

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Board of Public Works  
**DATE OF MEETING:** April 2, 2019 (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 the previous meeting
3. Public input: (limited to 3 minutes/individual)

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

4. Review and consideration, including public input, of parking restrictions for the following locations:
  - A. West Avenue from Royal Street to 170 feet North for no parking, stopping or standing
  - B. 6<sup>th</sup> Avenue North from King Street to Main Street for no parking, stopping or standing
  - C. 13<sup>th</sup> Avenue North at Hilltopper Heights Park for no parking November 15<sup>th</sup> to April 1<sup>st</sup>
5. Review and consideration of 2019 Utility Project bid
6. Review and consideration of 2019 Pavement Project bid
7. Review and consideration of Irvin Street Streetscaping and Paseo Project bid
8. Review and consideration of installation of an additional air conditioning unit at Public Works Facility

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 Joe Chilsen	
**Ald. Jim Binash	
Ald. Jim Olson	
Ald. Jerry Every	
Ald. Diane Wulf	
*Ald. Ron Gjertsen	
*Ald. Kim Smith	
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: 3-27-19

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.

9. Review and consideration of 2019 pavement maintenance:
  - A. Purchase of fiber patching material
  - B. Installation of fiber patching material
  - C. Asphalt pavement expansion joint installation
  - D. Centerline painting
  - E. Main Street joint sealing
10. Review and consideration of parking restrictions along Mason Street
11. Review and consideration of Amendment #1 for Crestwood Booster Station and Crestwood Lane Project design
12. Review and consideration of pump replacement at Franklin Street lift station
13. Review and consideration of water system corrosion control monitoring and Wisconsin Department of Natural Resources corrosion control coordination with Process Research Solutions
14. **Resolution 21-2019** - Preliminary assessments for alley paving project between 2<sup>nd</sup> Avenue North and 3<sup>rd</sup> Avenue North from Main Street to King Street
15. Review and consideration of 2018 Public Works Department Annual Report
16. Review and consideration of Wisconsin Department of Natural Resources 2018 Storm Water Permit Annual Report
17. Review and consideration of Sodium Chloride (road salt) purchase for 2019 budget year
18. Pay Estimates: Strand Associates, Short Elliot Hendrickson Inc., State of Wisconsin Department of Transportation, Davy Engineering, HSR Associates, and any other contractor/developer
19. Adjournment

# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

#4

Project/Item Name:

Parking restrictions

Location:

various

Requested Action:

Discussion on parking restrictions

Staff Report/Description:

City staff has requested the proposed parking restrictions at various locations. Maps attached outline the proposed locations.

Attachments:

Letters and maps.



## **CITY OF ONALASKA**

415 MAIN STREET  
ONALASKA, WISCONSIN 54650-2953  
[www.cityofonalaska.com](http://www.cityofonalaska.com)

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

**COPY**

March 18, 2019

Dear Resident/Property Owner:

This notice is to inform you that the City of Onalaska Board of Public Works is considering a proposal to install "No Parking, Stopping or Standing" along the west side of West Avenue from Royal Street to 170 feet north. Please find attached a map showing the areas where parking restrictions may be added.

This issue will be discussed at the next Board of Public Works Meeting, which will be held at the City Hall Council Chambers, 415 Main Street, Onalaska, on Tuesday, April 2, 2019 at 6:30 PM. At this time your concerns, opinions and questions will be heard.

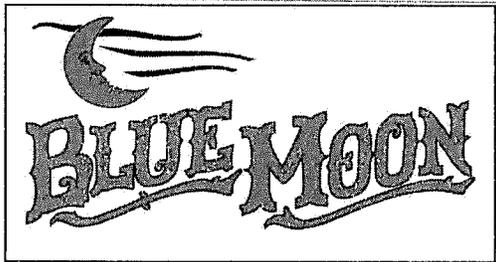
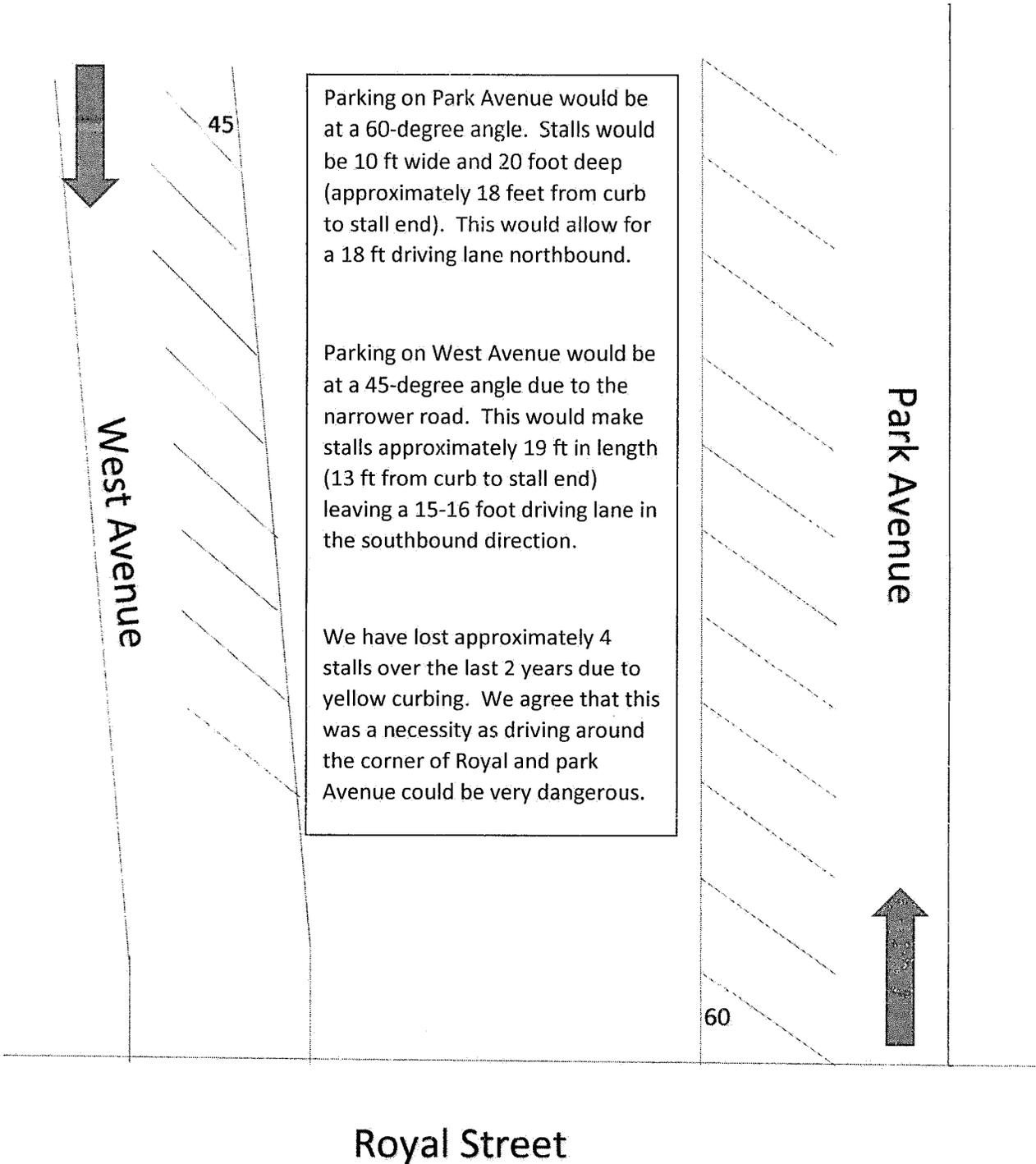
If you are unable to attend the meeting you may address your concerns to:

City of Onalaska,  
Attn: C. Jarrod Holter  
415 Main Street  
Onalaska, WI 54650  
[jholter@cityofonalaska.com](mailto:jholter@cityofonalaska.com)

Sincerely,

C. Jarrod Holter  
City Engineer/Director of Public Works

Encl.



