaska
415 Main St
Onalaska, WI 54650



CHANGE PROPOSAL

OWNER: City of Onalaska
415 Main St
Onalaska, WI 54650

CHANGE PROPOSAL: #11

DATED: 11/19/2019

CONTRACTOR: Americon

JOB: Onalaska Public Works Addition

Change Proposal	Description	Amount
Material	Steel stud framing for liner panel in cold storage building	750.00
Labor	27 @ \$75/hr	2,025.00
	Overhead & Profit (15%)	416.00
TOTAL:		3,191.00

The original contract was:	1,155,183.00
Net change by previously authorized change order	2,796.75
The contract amount prior to this change order was	1,157,979.75
The contract will be increased by this change order in the amount of	3,191.00
The contract amount, including this change order will be	1,161,170.75

I agree to the contract amount change with no additional time allowed adhering to the subcontract content.

GENERAL CONTRACTOR:

OWNER:

Signature: _____

Signature: _____

Americon
1201 N. Superior
Tomah, WI 54660

City of Onalaska
415 Main St
Onalaska, WI 54650



HSR Associates
 100 Milwaukee Street
 La Crosse, WI 54603
 608.784.1830
 www.hsrassociates.com

Change Order

Project:	City of Onalaska Public Works Addition	Change Order No.:	Three (3)
Owner:	City of Onalaska	Date:	Nov. 27, 2019
To:	All American Lumber, Inc. DBA Americon 1201 N Superior Avenue Tomah, WI 54660	HSR Project No.:	19005
		Contract For:	General Construction
		Contract Date:	June 12, 2019

TO THE CONTRACTOR: You are directed to make the following changes to this Contract:

1. Provide Additional Light Fixtures in Existing Cold Storage.
 Per COR #13 and Americon's 11/22/19 quote.....Add \$ 3,179.00

TOTAL ADD.....\$ 3,179.00

(COPIES OF DOCUMENTS REFERENCED ABOVE ARE ATTACHED TO AND MADE A PART OF THIS CHANGE ORDER.)

The original Contract Sum was\$1,155,183.00
 Net change by previously authorized Change Order(s).....\$10,164.79
 The Contract Sum Prior to this Change Order was\$1,165,347.79
 The Contract Sum will be ~~(increased)~~~~(decreased)~~~~(unchanged)~~ by this Change Order\$3,179.00
 The new Contract Sum including this Change Order will be.....\$1,168,526.79
 The Contract Time will be ~~(increased)~~~~(decreased)~~ **(unchanged)** by (0) Days
 The Date of Substantial Completion as of the date of this Change Order therefore is

Approved:

HSR Associates, Inc. _____
 Architect

100 Milwaukee Street _____
 Address

La Crosse, WI 54603 _____
 City, State, Zip

By: CHRISTACK NEJ _____

Date: 12/2/19 _____

Agreed To:

Americon Construction _____
 Contractor

1201 N Superior Avenue _____
 Address

Tomah, WI 54660 _____
 City, State, Zip

By: _____

Date: _____

Authorized:

City of Onalaska _____
 Owner

415 Main Street _____
 Address

Onalaska, WI 54650 _____
 City, State, Zip

By: _____

Date: _____



CHANGE PROPOSAL

OWNER: City of Onalaska
415 Main St
Onalaska, WI 54650

CHANGE PROPOSAL: #13

DATED: 11/22/2019

CONTRACTOR: Klich Electric

JOB: Onalaska Public Works Addition

Change Proposal	Description	Amount
Material	Install (8) High Bay 5000K lights connect to existing switches	1,450.00
	Install (1) High Bay 5000K light switched seperately connected to standby power panel	
Labor		1,440.00
	Overhead & Profit (10%)	289.00
TOTAL:		3,179.00

The original contract was:	1,155,183.00
Net change by previously authorized change order	2,796.75
The contract amount prior to this change order was	1,157,979.75
The contract will be increased by this change order in the amount of	3,179.00
The contract amount, including this change order will be	1,161,158.75

I agree to the contract amount change with no additional time allowed ahering to the subcontract content.

GENERAL CONTRACTOR:

OWNER:

Signature: _____

Signature: _____

Americon
1201 N. Superior
Tomah, WI 54660

City of Onalaska
415 Main St
Onalaska, WI 54650

STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item:

#6

Project/Item Name:

MS4 permit evaluation

Location:

Citywide

Requested Action:

Discussion on evaluation

Staff Report/
Description:

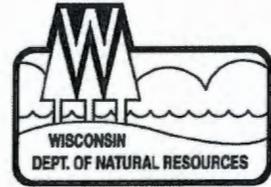
The City of Onalaska was audited in August 2019 for compliance with the City of Onalaska MS4 storm water permit. Overall the audit was very successful and the City has many areas it excelled in. The City does have items to address from the summary that staff are requesting professional engineering assistance with later in the agenda.

Attachments:

Wis. DNR MS4 evaluation summary and letter to Wis. DNR

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Black River Falls Service Center
910 HWY 54 East
Black River Falls WI 54615

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7483
TTY Access via relay - 711



November 13, 2019

WPDES Permit No. WI-S050075-03
FID: 632122260
FIN: 31065

Jarrold Holter
City of Onalaska
415 Main St.
Onalaska, WI 54650

SUBJECT: City of Onalaska MS4 Permit Program MS4 Evaluation Summary

Dear Mr. Holter,

On August 1st and 2nd, 2019 Department of Natural Resources Stormwater staff met with City of Onalaska representatives to evaluate implementation of the city's MS4 Permit Program. This evaluation was conducted through the Department's authority under Sections 3.12 and 3.13 of the permit. During the evaluation, areas of non-compliance were noted as reflected in Table 1 of the enclosed summary. The "Required Actions" listed in the table are necessary to comply with the permit. Recommendations are also made in this table. Please review this information carefully as it is intended to help inform the city's internal processes and procedures to improve overall consistency and effectiveness of the MS4 Permit Program.

The evaluation was attended by:

Department Staff

Jason Gazdecki, Stormwater Specialist
Teagan Seneczko, Water Resource Engineer
Melissa Yarrington, Stormwater Specialist
Matt Jacobson, Stormwater Specialist

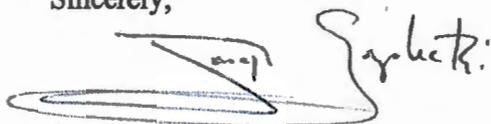
City Staff

Jarrold Holter – City Engineer
Jim Prindle – Public Works Manager
Kevin Schubert – Assistant City Engineer

Please provide a written response within thirty (30) days of receipt of this letter addressing efforts on behalf of the City to resolve any issues described in the summary and provide a proposed timeline.

Thank you for your cooperation with the Department's Municipal Storm Water Management Program. The time, effort, and patience your staff extended to us before, during, and after the evaluation were greatly appreciated. If you have any questions or concerns regarding this letter, please contact me at 715-284-1456 or Jason.gazdecki@wisconsin.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Gazdecki". The signature is written in a cursive style and is positioned to the right of the word "Sincerely,". Below the signature, there is a large, horizontal, oval-shaped scribble or mark.

Jason Gazdecki
Stormwater Specialist

Enclosure: 2019 City of Onalaska MS4 Permit Program Evaluation Summary Report

City of Onalaska MS4 Program Permit Evaluation Summary Report

BACKGROUND

There are 37 permitted MS4s in the West Region. Programs were first developed in the Western region in the 1990's under Phase I permits in accordance with the Clean Water Act and Wisconsin's delegated NPDES permitting authority under EPA. Storm water runoff pollution (rural and urban) contributes pollutants to streams and lakes. Common pollutants of concern causing these impairments are metals, PAHs, Total Suspended Solids (TSS) and phosphorus. Increases in impervious area, traffic volumes, and development density and non-residential uses associated with urbanized areas contribute additional pollutant generation and runoff which municipal separate storm sewer systems convey, in many cases directly without treatment, to surface waters. If a waterway is not impaired, it is expected that this program will sustain existing water quality in the receiving resource. The purpose of the MS4 permit program is to bring awareness to potential causes of and resolutions to urban runoff pollution and to minimize, with the ultimate goal of eliminating, pollution in runoff discharged from the MS4. This is done by introducing enhanced storm water management planning, implementation, and establishing measurable goals in what are typically already existing municipal operations. By periodically inspecting these programs, the Department intends to accomplish three primary objectives:

1. Program Compliance - *Determine compliance with the MS4 permit*
2. Program Consistency - *Gain a better understanding of the written municipal procedures as it relates to the permit and program implementation, both for the MS4 being inspected (MS4 benefit) and for comparison against other programs statewide (DNR and MS4 benefit)*
3. Program Efficacy - *Improve operations to meet statewide water quality performance standards and targets established in local water quality planning efforts.*

OVERALL PROGRAM MANAGEMENT

The MS4 program is overseen by City Engineer Jarrod Holter and implemented pre-dominantly by Assistant City Engineer Kevin Schubert. Public Works Manager, Jim Prindle and Planning Technician Zach Peterson are also heavily involved in its implementation. While there are some areas high-lighted in this document for improvement; the City of Onalaska has done an excellent job overall with the MS4 program.