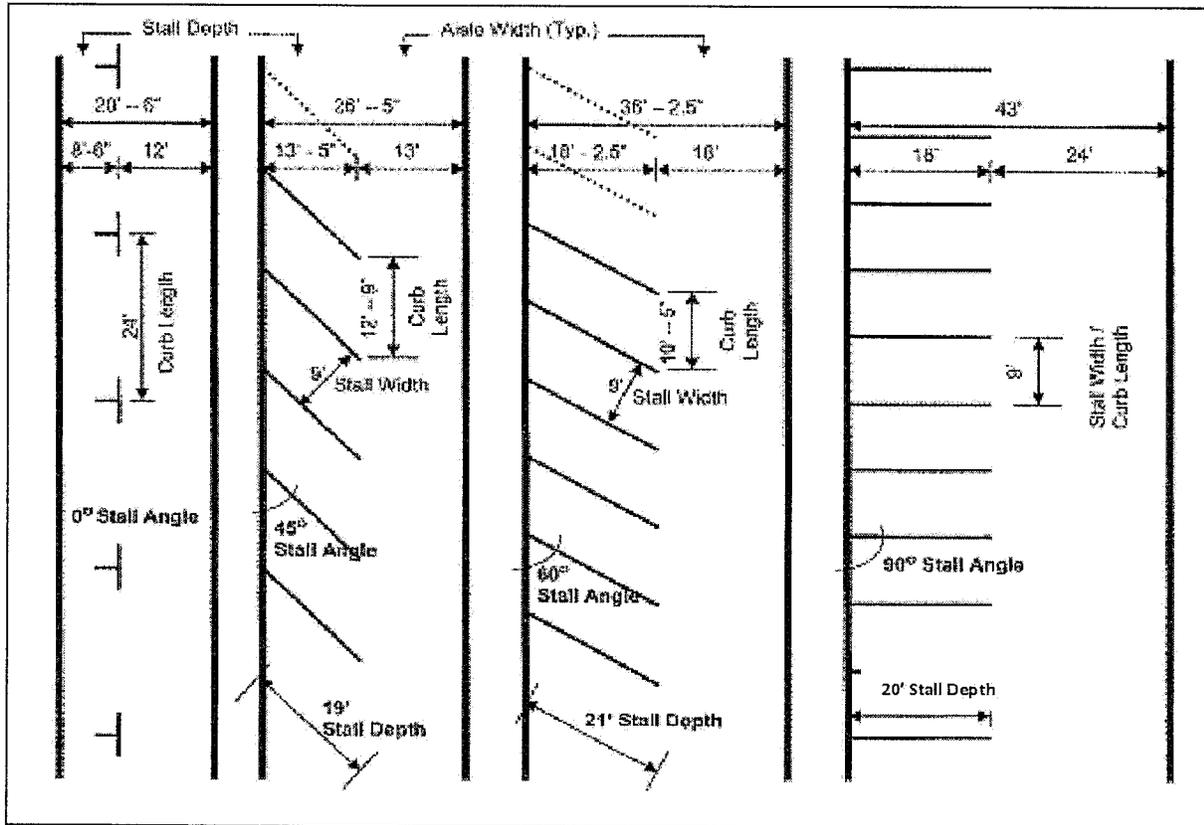
1 inch = 50 feet



**No Parking,  
Stopping or Standing**

Dept of:  
Planning & Engineering  
GIS Analyst: Caitlin Hagar  
Date: 01/24/2019

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





## **CITY OF ONALASKA**

415 MAIN STREET  
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[www.cityofonalaska.com](http://www.cityofonalaska.com)

**Engineering/Public Works Dept.**

PHONE: (608) 781-9537

FAX: (608) 781-9506

March 18, 2019

**COPY**

Dear Resident/Property Owner:

This notice is to inform you that the City of Onalaska Board of Public Works is considering a proposal to install "No Parking, Stopping or Standing" from King Street to Main Street, along 6<sup>th</sup> Avenue North. Please find attached a map showing the areas where parking restrictions may be added.

This issue will be discussed at the next Board of Public Works Meeting, which will be held at the City Hall Council Chambers, 415 Main Street, Onalaska, on Tuesday, April 2, 2019 at 6:30 PM. At this time your concerns, opinions and questions will be heard.

If you are unable to attend the meeting you may address your concerns to:

City of Onalaska,  
Attn: C. Jarrod Holter  
415 Main Street  
Onalaska, WI 54650  
[jholter@cityofonalaska.com](mailto:jholter@cityofonalaska.com)

Sincerely,

C. Jarrod Holter  
City Engineer/Director of Public Works

Encl.

1 inch = 50 feet

6TH AVENUE

**No Parking,  
Stopping or Standing**

KING ST

6TH AVENUE

MAIN ST



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



## CITY OF ONALASKA

415 MAIN STREET  
ONALASKA, WISCONSIN 54650-2953  
[www.cityofonalaska.com](http://www.cityofonalaska.com)

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

**COPY**

March 18, 2019

Dear Resident/Property Owner:

This notice is to inform you that the City of Onalaska Board of Public Works is considering a proposal to install "No Parking from November 15<sup>th</sup> – April 1<sup>st</sup>" along the south end of 13<sup>th</sup> Avenue North at Hilltopper Heights Park. Please find attached a map showing the areas where parking restrictions may be added.

This issue will be discussed at the next Board of Public Works Meeting, which will be held at the City Hall Council Chambers, 415 Main Street, Onalaska, on Tuesday, April 2, 2019 at 6:30 PM. At this time your concerns, opinions and questions will be heard.

If you are unable to attend the meeting you may address your concerns to:

City of Onalaska,  
Attn: C. Jarrod Holter  
415 Main Street  
Onalaska, WI 54650  
[jholter@cityofonalaska.com](mailto:jholter@cityofonalaska.com)

Sincerely,

C. Jarrod Holter  
City Engineer/Director of Public Works

Encl.

1 inch = 50 feet

SAND LAKE RD

13TH AVENUE

**No Parking  
Nov 15 - Apr 1**



# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#5**

Project/Item Name:

2019 Utility bid

Location:

Troy Street

Requested Action:

Approval of bid

Staff Report/Description:

Bids have been received for the project.  
Staff is recommending moving forward with  
the low bidder.

Attachments:

Bid tabulation

**CITY OF ONALASKA  
BID OPENING**

**2019 UTILITY PROJECT**

OPENING: March 26, 2019 @ 11:00 AM

<b>Contractor</b>	<b>Bidders Proof</b>	<b>Bid Bond</b>	<b>Base Bid Amount</b>	<b>Bid Alt #1</b>	<b>Bid Alt #2</b>
HAAS SONS INC	X	X	\$1,273,565.00	\$39,217.50	\$79,555.00
GERKE EXCAVATING	X	X	\$1,182,829.00	\$43,427.25	\$73,544.50
A-1 EXCAVATING	X	X	\$1,238,278.00	\$48,437.50	\$75,800.00

**RECOMMEND AWARD BID TO: GERKE EXCAVATING for \$1,287,302.00**  
***(Base Bid + Bid Alt #1 (minus Bid Item #71) + Bid Alt #2)***

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#6**

Project/Item Name:

2019 Pavement bid

Location:

Citywide

Requested Action:

Approval of bid

Staff Report/Description:

Bids will be received and opened the morning of the Board of Public Works meeting. Bid tabulations will be distributed at the meeting.

Attachments:

Advertisement for bid

## NOTICE TO CONTRACTORS

The City of Onalaska, Wisconsin will receive sealed proposals until 10:00 AM on the 2<sup>nd</sup> day of April, 2019, in City Hall, in the City of Onalaska at which time and place bids will be publicly opened and read aloud, for the doing of the following public works:

### ITEMS OF BID

#### Pavement, Crushed Aggregate, & Misc.

16,000 Tons of Asphalt Pavement	4,000 Tons Crushed Aggregate Base Course	
800 L.F. Spot Concrete Curb & Gutter	Casting Adjustments	Traffic Control
Removals	Traffic Control	**Plus Additional Misc. Appurtenances

Project is part of Local Road Improvement Program. This project consists of bituminous paving of existing streets. Greater details will be given in the contract specifications and plan sheets.

The above public work will be let to the lowest responsible bidder and shall be performed in accordance with the plans and specifications for the same now on file with the City Clerk for the inspection of bidders and in accordance with the prepared form of contract and bond also on file with said Clerk.

Digital copies of the Bidding Documents are available at [www.questcdn.com](http://www.questcdn.com). You may download the digital documents for a fee of \$35.00 by inputting Quest project #6210671 on the website's project search page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com). Paper copies of the bidding documents may be obtained from the City Engineer's Office in person during normal business hours for a fee of \$50.00 or mailed to a contractor for a fee of \$75.00.

The City of Onalaska reserves the right to reject any or all bids, and to waive any informalities in bidding. Sealed bids only, will be received.

No bid shall be received unless accompanied by a Certificate of Organization and Authority, a list of any subcontractors, approval of pre-qualification, and a certified check or a bid bond equal to at least 5% not more than 10% of the bid payable to the City as a guarantee that if the bid is accepted the bidder will execute and file the proper contract and bonds within the time limited by the City.

Bidders Proof of Responsibility form must be filed in the Office of the City Clerk not later than **5:00 PM on the 29<sup>th</sup> day of March, 2019**, and show sufficient financial ability, equipment, and experience to properly perform the contract. The Council's decision as to qualification shall be final. Bids will be accepted only from such qualified bidders.

The Advertisement for Bids, Notice to Contractors, the Information to Bidders, the Bid Proposal, the Certificate of Organization and Authority, the Performance and Payment Bond, the General Conditions, Specifications, Plans, Addenda (if any), and all ordinances of the City applicable to this contract shall be considered a part of the contract.

The time for commencement of the work shall begin not later than ten (10) days after date of written notification from the engineer to do so, unless otherwise stipulated and completion shall be no later than October 25, 2019.

The outside of the envelope containing the proposal is to be marked "BID PROPOSAL – 2019 PAVEMENT PROJECT".

Dated this 15<sup>th</sup> day of March, 2019.

Compiled by authority of City Council, Onalaska, Wisconsin.

C. Jarrod Holter

City Engineer

**CITY OF ONALASKA  
BID OPENING**

**2019 PAVEMENT PROJECT**

OPENING: April 2, 2019 @ 10:00 AM

<b>Contractor</b>	<b>Bidders Proof</b>	<b>Bid Bond</b>	<b>Addendum Received</b>	<b>Base Bid</b>	<b>Bid Alt #1</b>	<b>Bid Alt #2</b>	<b>Bid Alt #3</b>	<b>Total With Alternates</b>
MATHY CONSTRUCTION	YES	5%	#1	\$970,246.25	\$56,804.30	\$13,400.30	\$42,369.60	\$1,082,820.45

**AWARD BID TO: MATHY CONSTRUCTION**

*(Base Bid + Alt #1, #2 & #3 in the amount of \$1,082,820.45)*

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#7**

Project/Item Name:

2019 Irvin Street Bid

Location:

Irvin Street

Requested Action:

Approval of bid

Staff Report/Description:

Bids will be received and opened the morning of the Board of Public Works meeting. Bid tabulations will be distributed at the meeting.

Attachments:

Advertisement for bid



**CITY OF ONALASKA  
BID OPENING**

**2019 IRVIN ST STREETSCLAPING & PASEO**

OPENING: April 2, 2019 @ 11:00 AM

<b>Contractor</b>	<b>Bidders Proof</b>	<b>Bid Bond</b>	<b>Bid Amount</b>
FOWLER & HAMMER INC	X	5%	\$225,854.00
PEMBER COMPANIES	X	5%	\$250,430.50

**AWARD BID TO:** FOWLER & HAMMER INC  
(IN THE AMOUNT OF \$225,854.00)

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

**Agenda Item:**

**#8**

**Project/Item Name:** Public Works Facility air conditioning

**Location:** 252 Mason Street

**Requested Action:** Approval of quote

**Staff Report/Description:** Currently the front offices, lunch room and locker rooms in Public Works Facility have air conditioning while the rear of the building has no air conditioning. The main electrical room and two office spaces are present in the rear area of the Public Works Facility that is being proposed for installation of air conditioning. Due to computer servers in the rear electrical room, overheating has occurred which necessitated installation of a portable air conditioning unit. The work would include the installation of a permanent split air conditioning system that would serve all three spaces. Staff is recommending Bernie Buchner, INC. to perform the work for a cost of \$9,882 and Hoskens Electric performs electrical work for a cost of \$1,072. Project was included in the approved 2019 budget in the amount of \$13,000.

**Attachments:**

Quotes

BERNIE J BUCHNER, INC.  
 224 Causeway Blvd.  
 La Crosse, WI 54603  
 Phone: 608-784-9000 Fax: 608-784-4884

**PROPOSAL**

<b>PROPOSAL #</b>	302	<b>PAGE</b>	1
<b>DATE</b>	01/17/2019		
<b>DESC</b>	Mini-Split Cooling Proposal for rooms 134,136 and 142.		
<b>LOC</b>	252 Mason Street ONALASKA WI 54650		
<b>CONTACT</b>	JOHN WIATT		
<b>PHONE</b>	608-781-9545 ext. 406		

<b>CUSTOMER</b>
CITY OF ONALASKA 415 MAIN STREET ONALASKA, WI 54650

Furnish and install (1) Mitsubishi 3-ton MXZ4B36NA outdoor unit w/wall bracket located on the east side of building just outside the electrical/server equipment room.

Furnish and Install Qty(3) Mitsubishi 1-ton MSZ-EF12NAW indoor wall units with operating range of 14 to 115 degrees Fahrenheit, this unit will have a SEER rating of 18, 208/230/1/60 power requirements and R410a refrigerant as follows:  
 Qty(1) located in room 134 (Server Room), Qty(1) located in room 136 (Office) and Qty (1) located in room 142

Route condensate from indoor units to nearby drains.

Route refrigerant line sets from indoor wall mount units to outdoor unit that will be located

Install (3) wireless programmable thermostats w/control wiring.

Provide equipment start-up

5-year parts, 1-year labor warranty, 7-year compressor warranty.

Optional BACnet Interface: BACnet interface to see units on the building automation system  
 Add: \$1,325.00

**Notes and Assumptions:**

1. Power wiring and disconnects by others, control wiring by Burnie Buchner Mechanical

*Hosicws 1072.00*

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of:

**\$8,557.00**

Eight Thousand Five Hundred Fifty Seven Dollars And 00 Cents

*+ option 1,325.00*

**Payable as follows:**

**9882.00**

Purchase order, Invoice upon completion., NET 15

*Willy Hosicws 1072.00*

**Authorized Signature:** .....

**Date:** .....

*10,954.00*

**Note:** This Proposal may be withdrawn by us if not accepted within 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.  
 All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**ACCEPTANCE OF PROPOSAL -**

The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Signature:** .....

**Date:** .....

**Hoskins Electric, Inc.**

922 Industry Road  
Caledonia, MN 55921  
Phone 507-725-5207  
Cell 507-273-6120  
Email hoskinselec@acegroup.cc

**QUOTE**

City of Onalaska  
415 Main Street  
Onalaska, WI 54650

**Date** 1/10/2019  
**Quote #** 191688  
**P.O. #** 191113  
**Description** Estimate / Mini-splits -  
Install circuits for two  
mini-split A/C units at  
the water utility office on  
Mason Street.