PUBLIC EDUCATION AND OUTREACH/PUBLIC INVOLVEMENT AND PARTICIPATION - MS4 GP SECTION 2.1-2.2

The City makes Stormwater and Erosion Control literature readily available. Onalaska is also a member of the County wide The La Crosse Urban Stormwater Group which is a County wide Stormwater Education and Outreach Consortium which provides information at: outreach activities, such as festivals, workshops, makes brochures, media productions and maintains a website: (<https://www.lacrosseareawaters.org>). Additionally, the Stormwater Utility has a website (<https://www.cityofonalaska.com>) with additional information readily available. Onalaska also engages in local events such as a float in the Oktoberfest parade, radio ads, and other forms of local media.

ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE) PROGRAM – MS4 GP SECTION 2.3

The city has IDDE Program in place. The Utility Dept. takes most of the calls and coordinates response with appropriate staff (internal and local Wardens/Police authorities if necessary). The program incorporates a mentoring program for staff and there is annual training component incorporated with safety training.

Onalaska has several enforcement mechanisms at their disposal including citation authority; however, they typically opt to work with the local Conservation Warden for violation resolution. There is also on-call staff to field complaints outside of standard business hours. In the event a spill occurs the Fire Department has a spill response vehicle equipped to handle clean-up.

The city conducts annual inspections for all 61 outfalls. At the time of the audit the city was not specifically using dry weather screening to detect illicit discharges; however, it was discussed, and the city plans to begin utilizing it as standard practice during inspections.

CONSTRUCTION SITE EROSION CONTROL – MS4 GP SECTION 2.4

Local Municipal Code Chapter 6 – Stormwater Utility Regulations and Rates is the foundation of the erosion control/stormwater program. Planning Technician, Zach Peterson performs most of the inspections. Both large and small (>1 - 2000 sq. ft. dependent upon slope) are regulated by the city.

There are some minor inconsistencies between the local ordinance and the requirements ss. NR 151 and 216; however, this was recognized and the process to rectify underway.

The city requires engineered plans which are reviewed by the City Engineer and Assistant City Engineer. All construction sites are inspected for compliance and the city has recently brought on a technician (Zach Peterson) to assist in carrying out these efforts. Additionally, the city does require as-builts for completed projects for verification purposes.

POST-CONSTRUCTION STORM WATER MANAGEMENT – MS4 GP SECTION 2.5

The city has a Post Construction Ordinance (Chapter 5) that has been adopted. There are some inconsistencies with ss. NR 151 (infiltration performance standard options); however, the city was previously aware of this and has an order with Strand to update. The city also has a process to electronically record and track maintenance forms. Sites less than one acre are reviewed with the City Engineers discretion and would include potentially problematic sites which are steep and/or highly erodible.

Plans are reviewed by the city engineer and/or assistant city engineer; and the city typically awaits a WDNR approval first when there is dual jurisdiction. The city has corresponded with local WDNR specialists in the past and states they have a good working relationship with WDNR staff in general.

POLLUTION PREVENTION– MS4 GP SECTION 2.6

The city has several municipal facilities they manage (public works yard, shop areas, cemetery, and various other storage/maintenance areas). Most of these facilities do not currently have an updated SWPPP. The city has indicated that this is part of the overall order that was requested from Strand.

Municipally owned stormwater facilities are inspected on an annual basis. There are four people who involved in these inspections. These inspections are comprehensive in nature and are recorded on a digital inspection form with a tablet. Additionally, all inspections and facilities are tracked by the GIS system utilizing the iWater program.

Privately owned stormwater systems are inspected on a complaint-based system. City officials report there are not many privately owned ponds in the area due to the limitations from physical boundaries/local geography.

The city has a contract with Green Earth recycling for local collection services. Leaf collection involves curbside pickup including 4 passes with a vacuum sweeper throughout the months of October and November. Waste is taken to Green Earth Recycling for proper disposal.

Street sweeping is typically performed 2 weeks/month and can start as early as March dependent upon weather conditions. There is a mechanical sweeper for Spring and a vacuum sweeper for the rest of the year. Tonnage is tracked and recorded at the Landfill. It is currently unknown if the collection services were incorporated into the current modeling plan. The city will follow up Jon Lindert from Strand to find out.

While there is a catch basin cleaning program in place, it is one area that could probably be improved upon. It is currently done on an as needed basis; however, creating an inspection schedule could be beneficial in determining when and how frequently clean out is needed. Currently when catch basins are cleaned out the vacuum truck is used to do so.

The city does apply salt and brine solutions during winter months. The APWA snow removal conference is attended on a regular basis by staff every year. There is a total of 8 trucks in the fleet and equipment is calibrated every fall. The city has been applying brine for 7-9 years and purchased a 900-gallon storage tank last year.

The city has an order in with Strand to develop SWPPP's for public works yards and other municipally owned facilities.

There was an area noted at the yard involving a street sweeping de-watering area that appeared to have had a recent discharge. The cement basin has an over-flow opening that can allow material/liquids to escape the basin. This is an item that will need to be corrected. We discussed options on site and the city does intend to incorporate some system redundancies in order to prevent in the future; or possibly design a better system.

STORM WATER QUALITY MANAGEMENT– MS4 GP SECTION 2.7

It is currently unknown if City of Onalaska has met the 20% TSS reduction requirement. The most recent modeling data shows that it was previously 13% (2009); however, that modeling is outdated and does not reflect some of the more recent practices the city has incorporated. The city believes this number to be 19% or greater at this time; however modeling data will be needed to verify the accuracy of this number. The city will need to update its TSS modeling to get a more accurate representation of what their overall TSS reduction currently is. There is currently a proposal to address this in 2019.

STORM SEWER SYSTEM MAP– MS4 GP SECTION 2.8

The Storm Sewer System Maps are kept up on a needed basis. Update frequency is dependent upon time of year and workload priorities; however necessary updates are provided with the annual reports.

OTHER DISCUSSION

- Program management is well organized and thorough, and the city of Onalaska has the motivation and expertise to continue improving the program.
- Program staff are knowledgeable and competent. The city is also investing in technology to assist their field staff in being more efficient in their work and documentation.

TABLE 1. OBSERVATIONS & REQUIRED ACTIONS SUMMARY

Unless otherwise indicated the completion, date discussed for the required items was March of 2020; to be submitted as part of the next annual report submittal. Some of the items will take additional time beyond that date (indicated with a separate target date below). If additional time is going to be required, please contact us prior to that time to discuss an alternative time frame.

Program & Permit Reference	Observations (A – Required Action*, B – Recommended Action) <i>*necessary to maintain compliance with referenced permit condition</i>
Public Education and Outreach Section 2.1-2.2	A.1 Develop a tracking process to keep track of the numbers of people reached through these activities for the annual report.
Post- Construction Stormwater Management Section 2.5	A.1 The post construction ordinance has a few inconsistencies with ss. NR 151 primarily regarding infiltration options. The ordinance should be reviewed and updated as necessary. Target completion date: 10/01/2020.
Construction Site Pollutant Control Section 2.4	A.1 The construction site erosion plan review and inspection has some inconsistencies with ss NR 151 primarily regarding stockpile stabilization. The ordinance should be reviewed and updated as necessary. Target completion date: 10/01/2020.
Pollution Prevention Section 2.6	A.1 Update/provide SWPPP for Municipal Yard with the next annual report in March of 2020. B.1 Review and update SWPPP's as needed. B.2 Develop a routine maintenance schedule for catch basins.
Stormwater Quality Management Section 2.7	A.1 TSS modeling data is out of date and not reflective of current measures. The TSS modeling should be updated to get a more accurate representation of total TSS reductions occurring. Target Completion Date 10/01/2020.

STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item:

#7

Project/Item Name:

Storm water plan updates

Location:

Citywide

Requested Action:

Approval of task order

Staff Report/
Description:

Included within the 2020 Capital Improvements Budget are funds for updates to the City storm water management plan. In August 2019 the City storm water management was audited by the Wis. DNR for compliance with rules and regulations. One of the items in the audit was an update to the City storm water pollutant loading model. This task order includes updates to the modeling to be in compliance. Strand worked on the original plan and modeling in 2008 and staff is recommending moving forward with Strand Associates for the updates.

Attachments:

Agreement for services



CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
www.cityofonalaska.com

Engineering/Public Works Dept.
PHONE: (608) 781-9537
FAX: (608) 781-9506

December 30, 2019

Wisconsin Department of Natural Resources
Attn: Mr. Jason Gazdecki
910 HWY 54 East
Black River Falls, WI 54615

Dear Mr. Gazdecki:

The City is in receipt of your letter dated November 13, 2019 regarding the City of Onalaska MS4 Permit Program Evaluation Summary.

The City currently is moving to procure professional engineering services from Strand Associates to assist with addressing items outlined in the MS4 Evaluation Summary. It is the City's intentions to approve the services in January 2020, start the work in February 2020, and have completion of items listed in the MS4 Evaluation Summary by the October 1, 2020 target date. I have attached an outline of services to be provided by Strand Associates for your review

The City of Onalaska City looks forward to working with Wisconsin DNR staff on updating the current MS4 Permit Program.

If you have any questions I can be reached at 608-781-9537 or by e-mail: jholter@onalaskawi.gov

Sincerely,

C. Jarrod Holter, PE
City Engineer/Director of Public Works



OWNER REVIEW

Strand Associates, Inc.*

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

DRAFT

Task Order No. 19-05
City of Onalaska, Wisconsin (OWNER)
and Strand Associates, Inc.* (ENGINEER)
Pursuant to Agreement for Technical Services dated December 19, 2014

Services Name: Stormwater Quality Management Plan (SQMP) Program Updates

Services Description: Prepare SQMP program updates for portions of OWNER's stormwater programs consistent with OWNER's Municipal Separate Storm Sewer System (MS4) permit.

Background

ENGINEER assisted OWNER in preparation of its 2008 SQMP. OWNER's MS4 permit was reissued as Wisconsin Pollutant Discharge Elimination System (WPDES) Permit No. WI-S050075-3, effective on May 1, 2019, which requires updates to portions of OWNER's 2008 SQMP programs.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Prepare for, attend, and provide a meeting summary for one teleconference kickoff meeting, one in-person progress meeting, and one teleconference progress meeting.
2. Review and update Table 3.02-1 Public Education and Outreach Plan and Measurable Goals from OWNER's 2008 SQMP.
3. Review and update Table 3.02-2 Public Involvement and Participation Plan and Measurable Goals from OWNER's 2008 SQMP.
4. Illicit Discharge Detection and Elimination (IDDE) Program
 - a. Review Table 3.02-4 in OWNER's 2008 SQMP and update with new publicly owned outfalls in accordance with the Wisconsin Department of Natural Resources' (WDNR) 2012 guidance document. Table updates include characterizing the type of outfall as major priority, major nonpriority, minor priority, or minor nonpriority, and providing a screening frequency for each outfall.
 - b. Provide a table showing the indicator parameter action levels and expected ranges in accordance with WDNR guidance.
 - c. Review and update Table 3.02-5 IDDE Plan and Measurable Goals from OWNER's 2008 SQMP.
5. Construction Site Pollutant Control Program
 - a. Review and update construction site pollutant control requirements in OWNER's Erosion Control and Stormwater Management Requirements document in accordance with NR 151.
 - b. Provide written procedures documenting OWNER's construction site pollutant control plan review, inspection, enforcement program, and a checklist to document field inspections.

OWNER REVIEW

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City of Onalaska
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- c. Provide a form to document OWNER's municipal construction site inspector's certifications and on-going training related to construction site pollutant control.
 - d. Review and update Table 3.02-6 Construction Site Pollution Control Plan and Measurable Goals from the OWNER's 2008 SQMP.
6. Postconstruction Stormwater Management Program
- a. Review and update postconstruction stormwater management requirements in OWNER's Erosion Control and Stormwater Management Requirements document in accordance with NR 151.
 - b. Provide written procedures documenting OWNER's postconstruction stormwater management site plan review, inspection, enforcement program, and a checklist to document field inspections.
 - c. Provide a form to document OWNER's municipal construction site inspector's certifications and on-going training related to postconstruction plan review.
 - d. Review and update Table 4.06-1 in OWNER's 2008 SQMP and add new privately owned regulated stormwater best management practices (BMP) sites constructed since the 2008 SQMP.
 - e. Provide written procedures and framework for tracking, inspecting, and enforcing long-term maintenance of privately owned regulated sites.
 - f. Review and update Table 3.02-7 Postconstruction Stormwater Management Plan and Measurable Goals from OWNER's 2008 SQMP.
7. Pollution Prevention Program
- a. Publicly Owned Stormwater Management Facilities
 - (1) Review and update Table 4.06-1 in OWNER's 2008 SQMP and add new publicly owned stormwater BMPs constructed since the 2008 SQMP.
 - (2) Review and update Appendix F-Stormwater Facility Maintenance Program including an inspection frequency table for the publicly owned stormwater management facilities.
 - b. Stormwater Pollution Prevention Plan (SWPPP)
 - (1) Visit the Public Works Facility located at 252 Mason Street once to evaluate and document information needed for the SWPP.
 - (2) Prepare an SWPPP narrative and map documenting the following:
 - (a) Locations and descriptions of major activities and storage areas.
 - (b) Identification of drainage patterns, potential sources of stormwater contamination, and discharge points.
 - (c) Identification of nearby receiving waters or wetlands.
 - (d) Identification of connections to OWNER's MS4.
 - (e) Description of procedures, good housekeeping activities, and BMPs implemented to reduce or eliminate stormwater contamination.
 - (f) Spill prevention and response standard operating procedures, based on OWNER-provided information.
 - (g) Develop a Public Works Facility site inspection report form.
 - (h) Provide potential improvements to operations and procedures at the Public Works Facility.

OWNER REVIEW

City of Onalaska
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Strand Associates, Inc.®

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- c. Provide table and narrative documenting OWNER's current winter road management program, based on OWNER-provided information. Show snow disposal locations on updated Figures 2.01-1 and 2.01-2.
 - d. Review Table 3.01-4, city-owned and school district-owned properties, in OWNER's 2008 SQMP and update with new facilities and their fertilizer usage status since the 2008 SQMP. Show locations of new facilities on Figures 2.01-1 and 2.01-2.
 - e. Provide a form to track OWNER's annual Pollution Prevention Program training and education events.
 - f. Review and update Table 3.02-8 Pollution Prevention-Municipal Operations Plan and Measurable Goals from OWNER's 2008 SQMP incorporating scope items above.
8. Stormwater Quality Management
- a. Correspond with OWNER to obtain publicly owned and privately owned stormwater BMPs constructed since OWNER's 2008 SQMP.
 - b. Update City SLAMM Subbasins on Figures 1.01, 2.01-1, and 2.01-2 from OWNER's 2008 SQMP for areas within the current City limits.
 - c. Update Figure 2.01-3, SLAMM Land Use, from OWNER's 2008 SQMP for areas within the current City limits.
 - d. Update Table 2.01-1, SLAMM Land Use by Subbasin (acres) to City Boundary (including exempt areas), to reflect changes to Figure 2.01-3 from OWNER's 2008 SQMP.
 - e. Update Figure 2.03-1, Soils Map, from OWNER's 2008 SQMP for areas within the current City limits.
 - f. Update Table 2.03-1, Soil Types, from OWNER's 2008 SQMP to reflect changes to Figure 2.03-1.
 - g. Update Section 2.04, Current Stormwater Practices Affecting Stormwater Quality, from OWNER's 2008 SQMP documenting current stormwater BMPs (OWNER BMPs and BMPs serving redevelopment since date of 2008 SQMP) based on OWNER-provided information.
 - h. Using OWNER's 2010 WinSLAMM Version 9.4.0 modeling files, update OWNER's WinSLAMM modeling in WinSLAMM Version 10.4.1, or latest version available at start of the project following the WDNR's November 2010 MS4 Modeling Guidance and September 2016 Addendum A, both recertified by WDNR on September 30, 2019. Enter current stormwater BMPs in the modeling files based on OWNER-provided information. Up to twenty BMPs serving redevelopment will be accounted for via spreadsheet unless WDNR's guidance dictates that they be modeled. Street conditions and parking controls shown in Figures 2.04-1 and 2.04-2 from OWNER's 2008 SQMP will be used for the modeling.
 - i. Update Figure 4.05-1, Baseline TSS Loading Map, from OWNER's 2008 SQMP. Create Figure 4.05-2, Existing Conditions TSS Loading Map.
 - j. Update Table 4.05-1, Pollutant Loading (TSS) Calculation Results Baseline and Existing Controls Conditions, from OWNER's 2008 SQMP.