<b>Material</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Furnish and install circuits for two outdoor condensing units.	1	\$1,072.00	\$1,072.00

---

**Estimate \$1,072.00**



**Winona Office**  
 374 East Second St.  
 P.O. Box 77  
 Winona, MN 55987  
 Phone 507.452.2064  
 Fax 507.452.6320  
[www.whvr.com](http://www.whvr.com)

**Rochester Office**  
 1712 Third Ave. SE  
 Rochester, MN 55904  
 Phone 507.280.4201  
 Fax 507.281.7694  
[www.whvr.com](http://www.whvr.com)

**La Crosse Office**  
 1202 Caledonia St.  
 La Crosse, WI 54603  
 Phone 608.782.6550  
 Fax 608.782.1219  
[www.whvr.com](http://www.whvr.com)

**ESTABLISHED IN 1902**

- HVAC Design/Build • Roofing • Service/Controls • Testing & Balancing • Specialty Metals • Architectural Sheet Metal

**Proposal**

**Date: January 16, 2019**

**Contact: John Wiatt**

**Project: City of Onalaska Public Works Building**

**Scope of Work:**

- Furnish and install (1) Mitsubishi 3-ton MXZ-4B36NA outdoor unit and (3) Mitsubishi 1-ton MSZ-EF12NAW indoor wall mount units with an operating range of 14 to 115 degrees Fahrenheit, this system will have a SEER rating of 18, 208/230/1/60 power requirements and R410a refrigerant
- Route condensate from indoor units to nearby drains
- Route refrigerant line sets from indoor wall mount units to outdoor unit that will be located on the east side of building just outside the electrical/server equipment room
- Install (3) wireless programmable thermostats
- Provide equipment start-up
- 1-year parts and labor warranty, 5-year compressor warranty

**Amount: \$11,620.00**

**Proposal is valid for 30-days.**

**Not Included:**

- Labor costs to perform work outside of normal business hours Monday – Friday
- High voltage electrical work

**Paul Kruckow**

**Cell: (507) 458-8853 // Company Main: 507.452.2064 // Email: [pkruckow@whvr.com](mailto:pkruckow@whvr.com)**

**{Accepted: \_\_\_\_\_ Date: \_\_\_\_\_ }**

Members of: Sheet Metal, Air Conditioning and Roofing Contractors Association of Minnesota  
 National Roofing Contractors Association | Midwest Roofing Contractors Association

Michael Gostomski, President  
 An Equal Opportunity Employer

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#9**

Project/Item Name:

2019 pavement maintenance

Location:

Citywide

Requested Action:

Approval of 2019 pavement maintenance items

Staff Report/Description:

Staff is proposing annual poly fiber sealant purchase, poly fiber installation, saw/seal joint placement and centerline painting maintenance items to be performed on City streets. Additional joint sealing along Main Street is also being proposed. All work will be funded from the 2019 Capital Improvements budget.

Attachments:

Pavement maintenance proposals



# MEMORANDUM

## PUBLIC WORKS DEPARTMENT

TO: Board of Public Works

FROM: Jarrod Holter, City Engineer/Director of Public Works *JH*

DATE: March 25, 2019

CC:

RE: Purchase of fiber patching materials

Two quotes were received for the purchase of fiber patching material. The purchase of approximately 45,000 pounds of material (one semi-tractor load) is proposed. By purchasing directly the City has more control over the placement of the material and saves the tax costs. The following quotes were received:

- Sherwin Industries, Inc. \$23,100 (\$.4800/lb)
- MidStates Equipment & Supply \$24,405 (\$.5090/lb)

I would recommend Sherwin Industries, INC for purchase of fiber patch material in the amount of \$23,100. This purchase will be funded from the 2019 Capital Improvements budget pavement maintenance item.



# MIDSTATES

EQUIPMENT & SUPPLY

606 County Rd. #1  
Mountain Lake, MN 56159  
Tel. (507) 427-3807  
Fax (507) 427-3709  
Toll Free 1-800-929-3807

March 18, 2019

City of Onalaska  
Attn: Jarrod Holter  
415 Main St  
Onalaska, WI 54650

Jarrod,

Thank you for giving us the opportunity to quote supplies for your asphalt maintenance needs. I have listed the prices that you are interested in. **Keep in mind that you are responsible for any sales due in your own state.**

**Right Pointe Poly-Fiber EF - (In Cardboard Boxes)**

- 46,200 lbs. for per full semi-load @ **\$0.509/lb.** = \$23,515.80 delivered price

45,000 lbs @ 0.509  
= \$22,905.  
Fiber + 1,500  
\$24,405

**Right Pointe Poly-Fiber EF - (No Box - Melt-able Container)**

- 46,800 lbs. for per full semi-load @ **\$0.549/lb.** = \$25,693.20 delivered price

**\*\*Special Terms relating to the Hot Pour Sealant - Net 30 Days.** If the balances are not paid in full within 30 days, a 2% charge will be added to the invoice totals. Again, this year we are being charged from our Material manufacturers a 2% fee if our invoices are not paid in full within 30 days, therefore we are passing it on to our customers as well. Please notify your Accounting Dept. so they are aware of the following terms.

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Midstates Equipment & Supply may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Midstates Equipment & Supply reserves the right, without penalty from Owner, to stop service or shipment if the Owner does not make payments to Midstates Equipment & Supply when due.



# MEMORANDUM

## PUBLIC WORKS DEPARTMENT

TO: Board of Public Works

FROM: Jarrod Holter, City Engineer/Director of Public Works *yh*

DATE: March 25, 2019

CC:

RE: 2019 fiber patching of city streets

Two quotes were received for the 2019 fiber patching City streets from Fahrner Asphalt Sealers, Inc. and La Crosse County Highway Department. 2019 prices remain comparable with 2018. The following prices were received:

- Fahrner Asphalt Sealers, Inc. Fiber patching \$1.63 / lb
- La Crosse County Highway Department Fiber patching \$1.79 / lb

With the two quotes received I would recommend awarding the quote to Fahrner Asphalt Sealers, Inc for the 2019 fiber patching at the above quoted prices per pound of material installed. It is anticipated that approximately 60,000 pounds of material will be installed at a cost of \$97,800. This work will be funded from the 2019 Capital Improvements budget pavement maintenance item.

**PROPOSAL / CONTRACT**

Job. No. \_\_\_\_\_

Date: March 06, 2019



*Pavement Maintenance Contractors*

*EEO/AA Employer*

CORPORATE OFFICE: 1.800.332.3360

PLOVER, WI 54467  
2800 Mecca Drive  
Ph.: 715.341.2868  
Fax: 715.341.1054

WAUNAKEE, WI 53597  
316 Raemisch Road  
Ph.: 608.849.6466  
Fax: 608.849.6470

KAUKAUNA, WI 54130  
860 Eastline Road  
Ph.: 920.759.1008  
Fax: 920.759.1019

EAU CLAIRE, WI 54703  
6615 U.S. Hwy 12 W  
Ph.: 715.874.6070  
Fax: 715.874.6717

FREDERIC, WI 54837  
3468 115th Street  
Ph.: 715.653.2535  
Fax: 715.653.2553

SAGINAW, MI 48601  
2224 Veterans Memorial Pkwy  
Ph.: 989.752.9200  
Fax: 989.752.9205

DUBUQUE, IA 52002  
7680 Commerce Park  
Section C  
Ph.: 563.556.6231  
Fax: 563.588.1240

OAKDALE, MN 55128  
7500 Hudson Blvd., Ste. 305  
Ph.: 651.340.6212  
Fax: 651.340.6221

Contact Name: **JARROD HOLTER**

Contract Price

T.B.D.

PURCHASER: **City of Onalaska**

TELEPHONE: **(608) 781-9537**

ADDRESS: **415 MAIN ST  
ONALASKA, WI 54650**

DESCRIPTION OF PROPERTY:

**POLY FIBER  
252 Mason St  
Onalaska, WI. 54650**

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

City of Onalaska to provide the poly fiber material.  
Fahrner Asphalt Sealers L.L.C. will apply the product for a price of \$1.63/lb.

Fahrner Asphalt Sealers L.L.C. to provide and apply the poly fiber/BCI Flex Patch material for a price of \$2.14/lb.

Note: Prices include all traffic control needed to do the project safely and efficiently.

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 60 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.