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- k. Update Table 4.05-2, Phosphorus Loading Calculation Results Baseline and Existing Controls Conditions, from OWNER's 2008 SQMP.
- l. Update Section 4 text to reflect updated WinSLAMM modeling including updates to Table 4.06-1.
9. Storm Sewer System Map
 - a. Correspond with OWNER to obtain the updated storm sewer system GIS shapefiles and stormwater BMP information.
 - b. Update Figures 1.01-1, 2.01-1, 2.01-2 of OWNER's 2008 SQMP, and relevant MS4 shapefiles based on OWNER-provided information, including location of publicly owned BMPs, privately owned BMPs with maintenance agreements, WPDES Permit holders, and municipally owned outfalls.
10. Prepare a draft and final appendix document to the 2008 SQMP (in portable document format) compiling the deliverables. Provide updated GIS shapefiles to OWNER.

Services Not Included

In addition to those listed in the associated Agreement for Technical Services, the following services are not included in this Task Order. If such services are required, they will be provided as noted.

Submittal of Appendix Document to WDNR: Services of this type can be provided through an amendment to this Task Order.

OWNER Responsibilities

In addition to those items listed in the associated Agreement for Technical Services, OWNER shall provide the following:

1. Provide an OWNER representative to give ENGINEER a tour of the Public Works Facility and existing written spill response procedures for the Public Works Facility.
2. Provide updated storm sewer system GIS shapefiles since OWNER's 2008 SQMP.
3. Provide stormwater plans, WinSLAMM models, design and/or record drawings, and maintenance agreements for both publicly and privately owned stormwater BMPs constructed since OWNER's 2008 SQMP.
4. Provide information for both OWNER's winter road management program and nutrient management program.

Compensation

OWNER shall compensate ENGINEER for **Scope of Services** under this Task Order on an hourly rate basis plus expenses an estimated fee of \$75,000 allocated as follows:

<u>Scope Items</u>	<u>Estimated Fee</u>
Nos. 1, 2, 3, 4, 5, 6, 7, 9, and 10	\$46,020
No. 8	\$28,980
Total	\$75,000

OWNER REVIEW

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Schedule

Services will begin upon execution of this Task Order, which is anticipated on January 14, 2020. Services are scheduled for completion on December 31, 2020.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF ONALASKA

DRAFT

DRAFT

Joseph M. Bunker
Corporate Secretary

Date

Joe Chilton
Mayor

Date

Caroline Burmaster
City Clerk

Date

STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item:

#8

Project/Item Name:

City Hall Roof Project

Location:

415 Main Street

Requested Action:

Approval of services

Staff Report/
Description:

Staff is requesting assistance with design of the replacement roof for City Hall. Services are outlined in the proposal, with staff reviewing those and bringing recommendation on which services will be needed to the upcoming meeting.

Attachments:

Proposal for services



750 N. Third Street, Ste. F
La Crosse, WI 54601-6298

Phone 608.784.2729
Fax 608.784.2826

December 16, 2019

Mr. Dan Wick, Director of Parks and Recreation
City of Onalaska –City Hall
415 Main Street
Onalaska, WI 54650

**RE: Architectural Design Proposal
Onalaska City Hall Re- Roofing
Onalaska, Wisconsin
Proposal No. 18294**

Dear Mr. Wick,

Vantage Architects, Inc. appreciates this opportunity to present our Architectural Design proposal for the re-roofing of the Onalaska City Hall.

SCOPE OF WORK

In general, the project will involve the re-roofing of the entire Onalaska City Hall Building. Gross square footage of roofing replacement is approximately 38,030 SF. The work will include the following:

- Remove the existing modified cap sheet and 2-plys of type 4 felt down to the existing insulation and dispose of at a legal landfill.
- Remove the existing metal flashings and dispose of at a legal landfill.
- Replace any rotten or deteriorated wood blocking at brick walls or parapets on a time and material basis.
- Install one layer of ½" high density insulation over the existing insulation.
- Mechanically fasten the new insulation with screws and plates over the metal and wood decks.
- Adhere the new insulation to the existing insulation with Firestone Twin pack adhesive at the Tectum deck.
- Install a new .060 mil fully-adhered rubber roof system.
- Install new 18" quickseam curb flashing on the rooftop units and other penetrations.
- Install new premolded pipe boot flashings on all vent stacks.
- Install rod stock at the barrel roof expansion joints and run the EPDM up and over the expansion walls eliminating the metal cap.
- Install new 24-ga. pre-painted metal cap flashing, gravel stop, counterflashing and overflow wall scuppers.
- Install new walkway pads at doors and ladders.
- Provide 20-year warranty.

WORK BY OTHERS

Plumbing, electrical, or HVAC work will not be included in the scope of work.

Plumbing	Removal and re-installation of existing roof-drains.
HVAC	Disconnect and reconnecting existing roof fans, roof-top-units.
Electrical	Disconnect and re-wiring of existing roof fans and roof-top units.

CONSTRUCTION DOCUMENT & SPECIFICATION PHASE

- 1. Field verify existing roof conditions based on as-built conditions.
- 2. Develop working drawings, details and project specifications for roof replacement.
- 3. Cost Estimates

BID PHASE

- 4. Prepare 'Advertisement for Bids' for publication by Owner
- 5. Answer questions from bidders and issue bid addendum if necessary to clarify the plans and specifications.

CONSTRUCTION ADMINISTRATION PHASE

- 6. Prepare construction contracts—*AIA Standard Form Agreement between Owner and Contractor*.
- 7. Attend pre-construction meeting with the contractor(s) to review project requirements.
- 8. Review shop drawing for tapered insulation plan.
- 9. Conduct final punch list inspection.
- 10. Collect manufacturer and roof contractor's warranties.
- 11. Review and process contractor's final request for payment.

ARCHITECTURAL FEE PROPOSAL

Based on the project scope and services listed above, Vantage Architects proposes to provide architectural services on an hourly fee basis with a not to exceed cost of **\$13,500.00**.

HOURLY FEE SCHEDULE

<u>Position</u>	<u>Hourly Rate</u>
Principal / Project Manager.....	\$95.00/hour
Project Architect.....	\$85.00/hour
CAD Tech/Draftsperson	\$75.00/hour
Support Staff/Clerical	\$35.00/hour

REIMBURSABLE EXPENSES

Vantage Architects does NOT charge for:

- 1) Travel
- 2) Long distance telephone & fax
- 3) Routine copying and printing associated with the project.

Reimbursables include the following items:

- 1) Printing and distribution of plans and specifications used for bidding and construction of project.

Vantage Architects, Inc. is a fully insured professional services firm. Insurance certificates will be forwarded upon request. If the proposal is approved, our firm will prepare a standard *AIA Owner/Architect Agreement* if needed, or we can operate as a vendor with a purchase order.

After reviewing this proposal, please feel free to call us if you have any questions.

Sincerely,

VANTAGE ARCHITECTS, INC.


Brian Guthrie, Architect

Architect

CITY OF ONALASKA

Dan Wick, Director of Parks and Recreation

Date: _____

cc: Jerrel Schomberg
File 901



STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item:

#9

Project/Item Name:

Rolling Oaks Drive

Location:

Rolling Oaks Drive

Requested Action:

Discussion on traffic calming

Staff Report/
Description:

Staff has received requests for slowing speed of motorists along Rolling Oaks Drive, specifically in the location of the Meier Farm Park. The installation of a stop sign along Rolling Oaks Drive was discussed at the March 2019 Board of Public Works meeting but no action was taken. Staff will discuss what options that would be available.