3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of T.B.D. and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:  
Fahrner Asphalt Sealers, LLC:Cell: (715) 828-7219  
Fred.Brown@fahrnerasphalt.com

PURCHASER:  
I have read and understand the terms and conditions on both sides of this contract.

Fred Brown

(PRINT OR TYPE NAME)

By: Fred A  
(CONTRACTOR REPRESENTATIVE)

(PRINT OR TYPE NAME)

By: \_\_\_\_\_  
(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: March 06, 2019

Date of acceptance: \_\_\_\_\_

Holter, Jarrod

LA CROSSE COUNTY

**From:** Keith Back <kback@lacrossecounty.org>  
**Sent:** Tuesday, February 27, 2018 8:46 AM  
**To:** Holter, Jarrod  
**Cc:** Leif Nelson  
**Subject:** RE: Seal Coat Price

Jarrold,  
Our quote for crack filling would be \$5,365.00/day for labor and equipment.  
Material we would estimate at 4,400 lbs. per day at \$0.45 per lb.  
Material amounts could vary from day to day based on the condition of the streets being maintained.

ESTIMATE 3,000 lb PRODUCTION  
 $\$5,365 / 3,000 = \underline{\underline{\$1.79 / lb}}$

We also have a sealcoating cost estimate of \$1.47/sy.

If you have any questions or want Leif to look at some of the streets being considered please contact him at (608) 797-8091.

Thank you,

Keith Back  
La Crosse County Highway Department

-----Original Message-----

**From:** Holter, Jarrod [mailto:jholter@cityofonalaska.com]  
**Sent:** Monday, February 26, 2018 3:21 PM  
**To:** Keith Back <kback@lacrossecounty.org>  
**Subject:** FW: Seal Coat Price

WARNING! This email was sent to you by an external sender, DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Keith,

Can you give me an updated quote for La Crosse County to perform some crack filling? Same as what you have here? Any chance I could have it by the end of the day Wednesday?

Thank you,

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

City of Onalaska  
(608)781-9537  
jholter@cityofonalaska.com

-----Original Message-----

**From:** Keith Back [mailto:back.keith@co.la-crosse.wi.us]  
**Sent:** Wednesday, April 01, 2015 7:21 AM



# MEMORANDUM

## PUBLIC WORKS DEPARTMENT

TO: Board of Public Works

FROM: Jarrod Holter, City Engineer/Director of Public Works

DATE: March 25, 2019

CC:

RE: Saw & seal expansion joints

*JH*

Staff is requesting new paving within the City have joints sawed and sealed upon completion of the paving. Fahrner Asphalt Sealers is the only provider of this service. They have quoted a price of \$2.45 per foot of saw & seal. Approximately 19,000 lineal feet will be performed at a cost of \$46,550. Saw Seal will be funded out of the 2019 Capital Improvements fund for each respective street project. Please contact me if you have any further questions.

**PROPOSAL / CONTRACT**

Job. No. \_\_\_\_\_

Date: March 06, 2019



*Pavement Maintenance Contractors*

*EEO/AA Employer*

CORPORATE OFFICE: 1.800.332.3360

PLOVER, WI 54467  
2800 Mecca Drive  
Ph.: 715.341.2868  
Fax: 715.341.1054

WAUNAKEE, WI 53597  
316 Raemisch Road  
Ph.: 608.849.6466  
Fax: 608.849.6470

KAUKAUNA, WI 54130  
860 Eastline Road  
Ph.: 920.759.1008  
Fax: 920.759.1019

EAU CLAIRE, WI 54703  
6615 U.S. Hwy 12 W  
Ph.: 715.874.6070  
Fax: 715.874.6717

FREDERIC, WI 54837  
3468 115th Street  
Ph.: 715.653.2535  
Fax: 715.653.2553

SAGINAW, MI 48601  
2224 Veterans Memorial Pkwy  
Ph.: 989.752.9200  
Fax: 989.752.9205

DUBUQUE, IA 52002  
7680 Commerce Park  
Section C  
Ph.: 563.556.6231  
Fax: 563.588.1240

OAKDALE, MN 55128  
7500 Hudson Blvd., Ste. 305  
Ph.: 651.340.6212  
Fax: 651.340.6221

Contact Name: **JARROD HOLTER**

Contract Price

**T.B.D.**

PURCHASER: **City of Onalaska**

TELEPHONE: **(608) 781-9537**

ADDRESS: **415 MAIN ST  
ONALASKA, WI 54650**

DESCRIPTION OF PROPERTY:

**CITY OF ONALASKA  
252 Mason St  
ONALASKA, WI 54650**

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

Construct expansion joints as per MN DOT specs.

Final cost based on total number of lineal feet.

Approximate total lineal ft. 17,000 ft. at \$2.45/l.f.

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 120 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.

3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of T.B.D. and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:

Fahrner Asphalt Sealers, LLC: Cell: (715) 828-7219  
Fred.Brown@fahrnerasphalt.com

PURCHASER:

I have read and understand the terms and conditions on both sides of this contract.

Fred Brown

(PRINT OR TYPE NAME)

By: [Signature]

(CONTRACTOR REPRESENTATIVE)

(PRINT OR TYPE NAME)

By: \_\_\_\_\_

(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: March 06, 2019

Date of acceptance: \_\_\_\_\_



# MEMORANDUM

## PUBLIC WORKS DEPARTMENT

TO: Board of Public Works

FROM: Jarrod Holter, City Engineer/Director of Public Works *JH*

DATE: March 25, 2019

CC:

RE: 2019 centerline painting

Two quotes were received for the 2019 centerline painting of City streets from Fahrner Asphalt Sealers, Inc. and Twin City Striping. The following prices were received:

- Fahrner Asphalt Sealers, Inc. striping \$0.0738 / lf
- Twin City Striping striping \$0.0720 / lf

With the two quotes received I would recommend awarding the quote to Twin City Striping for the 2019 striping work at the above quoted price per lineal foot painted. It is anticipated that approximately 180,000 lineal feet of painting will be installed at a cost of \$12,960. This work will be funded from Street Department contractual services account.



# PROPOSAL / CONTRACT

Job No. \_\_\_\_\_

Date: March 06, 2019

PLOVER, WI 54467  
2800 Mecca Drive  
Ph.: 715.341.2868  
Fax: 715.341.1054

WAUNAKEE, WI 53597  
316 Raemisch Road  
Ph.: 608.849.6466  
Fax: 608.849.6470

KAUKAUNA, WI 54130  
860 Eastline Road  
Ph.: 920.759.1008  
Fax: 920.759.1019

EAU CLAIRE, WI 54703  
6615 U.S. Hwy 12 W  
Ph.: 715.874.6070  
Fax: 715.874.6717



Pavement Maintenance Contractors

EEO/AA Employer

CORPORATE OFFICE: 1.800.332.3360

FREDERIC, WI 54837  
3468 115th Street  
Ph.: 715.653.2535  
Fax: 715.653.2553

SAGINAW, MI 48601  
2224 Veterans Memorial Pkwy  
Ph.: 989.752.9200  
Fax: 989.752.9205

DUBUQUE, IA 52002  
7680 Commerce Park  
Section C  
Ph.: 563.556.6231  
Fax: 563.588.1240

OAKDALE, MN 55128  
7500 Hudson Blvd., Ste. 305  
Ph.: 651.340.6212  
Fax: 651.340.6221

Contact Name: **JARROD HOLTER**

Contract Price

T.B.D.

PURCHASER: **City of Onalaska**

TELEPHONE: **(608) 781-9537**

ADDRESS: **415 MAIN ST  
ONALASKA, WI 54650**

DESCRIPTION OF PROPERTY:  
**CITY OF ONALASKA  
415 MAIN ST (LONG LINE PAINT)  
ONALASKA, WI 54650**

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

Repaint approximately 180,000 L.F. of centerline on city streets.

Final cost will be based on the total number of lineal feet painted at a rate of \$0.0738/L.F.

Approximate Cost: \$13,284.00

Note: Includes cones (where required), traffic control, and trailing vehicle (where required).

Note: If a second mobilization is required add \$800.00

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 60 days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.

3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of T.B.D. and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:

Fahrner Asphalt Sealers, LLC: Cell: (715) 828-7219  
Fred.Brown@fahrnerasphalt.com

PURCHASER:

I have read and understand the terms and conditions on both sides of this contract.

Fred Brown

(PRINT OR TYPE NAME)

(PRINT OR TYPE NAME)

By: \_\_\_\_\_

(CONTRACTOR REPRESENTATIVE)

By: \_\_\_\_\_

(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: March 06, 2019

Date of acceptance: \_\_\_\_\_



# MEMORANDUM

## PUBLIC WORKS DEPARTMENT

TO: Board of Public Works

FROM: Jarrod Holter, City Engineer/Director of Public Works *JH*

DATE: March 25, 2019

CC:

RE: Main Street joint repairs

With the recent hard winter and freeze/thaw City staff is recommending the sealing of joints in the concrete pavement along Main Street. City staff contacted the La Crosse County Highway Department for a quote for the work as they have performed this work for the City in the past. The following price was received:

- La Crosse County Highway Department 2 Days at \$4,290/day =\$8,580

The work will consist of cleaning out all joints and filling with cold mix material and then overlaying with crack filler. Staff is recommending moving ahead with the Main Street joint repairs with the La Crosse County Highway Department in the amount of \$8,580. This work will be funded from funds saved on 2018 Pavement Project.

**Holter, Jarrod**

- 2 DAYS -

**From:** Keith Back <kback@lacrossecounty.org>  
**Sent:** Tuesday, March 26, 2019 8:42 AM  
**To:** Holter, Jarrod  
**Cc:** Ron Chamberlain; Leif Nelson  
**Subject:** RE: Main Street crack filling

$3,660 \times 2 = 7,320$   
 $3,000 \times .42 = 1,260$   
\$8,580.-

Jarrold,

Our estimate to crack fill Main Street after City crews have cleaned and added cold mix and with City crews providing traffic control is \$3,660.00 per 10-hour day for labor and equipment, the crack fill material would be an additional \$0.42 per pound. We believe a good estimate would be 3,000 pounds per day but could be more with good going or larger deeper cracks.

Thank you for allowing the County to provide a price for this crack fill work.

Keith

---

**From:** Holter, Jarrod [<mailto:jholter@onalaskawi.gov>]  
**Sent:** Wednesday, March 20, 2019 1:21 PM  
**To:** Keith Back <kback@lacrossecounty.org>  
**Cc:** Ron Chamberlain <rchamberlain@lacrossecounty.org>; Schubert, Kevin <kschubert@onalaskawi.gov>; Prindle, Jim <jprindle@onalaskawi.gov>; Stoner, Shane <shstoner@onalaskawi.gov>; Wiatt, John <jwiatt@onalaskawi.gov>; Carlson, Nick <ncarlson@onalaskawi.gov>; Radke, Collin <cradke@onalaskawi.gov>  
**Subject:** Main Street crack filling

Keith,

I know you have sent me a price other years and we have had La Crosse County perform crack filling on the concrete joints on Main Street. Would La Crosse County be willing to do this work for the City of Onalaska in 2019?

If so I would propose that the City crew would go in front and take out any loose material, large chunks. County staff heat lance/blow out areas. City staff put in cold mix into large holes. County staff then put crack filler in holes and all joints of concrete pavement. City crew to provide traffic control for project and street sweeping. Perform work on one lane at a time. This could be by the hour of work but I am thinking it would take two ten hour days to complete. For estimate figure County provides crack filling material and City would provide its own cold mix. Work can be done any time in summer/fall of 2019 that meets the County schedule and City schedule.

Let me know what you think and if it the County can assist can you work up a proposal and e-mail it over. I have a Board of Public works Tuesday April 2, 2019 so I need my agenda put together by Tuesday March 26, any way you could get me a price by then? Otherwise I will wait until the May meeting cycle, which is ok.

Thank you,

**C. Jarrod Holter, P.E.**  
City Engineer/Director of Public Works

City of Onalaska  
(608)781-9537  
[jholter@onalaska.wi.gov](mailto:jholter@onalaska.wi.gov)

# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#10**

Project/Item Name:

Mason Street parking alterations

Location:

Mason Street

Requested Action:

Discussion on parking restrictions

Staff Report/Description:

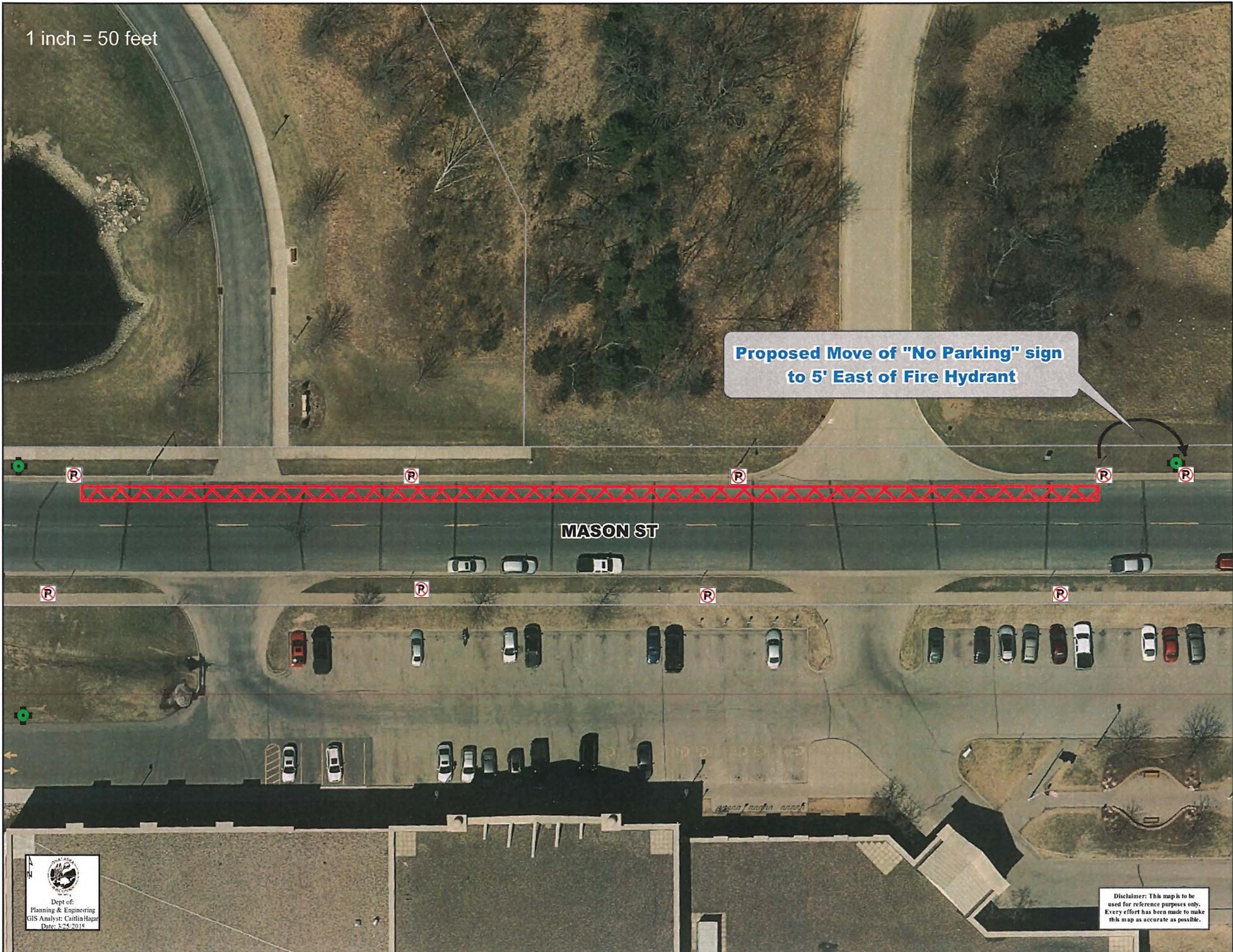
On street parking is heavily used along Mason Street in vicinity of the YMCA. Currently the no parking is 30 feet away from a fire hydrant. Many instances of parking in front of the fire hydrant have been observed. Staff is proposing to move the no parking 35 feet to the East to include the area of the fire hydrant to relieve the issue of parking in front of the fire hydrant.