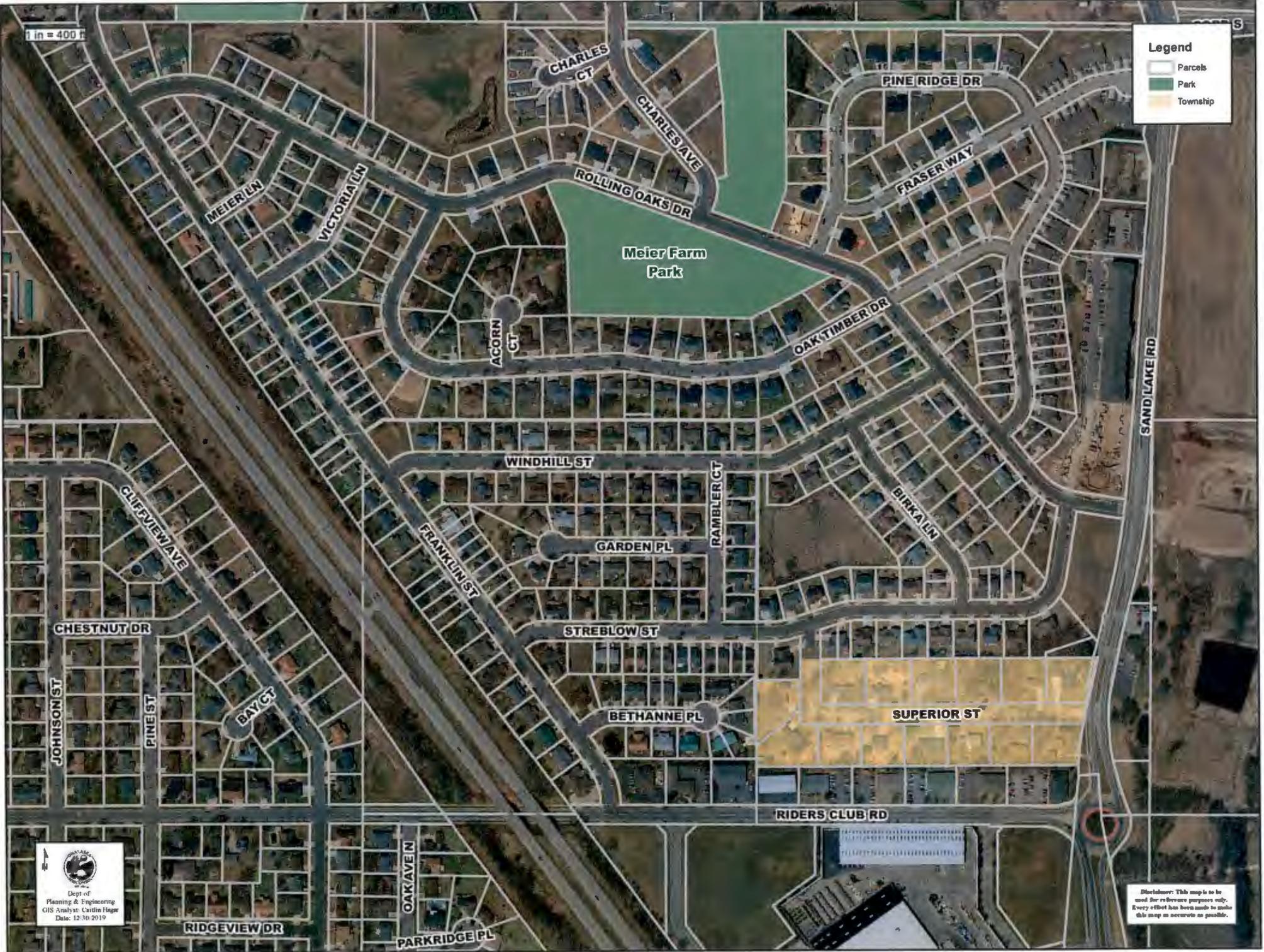
Attachments:

March 2019 BOPW'S minutes and e-mail

1 in = 400 F

Legend

- Parcels
- Park
- Township




 Dept of
 Planning & Engineering
 GIS Analyst: Caitlin Hege
 Date: 12/30/2019

Disclaimer: This map is to be
 used for reference purposes only.
 Every effort has been made to make
 this map as accurate as possible.

1 inch = 100 feet



Dept. of
Planning & Engineering
225 South Capitol Street
Dallas, TX 75201

Disclaimer: This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.

STOP SIGN REQUEST

DATE OF REQUEST 2019

REQUESTED BY STAFF

Intersection where stop sign is being requested ROLLING OAKS & CHARLES AVENUE

Which street is proposed for thru traffic? NONE

Which street is proposed for stop sign? ALL

Introduced at Stop Sign Committee (date) BOARD OF PUBLIC WORKS 3-5-19

This section to be completed by Police Department

- 1) 0 How many accidents have occurred within the past year which were susceptible to correction with a Stop Sign?
- 2) 12 MPH What is the critical approach speed to this intersection in order to keep vehicles under control? - CHARLES AVENUE

This section to be completed by Street Department

- 1) MAJOR Is the street where Stop Sign is proposed considered a major street or a minor street?
- 2a) _____ If a MAJOR street, what is the average daily car count on this street?
(indicate when car count taken 2017 and where taken 2018)
OR
- 2b) _____ If a MINOR street, what is the car count on this street during the peak hour?
(indicate date _____ and time _____ of survey)

POINT TABULATION AND RECOMMENDATION SECTION

- 0 POINTS FOR ACCIDENT HISTORY – each accident (3) points/maximum (9) points
- 8 POINTS FOR APPROACH SPEED – (1) point each MPH, less than 20 MPH/maximum 9 points
- 2 If MAJOR street, (1) point for every 100 vehicles/day over 500/maximum (5) points
OR
If MINOR street, (1) point for every 25 vehicles during peak hour/maximum (4) points
- 3 Assign points for any unusual conditions, such as school/fire station, playground, steep hill, trees, poles, etc. (maximum (3) points)
- 13 TOTAL POINTS: minimum needed for Stop Sign – (15) points

_____ Stop Sign needed

_____ Stop Sign NOT needed

Recommendation made to B.O.P.W. _____

*Yield Signs may be considered if twelve (12) points are obtained. Unusual conditions may warrant consideration (i.e. school, emergency vehicle route, etc.).

Attach photo of intersection or diagram of intersection on reverse side...

329 before the City of Onalaska took it over in July 2018. Jarrod said the intersection had been
330 examined as part of the overall project scope, including traffic calming. Median islands for
331 speed control will be installed. Jarrod said traffic will increase due to the connection of Abbey
332 Road from East Avenue to County Trunk Highway OT. City staff recommends installing a
333 three-way stop at this intersection.

334

335 Motion by Ald. Smith, second by Ald. Gjertsen, to approve the installation of a three-way stop at
336 the intersection of Strawberry Road and Abbey Road.

337

338 On voice vote, motion carried.

339

340 c. Rolling Oaks Drive and Oak Timber Drive

341

342 Jarrod referred to the stop sign request scoring sheet for this intersection and said the proposed
343 stop signs would be installed on Oak Timber Drive at Rolling Oaks Drive. Jarrod told board
344 members multiple citizens have requested that a stop sign be installed at this intersection. Jarrod
345 said there have been issues at this intersection due to the geometry of the roadway with Rolling
346 Oaks Drive coming through and Oak Timber Drive being at a skewed angle. Jarrod told board
347 members there are trees located on the northwest side of the intersection and said staff is
348 attempting to allow them to grow. Jarrod said staff is attempting to trim them in an attempt to
349 have good visibility when there are leaves on them. Jarrod noted an accident had occurred at this
350 intersection, and he said it had received a score of 15 points due to approach speed and the
351 geometry of it. Jarrod said he and Police Chief Miller recommend installing a stop sign at this
352 intersection.

353

354 Ald. Smith asked if motorists on Oak Timber Drive would stop, but motorists on Rolling Oaks
355 Drive would continue.