Attachments:

Map

1 inch = 50 feet

**Proposed Move of "No Parking" sign to 5' East of Fire Hydrant**



City of  
Planning & Engineering  
GIS Analyst: Caitlin Hagan  
Date: 3/25/2014

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

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#11**

Project/Item Name:

Crestwood Lane and Crestwood Booster  
Station

Location:

Crestwood Lane

Requested Action:

Approval of design amendment

Staff Report/Description:

Design of Crestwood booster station started in March of 2018 progressing to construction in the summer of 2019. Original engineering fees were based upon a rural street cross section for Crestwood Lane with no curb and gutter or storm sewer. Upon design of the booster station it was found that adding a new water main back to STH 16 was the best option for proper flow to the booster station. Negotiations with landowner for booster station site required many added design alterations and maps. Current amendment also includes bidding and construction services not included in original proposal. City staff will be acting as project engineer with Davy Engineering assisting as needed.

Attachments:

Amendment #1

**AMENDMENT #1 TO OWNER-ENGINEER AGREEMENT  
CRESTWOOD BOOSTER STATION & CONNECTING SEWER & WATER MAIN PROJECT**

The Effective Date of this Amendment #1 is: **March 26, 2019.**

**Background Data:**

Effective Date of Owner-Engineer Agreement: March 15, 2018.

Owner: City of Onalaska, Wisconsin

Engineer: Davy Engineering Co., Inc.

Project: Crestwood Booster Station & Connecting Sewer & Water Main Project

**Nature of Amendment:**

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services

**Description of Modifications:**

Budgets for engineering services for preliminary, design, bid & award and construction services for the Crestwood Booster Station & Connecting Sewer & Water Main Project have been updated for revisions to the project. Refer to Attachment 1 for more detail.

**Fee and Time Summary**

Fees based on hourly rates plus expenses.

**Final Well #3 Project**

	Fees	<i>ORIGINAL FEE</i>	Complete By
Preliminary Reports	\$ 18,500.00	<i>13,500.-</i>	Completed
Planning & Design Phase	\$154,500.00	<i>109,490.-</i>	March 31, 2019
Bidding & Negotiating Phase	\$7,500.00	<i>Ø</i>	May 31, 2019
Construction Phase	\$15,000.00	<i>Ø</i>	December 31, 2019
PSC Construction Authorization	\$7,000.00	<i>3,500</i>	May 31, 2019
<b>TOTAL ESTIMATED FEES – Crestwood Booster Station Project</b>	<b>\$202,500.00</b>	<b><i>126,490.-</i></b>	

## Modifications to Services of Engineer

As discussed in February 2019, there have been some significant modifications to the Crestwood Project which have changed the original scope of the project, requiring additional preliminary and design costs:

- 1) In the original concept plan, Crestwood Lane was proposed to be re-constructed as a rural section road. This was modified in our 11/5/18 meeting to be a 32' wide urban section road.
- 2) The switch to an urban section required the addition of curb and gutter and a wider street.
- 3) Storm sewer was added, with the discharge outlet extending through existing finished street pavement beyond the original survey limits.
- 4) The cost for the 12" watermain extension from the existing main at the Hwy 16 ROW.

Estimated construction costs have increased approximately 60%, from \$500,000 to \$800,000 These modifications in scope require a modification to the associated engineering fees.

In addition to the additions to the project scope, we assisted the City by preparing multiple iterations of exhibits during the negotiations with the landowner of the booster station property. We then prepared the adjusted legal description and parcel exhibit document.

Bidding Phase and Construction Phase services are added to the scope.

The Engineering budgets are modified as follows:

### A. **Modifications to Preliminary Report Services:**

**Original Fee = \$13,500.00**

**Revised Fee this Amendment #1 = \$18,500.00**

The addition to Preliminary Report Services was primarily modifications to exhibits required during negotiation with the landowner. Cost increase of \$5,000.00.

### B. **Modifications to Basic Services Preliminary or Final Design Phase:**

**Original Fee = \$109,490.00**

**Revised Fee this Amendment #1 = \$154,500.00**

The addition to the Design Services was primarily due to the change from a rural section to an urban section road. In general, the additions are broken down as follows:

→ Switch from Rural Section to Urban Section Road	\$11,000.00
→ Addition of Curb & Gutter	\$5,000.00
→ Additional Storm Sewer	\$24,000.00
→ Extension of 12" Watermain	\$5,010.00

The above design modifications resulted in a cost increase of \$45,010.00

### C. **Basic Services Bidding or Negotiating Phase:**

**Original Fee = N/A**

**Revised Fee this Amendment #1 = \$7,500.00**

There was no budget associated with bidding phase services in the original contract. During this phase we propose to assist the City with those duties outlined in Section A1.04 Bidding & Negotiating Services, in the original contract. We recommend a budget of \$7,500.00.

### D. **Basic Services Construction Phase Services**

**Original Fee = N/A**

**Revised Fee this Amendment #1 = \$15,000.00**

There was no budget associated with construction phase services in the original contract. During this phase we propose to assist the City with those duties outlined in Section A1.05 – Construction Phase, in the original contract. We recommend a budget of \$15,000.00, based on the City staff taking the lead and Davy providing supplemental services

**E. Additional Services PSC Construction Authorization**

**Original Fee = \$3,500.00**  
**Revised Fee this Amendment #1 = \$7,000.00**

PSC Construction Authorization was originally submitted in October, 2018. Subsequent follow-up found that PSC had not received the submittal, which required an additional submittal. The PSC has started an expedited review. We recommend a budget increase of \$3,500.00.

**F. Modifications to Time for rendering Services.**

March 31, 2019	Complete Design
May 31, 2019	Bid & Award
December 31, 2019	Construction Complete

**G. The compensation provisions of this addition to Exhibit C are summarized as follows:**

<u>Description of Service</u>	Original Budget	Fee Change	Revised Fee
1. Study and Report Phase	\$ 13,500.00	\$ 5,000.00	\$ 18,500.00
2. Basic Services			
a. Preliminary (A.1.02) and Final Design Phase (A.1.03)	\$ 109,490.00	\$ 45,010.00	\$ 154,500.00
b. Bidding or Negotiating Phase (A.1.04)	\$ N/A	\$ 7,500.00	\$ 7,500.00
c. Construction Phase Services	\$ N/A	\$ 15,000.00	\$ 15,000.00
3. Additional Services			
a. PSC Construction Authorization	\$ 3,500.00	\$ 3,500.00	\$ 7,000.00
<b>TOTAL ESTIMATED FEES</b>	<b>\$ 126,490.00</b>	<b>\$ 76,010.00</b>	<b>\$ 202,500.00</b>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those terms set forth in Exhibit C.

Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

**OWNER: City of Onalaska, Wisconsin**

**ENGINEER: Davy Engineering Co., Inc.**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print name:** Joe Chilsen.

**Print name:** Mark S. Davy

**Title:** Mayor

**Title:** President

**Date Signed:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#12**

Project/Item Name: Franklin Street lift station pump replacement

Location: 1953 Franklin Street

Requested Action: Approval of pump replacement

Staff Report/Description: Existing pumps at the Franklin Street lift station were installed in 2005 and are showing signs of wear and fatigue. Staff is proposing replacement of two existing pumps with City standard Flygt pumps. Pumps are only sold direct by company so only one quote has been secured. \$30,000 was included in the 2019 budget for this pump replacement.