356

357 Jarrod said motorists on Rolling Oaks Drive would continue and told Ald. Smith it would be a
358 two-way stop sign.

359

360 City Administrator Rindfleisch noted that because Oak Timber Drive intersects with Rolling
361 Oaks Drive twice, it is the eastern intersection to which is being referred.

362

363 Motion by Ald. Smith, second by Ald. Gjertsen, to approve the installation of a two-way stop at
364 the intersection of Rolling Oaks Drive and Oak Timber Drive.

365

366 On voice vote, motion carried.

367

368 d. Rolling Oaks Drive and Charles Avenue

369

370 Jarrod noted board members' packets include a copy of a map depicting the intersection of
371 Rolling Oaks Drive and Charles Avenue as well as a scoring sheet for the intersection. Jarrod
372 said the map shows a three-way stop at the intersection. Jarrod also said motorists coming down
373 Charles Avenue to Rolling Oaks Drive will see a retaining wall behind the sidewalk. This
374 retaining wall is located outside the vision triangle, and Jarrod said that while it meets code it
375 still hampers a motorist's vision going up the street. Jarrod said residents have inquired about
376 traffic in this area, and he also said he will be one of the first proponents of not installing stop
377 signs as a means of speed control. However, Jarrod also described this spot as being "unusual"
378 and noted there a basketball court located approximately 40 feet from the sidewalk. Jarrod said
379 he and Police Chief Miller had assigned this intersection 13 points, meaning it is two points less
380 than what is mandated to install a stop sign. Jarrod said he and Police Chief Miller had decided a
381 yield sign would not be appropriate at this intersection if the city were to install intersection
382 control on Rolling Oaks Drive. There would be a three-way stop at this intersection primarily
383 due to the proximity of the park.
384

385 City Administrator Rindfleisch said he concurs with Jarrod that it is bad practice to utilize stop
386 signs for speed control. City Administrator Rindfleisch referred to the map, noted it shows the
387 park as it exists, and he asked board members to keep in mind that new, heavily utilized park
388 equipment had been installed in 2018. City Administrator Rindfleisch said, "Because of the
389 utilization, and there is no off-street parking for the park, there are a lot of cars that are parking
390 within that intersection area as well that limits the vision that you have." City Administrator
391 Rindfleisch said automobiles parked there narrow the traffic lanes, thus slowing down traffic.
392 However, City Administrator Rindfleisch also said he has seen instances where traffic has
393 slowed down, but children have exited the car from the wrong side. City Administrator
394 Rindfleisch told board members he is an advocate for looking at solutions to assist with the speed
395 of the traffic coming through this area.
396

397 Jarrod said he believes there has been some speed enforcement in this area.
398

399 Ald. Smith suggested perhaps continuing to monitor this area and seeing if there is an increase in
400 traffic over time, or if it becomes more of a concern. Ald. Smith also suggested perhaps the
401 Police Department could provide additional feedback either in April or May.
402

403 Jarrod said monitoring the intersection this summer is a viable option, and that another
404 recommendation to the board can be made once data has been compiled.
405

406 Ald. Smith said she would like to take no action on this item at this time.
407

408 Jarrod said staff will monitor the intersection and bring any pertinent data before the board at a
409 future date.
410

Holter, Jarrod

From: Smith, Tom
Sent: Wednesday, December 11, 2019 8:36 AM
To: Rindfleisch, Eric; Holter, Jarrod
Cc: Olson, Jim; Smith, Kim; Wulf Diane
Subject: FW: Speed Control on Rolling Oaks Drive

Guys, we discussed this a while back and Chuck has collected signatures and I agree that speed is a big issue on Rolling Oaks by the park. We need to at least find a solution to slow down traffic with signs and maybe parking restrictions before someone gets hit? I live off this street and agree with is a concern. What would be the next step? I would like to add the January's Board of Public's agenda.

Tom Smith
Aldersperson - District 1
City of Onalaska
608.385.9584

From: Smith, Tom
Sent: Wednesday, December 11, 2019 8:05:46 AM
To: Charles Koch
Subject: RE: Speed Control on Rolling Oaks Drive

Thanks Charles for the update. I appreciate you getting those signatures. I will follow up with our City Administrator and the Board of Public Works on the next step and anticipate we present at the next Board of Public works on 1/7 at 6:30 pm..

Tom

Tom Smith
Aldersperson - District 1
City of Onalaska
608.385.9584

From: Charles Koch <cdkoch@uwalumni.com>
Sent: Monday, December 9, 2019 7:49:12 AM
To: Smith, Tom
Subject: Re: Speed Control on Rolling Oaks Drive

Hi Tom,
I'm following up on our conversation about speed control measures on Rolling Oaks Drive. My wife and I have gathered about 30 signatures from people in the neighborhood and are still getting a few more. It turns out that a lot of people have legitimate concerns about speed on the drive and have been happy that someone is trying to address it. We want to keep moving this process along so what are the next steps to bring this to the city council? As I mentioned, we're still collecting a few signatures but would feel comfortable bringing it to the council as it is, and may even have other neighbors join me at the meeting for support as well.

Thanks again for your support. I look forward to hearing about the next steps.

Warmest regards,

C

On Sun, Oct 27, 2019 at 1:32 PM Smith, Tom <tsmith@onalaskawi.gov> wrote:

Hello again Charles. Sorry it took me so long to follow up. I did talk with Jarrod Holter our City Engineer and responsible for the Board of Public Works. He told me this concern came up last year and the Council voted not to do anything at that time so I would suggest you create a petition and get as many neighborhood citizens to sign with their name and address. I would word the petition asking the City to review the safety concerns around the park looking for speed reduction options, flashing lights and maybe a better marked crosswalk and restricted parking to reduce potential safety hazards. Once you have the signed petitions, let me know and we can take it to an upcoming Board of Public Works Meeting to present the concerns and have some concerned parent attend to show importance.

I support you action as a resident on this area and also take my grandchildren there on occasion.. I will try to get our Council's support the best I can to take some action. Thanks, Tom

Tom Smith
Aldersperson - District 1
City of Onalaska
608.385.9584

From: Charles Koch <cdkoch@uwalumni.com>

Sent: Sunday, October 20, 2019 5:10:45 PM

To: Smith, Tom

Subject: Speed Control on Rolling Oaks Drive

Good evening Mr. Smith. My name is Charles Koch, one of your aldermanic constituents. I live on Pine Ridge Drive along with my wife and two young daughters. I would like to raise an issue of concern with you regarding traffic volume and speeds on Rolling Oaks Drive that I think needs attention from the city.

As the neighborhood has filled in and Meyer Farm Park has been expanded, there has been a dramatic increase in kids and families visiting the new playground. It's a great addition to the neighborhood and we love that the park is being used by everyone. However, that also means that there is much more traffic as Rolling Oaks has become the neighborhood thru street. We are not the only ones that have noticed the volume and speed at which traffic now flows down Rolling Oaks, right by the playground. All of us at the park complain about how fast people drive, well over the 25mph speed limit, and how difficult it is for people to cross safely with parked cars and the curvature of the street.

I emailed the engineering director about potentially getting some sort of traffic control put in on Rolling Oaks Drive, but he insisted that the more parked cars that were on the street, the slower people would drive. That's an absolutely incorrect assumption. In fact, we frequently see cars going 30 to 40 mph or more down the street, evidenced by the police speed signs that are often placed to attempt to slow people down.

I understand that there are limited funds for streets and public works, but there is a safety need in this part of the neighborhood. I would hate to see a tragic incident happen that could easily be prevented. In speaking with neighbors at the park, they all would support a series of speed tables, medians, increased signage, lights, curb bumpouts, or whatever can be done to try and slow the speed of traffic and give greater visibility to pedestrians and park goers. Since it appears that the engineering department is unable to bring this change quickly, I want to bring it to your attention.

Many neighbors have expressed willingness to sign a petition calling for this improvement, but I am unsure how to present that to the city council. Is that the best way to try to implement the changes that we feel are necessary in the neighborhood? If so, how would we bring this to the council? Any guidance would be appreciated and your attention to this matter is greatly appreciated.

Best regards,

--

Charles Koch

B.S. Atmospheric and Oceanic Sciences - '07

University of Wisconsin - Madison

AMS Certified Broadcast Meteorologist, #399

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--

Charles Koch

B.S. Atmospheric and Oceanic Sciences - '07

University of Wisconsin - Madison

AMS Certified Broadcast Meteorologist, #399

PETITION TO INSTALL TRAFFIC CONTROL MEASURE FOR A SAFER EXPERIENCE AT MEIER FARM PARK

PETITION SUMMARY & BACKGROUND

To the Onalaska Board of Public Works and Onalaska Common Council on behalf of the residents and visitors of the Meier Farm Neighborhood:

This petition encourages the Common Council and Board of Public Works of the City of Onalaska to review and implement traffic control measures on Rolling Oaks Drive in the vicinity of Meier Farm Park. Traffic control measures such as, but not limited to, speed tables, additional curb cuts and crosswalks, curb/crosswalk bump-outs, lighted crosswalks, and/or medians.

As the Meier Farm Neighborhood has become busier and Meier Farm Park has been expanded, there has been a dramatic increase in children and families visiting the new playground. Although it's a great addition to the neighborhood, increased vehicular and pedestrian traffic on Rolling Oaks Drive has created a greater hazard for kids, pets, and families visiting the park. Not only has traffic volume increased, speeding has also increased despite increased police presence and the temporary placement of speed trailers from the Onalaska Police Department.

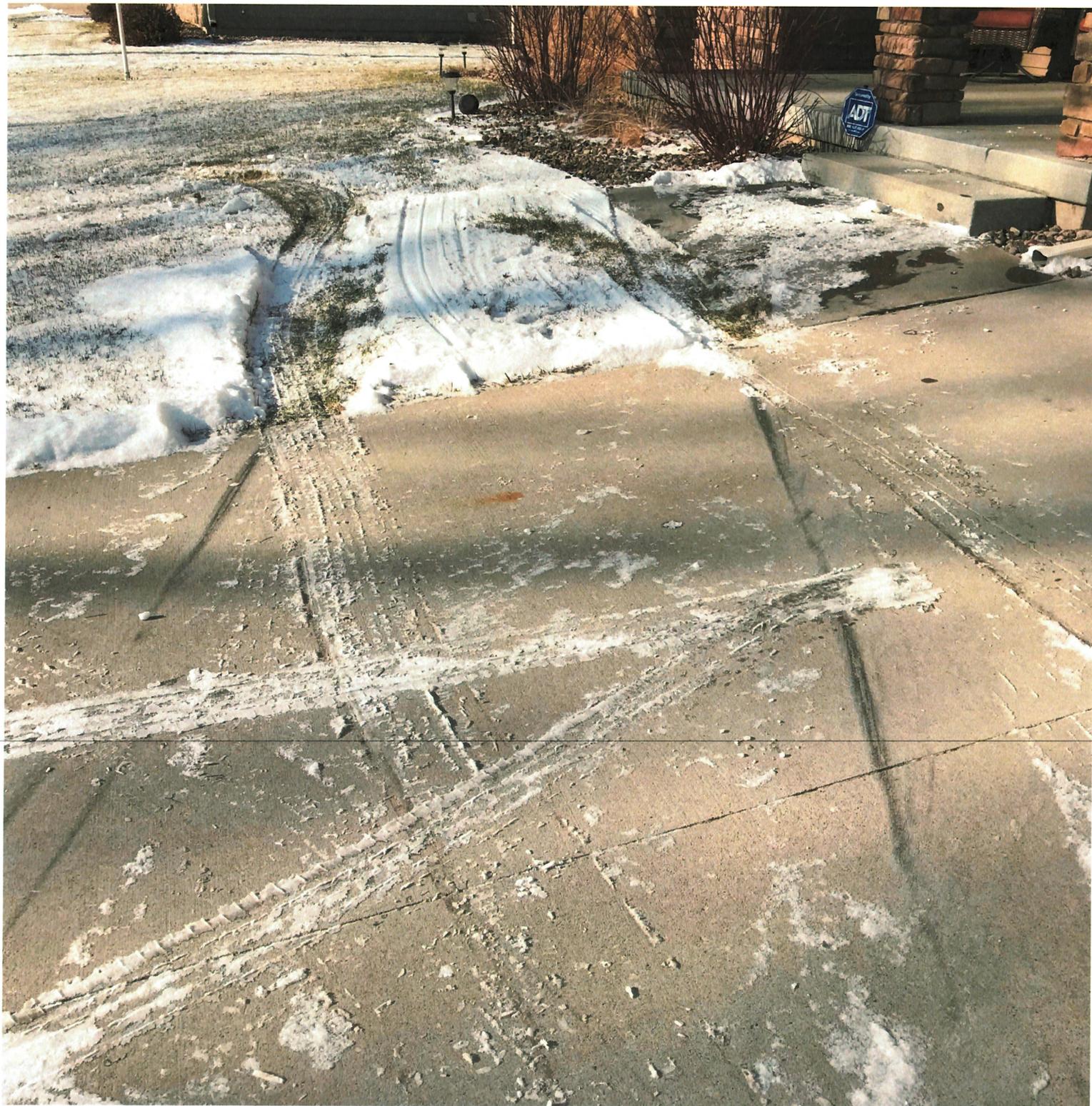
We, the undersigned, urge the Onalaska Common Council and the Onalaska Board of Public Works to not only consider the request from the residents and visitors of the Meier Farm Neighborhood, but take action as soon as possible to provide a safe and enjoyable park experience in our growing neighborhood.

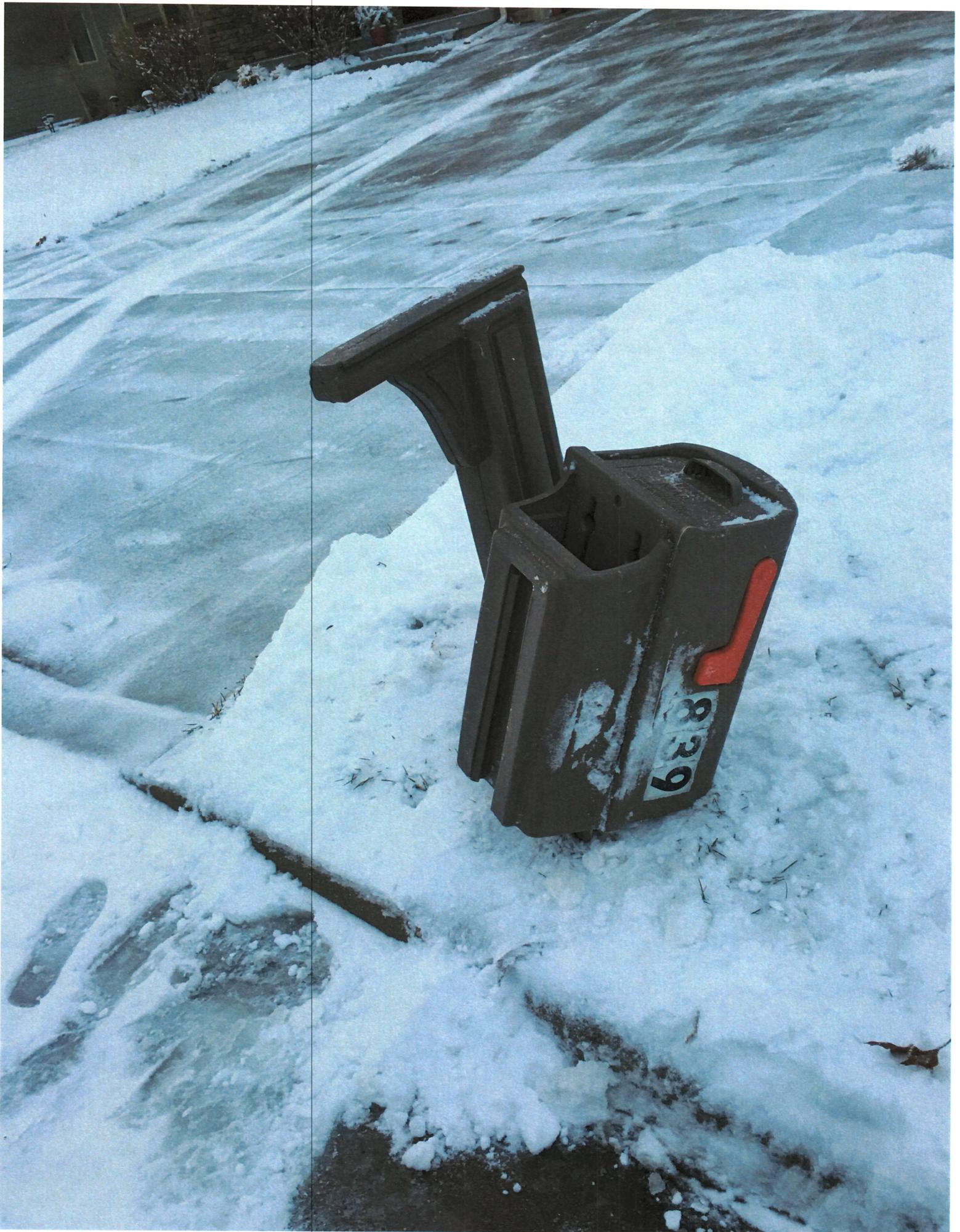
NAME	SIGNATURE	ADDRESS	COMMENTS	DATE
1 Abigail Faub		1969 Pine Ridge Dr Onalaska		10/31/19
2 Brad Zebel		N3355 Cedar Pt- Rd	LA CROSS	10/31/19
3 Sadie Zebell		N3350 Cedar Pt- Rd	LA CROSS	10/31/19
4	Charles Koch	1969 Pine Ridge Dr.	speed bumps	10/31/19
5 Kristin Erickson		1833 Pine Ridge Dr	speed bumps	10/31/19
6 Melissa Aspenson		1960 Pine Ridge Dr	speed bumps	10/31/19
7 Darren + Megan Hansan		1146 Fraser Way	one side parking No stop signs	10-31-19
8 Errod Jarrett		843 oak Ave North	stop signs	10-31-19
9 Jessica Stanton		1159 Fraser		10/31/19
10 Toby Berg		1148 Rolling Oaks Dr	speed bumps	10-31-19
11 Ani Brug		"	"	"
12 Jessica Puls		1136 Fraser Way	speed bumps	10-31-19
13 Michael Walz		1900 Pine Ridge Dr	speed bumps	11-3-19

PETITION TO INSTALL TRAFFIC CONTROL MEASURE FOR A SAFER EXPERIENCE AT MEIER FARM PARK

	NAME	SIGNATURE	ADDRESS	COMMENTS	DATE
13	Colleen Walz	Colleen Walz	1900 Pineridge Drive	speed bumps need signs.	11/3/19
14	Nic Lupient	Nic Lupient	1504 Franklin St	need bumps & signs	12/6/19
15	Malena Lupient	Malena Lupient	1504 Franklin	speed bumps	12-6-19
16	JOEL LUBORG	Joel Luborg	1149 FRASERWAY	" "	12/2/19
17	Roger Stanford	Roger Stanford	839 Rolling Oaks Dr	speed bumps / stop sign please	12/8/19
18	Julie Stanford	Julie Stanford	839 Rolling Oaks Dr.		
19	Ashley Stahl	Ashley Stahl	929 Rolling Oaks	slow signs	12/8/19
20	Ryan Stahl	Ryan Stahl	929 Rolling Oaks	slow signs/bumps	12/8/19
21	Kamara Nauman	Kamara Nauman	919 Rolling Oaks	to straight shot of stop	12/8/19
22	Julie Stanford	Julie Stanford	839 Rolling Oaks	slow signs speed bumps	12/8/19
23	Wendy Twite	Wendy Twite	1910 Pine Ridge Dr.	slow sign	12/8/19
24	Uta Twite	Uta Twite	1510 Pine Ridge Dr	slow sign speed bumps	12/8/19
25	Michael Eckel	Michael Eckel	1870 Pine Ridge Dr	slow / stop signs	12/8/19
26	Ann Edstein	Ann Edstein	1820 Pine Ridge Pr.	stop sign yield police presence	12/8/19
27	Kate Waldvogel	Kate Waldvogel	1850 Pine Ridge Dr.	stop signs slower speeds	1-5-19
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STAFF REVIEW SUMMARY

CITY OF ONALASKA BOARD OF PUBLIC WORKS

January 7, 2020

Agenda Item: **#10**

Project/Item Name: Sustainable La Crosse Commission

Location: Citywide

Requested Action: Discussion on Commission activities

Staff Report/Description: Discussion of Sustainable La Crosse
Commission activities.

Attachments: None

**BOARD OF PUBLIC WORKS
MONTHLY ESTIMATES
January 7, 2020**

REV: 1/7/2020

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
1. SEH INC. Green Coulee Reservoir Design Estimate #11	\$ 25,000.00	\$ -	\$ 23,372.06	\$ 1,116.24
2. DAVY ENGINEERING French Rd Booster Station/Crestwood Ln Design Estimate #15	\$ 126,490.00	\$ 76,010.00	\$ 218,800.25	\$ 1,965.49
3. OLYMPIC BUILDERS GENERAL CONTRACTORS 6th & Quincy Pumping Station Construction Estimate #9	\$ 989,678.00	\$ -	\$ 731,735.60	\$ 82,895.10
4. STRAND ASSOCIATES 6th & Quincy Lift Station Construction Estimate #8	\$ 33,000.00	\$ -	\$ 28,765.33	\$ 265.89
5. STRAND ASSOCIATES Court St Lift Station Construction Estimate #5	\$ 24,300.00	\$ -	\$ 6,279.06	\$ 583.34
6. GERKE EXCAVATING INC 2019 Utility Project Construction Estimate #6	\$ 1,287,302.00	\$ -	\$ 939,592.08	\$ 87,900.43
7. ALL AMERICAN LUMBER INC Public Works Facility Addition Construction Estimate #5	\$ 1,155,183.00	\$ -	\$ 687,583.89	\$ 55,887.55
8. OLYMPIC BUILDERS GENERAL CONTRACTORS Crestwood Booster Station Construction Estimate #4	\$ 974,846.00	\$ 13,087.52	\$ 235,652.44	\$ 68,684.81
9. STRAND ASSOCIATES Well #9 Chlorine Addition Design Estimate #3	\$ 16,300.00	\$ -	\$ 3,688.17	\$ 3,285.39

**BOARD OF PUBLIC WORKS
MONTHLY ESTIMATES
January 7, 2020**

REV: 1/7/2020

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
10. GERKE EXCAVATING Court St Lift Station Construction Estimate #3	\$ 394,000.00	\$ -	\$ 79,099.28	\$ 95,000.00
11. MSA PROFESSIONAL SERVICES Green Coulee Intersection Design Estimate #8	\$ 91,458.00	\$ -	\$ 54,007.80	\$ 3,227.11
12. FOWLER & HAMMER INC. City Hall Masonry Project Construction Estimate #1	\$ 50,000.00	\$ -	\$ -	\$ 33,841.16
13. HSR ASSOCIATES PWF Addition Design Estimate #6	\$ 81,500.00	\$ -	\$ 71,720.00	\$ 3,260.00
14. SEH INC. Abbey Road Construction Estimate #7	\$ 34,600.00	\$ -	\$ 27,435.96	\$ 2,625.56
15. STATE OF WI - DOT STH 157 - SS Construction (Project #1070-04-75) Estimate #1	\$ 630,000.00	\$ -	\$ -	\$ 21.25
16. STATE OF WI - DOT PH/Braund Street Construction (Project #5991-02-55) Estimate #6	\$ 233,326.00	\$ -	\$ 237,660.88	\$ 4,667.40
17. STATE OF WI - DOT STH 35/I-90 Lighting/Enhancements (Project #7190-03-71) Estimate #3	\$ 50,000.00	\$ -	\$ 17,966.19	\$ 53.48

**BOARD OF PUBLIC WORKS
MONTHLY ESTIMATES
January 7, 2020**

REV: 1/7/2020

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
18. SEH INC. General Engineering Design Estimate #2	\$ 5,000.00	\$ -	\$ 1,801.22	\$ 1,430.74
19. HARDROCK SAWING & DRILLING Troy Street Reconstruction Construction Estimate #1	\$ 2,000.00	\$ -	\$ -	\$ 1,050.00
20. BORTON CONSTRUCTION Fire Dept Kitchen Remodel Construction Estimate #1	\$ 60,000.00	\$ -	\$ -	\$ 67,204.00
21. TOMAH ENVIRONMENTAL CONTRACTORS STH 16 Watermain Tie-in Construction Estimate #1	\$ 5,000.00	\$ -	\$ -	\$ 4,637.26