Attachments: Quote



**Xylem Water Solutions USA, Inc.  
Flygt Products**

March 5, 2019

N26 W23345 Paul Road  
Pewaukee, WI 53072  
Tel (262) 544-1922  
Fax (262) 544-1399

CITY OF ONALASKA  
415 MAIN ST  
ONALASKA WI 54650

Quote # 2019-PEW-0048 Alternate 1, Version 2  
Re:Onalaska Franklin Avenue

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment. This quote does include labor to install Min Cas and socket's, putting on old flanges on to the new pumps.

**Current Pump**

Qty	Description
2	Flygt Model NP-3127.070 4" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 7.5 HP 1750 RPM motor, 489 impeller, 1 x 60 Ft. length of SUBCAB 4G6+2x1,5 submersible cable, FLS leakage detector, volute is prepared for Flush Valve
2	MINI-CASII/FUS 120/24VAC,24VDC
2	SOCKET,11-PIN BACK MOUNTING
1	We have to drill holes in the volute to put on the old side brackets. The drilling will need to be done before we deliver the pumps. These will also cover the new bolts.
30	LABOR,MOBILE FLYGT Z5-TP MODELS: 3000,7000,8000

<b>Current Pump Price</b>	<b>\$ 28,998.92</b>
<b>Total Project Price</b>	<b>\$ 28,998.92</b>
<b>Freight Charge</b>	<b>\$ 995.00</b>
<b>Total Project Price</b>	<b>\$ 29,993.92</b>

**Terms & Conditions**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.  
**Freight Terms:** 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2010)  
 See Freight Payment (Delivery Terms) below.  
**Taxes:** State, local and other applicable taxes are not included in this quotation.



# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item: **#13**

Project/Item Name: Water system corrosion control study

Location: Citywide

Requested Action: Approval of work

Staff Report/Description: Process Research Solutions has been assisting the City with corrosion control study of the water system for previous years but specifically a larger effort in 2018. This would continue that work as outlined in the Wis. DNR letter for the addition of phosphates for corrosion control. These fees are anticipated for the 2019 operating year.

Attachments: e-mail

## Holter, Jarrod

---

**From:** Prindle, Jim  
**Sent:** Thursday, February 28, 2019 7:00 AM  
**To:** Holter, Jarrod  
**Subject:** FW: 2019 Budget for Process Research Solutions

---

**From:** Abigail Cantor [<mailto:acantor@processresearch.net>]  
**Sent:** Monday, January 28, 2019 4:14 PM  
**To:** Prindle, Jim  
**Subject:** 2019 Budget for Process Research Solutions

Hi Jim,

For 2019, I am assuming that we will crank out data as planned for the PRS Monitoring Station and for the DNR.

The data will be sent to me for data management, data validation, and data analysis.

For this, I am estimating 5 hours per month (60 hours per year).

I will be automating more and more and will only charge based on the hours that I have actually worked.

Then, we will need to summarize the results every quarter and go a step further in analysis. I am budgeting 20 hours a quarter for this (80 hours per year). These will be documents for communication to the DNR and for feedback for the water system operations.

If we need to address other issues or go to on-site meetings, we will have to assess what extra time may be involved.

In summary, for the year of smooth operation for monitoring, the fee for Process Research Solutions involvement will be up to 140 hours x \$135 per hour = \$18,900.

You have the updated monitoring plan for the PRS Monitoring Stations and will need to determine the laboratory costs for Davy Lab and for WQI lab.

At the end of monitoring, you may opt to have the metal plates analyzed from the PRS Monitoring Stations. That may end up being in 2020. The cost is approximately \$2500.

This week yet, I will address the emails that you have recently sent and also write a memo regarding the planning meeting that we had last week.

Thanks,  
Abigail

Abigail F. Cantor, P.E.  
Chemical Engineer/Computer Programmer  
Process Research Solutions, LLC  
PO Box 5593  
Madison, WI 53705-0593

Phone: 608.233.3911  
Email: [acantor@processresearch.net](mailto:acantor@processresearch.net)  
Website: [www.processresearch.net](http://www.processresearch.net)

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#14**

Project/Item Name:

Alley paving

Location:

2<sup>nd</sup> to 3<sup>rd</sup> North from Main to King

Requested Action:

Approval of Resolution

Staff Report/Description:

2019 Pavement Project includes alley paving North of main Street between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue North. This alley was outlined for replacement in the 2019 Capital Improvements budget. Per City policy the alley paving cost would be split 1/3 City and 1/3 to each abutting property owner.

Attachments:

Preliminary Resolution 21-2019, map and assessment sheet

## RESOLUTION 21 - 2019

### PRELIMINARY RESOLUTION REGARDING ASSESSMENTS FOR ALLEY PAVING ONALASKA, WISCONSIN

TO: THE HONORABLE MAYOR AND COUNCIL OF THE  
CITY OF ONALASKA, WISCONSIN

**RESOLVED**, by the Common Council of the City of Onalaska, Wisconsin

- 1) The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes; to levy special assessments upon property within the following described area for benefits conferred upon such property by the following improvements:

Reconstruction of alley to include asphalt paving.

- 2) The property to be assessed lies within the following described assessment district (the Benefited Property):

All property fronting upon both sides of the following alleys or portion of alleys:

#### ASPHALT ALLEY PAVING

- Between 2nd Avenue North and 3rd Avenue North from Main Street to King Street

- 3) The Common Council determines that such improvements shall be made under police power and the amount assessed shall be based on the following:

Assessments for alley paving are determined by the actual cost of reconstruction, including paving, within the alley limits (from street line to street line). Any additional work such as alley aprons, sidewalks, landscaping, retaining walls, etc., shall be the sole obligation of the property owner(s) with seven and one-half percent (7 ½ %) as a reasonable charge for the services of the administrative staff of the City .

The cost of the project will be assessed on the basis that the owners of the Benefited Properties pay 2/3 the total cost with the City paying the remaining 1/3.

The formula to determine the per foot assessment for alley paving is as follows:

$$\frac{(.66) \times \text{Total Construction Costs}}{\text{Total Frontage}} = \$ \text{Assessment/Foot}$$

The Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the city and its inhabitants.

- 4) Once the amount of the special assessment for the improvement has been determined as to each parcel of real estate, a statement of all assessments will be placed on file with the City Clerk. The City proposes to collect the special assessment in equal installments, equivalent to the length of time that the bond issue is issued for these said projects, as provided for by Section 66.0715 of the Wisconsin Statutes. Interest shall be charged on said installments at the rates determined by the Common Council, uniform with other City special assessments, one percent (1%) over what the City borrows the money for. All assessments will be collected in installments as provided above except assessments on property where the owner files with the City Clerk within thirty (30) days from date of this notice a written notice that the owner elects to pay the special assessment on the owner's property, describing the property, to the City Treasurer on or before the following November 1, unless the election is revoked. If after making the election, the property owner fails to make the payment to the City Treasurer, the City Clerk shall place the entire assessment on the following tax roll. The City Clerk shall publish a Class 1 notice under Ch. 985, Stats., pursuant to Section 66.0715, Stats.
- 5) The City Engineer is directed to prepare a report consisting of:
  - a. Preliminary plans and specifications for said improvements
  - b. An estimate of the entire cost of the proposed improvements.
  - c. An estimate as to each parcel of property within the assessment district of the total assessments against each parcel affected.

Upon completing such report, the City Engineer is directed to file a copy thereof in the City Clerk's Office for public inspection.

- 6) Upon receiving the report of the City Engineer, the Clerk is directed to give a Class 1 Notice of a Public Hearing before the Board of Public Works on such report as specified in Section 66.0703(7), Wisconsin Statutes, stating the nature of the proposed improvement, the general boundary lines of the proposed assessment district (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the report.
- 7) The hearing shall be held in the Council Chambers at Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin, at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.
- 8) The City Engineer is authorized to establish new street grades as needed in accordance with section 62.16(1)(b) of the Wisconsin Statutes. .

Dated this     day of

CITY OF ONALASKA

BY: \_\_\_\_\_  
Joe Chilsen, Mayor

\_\_\_\_\_  
Caroline Burmaster, City Clerk

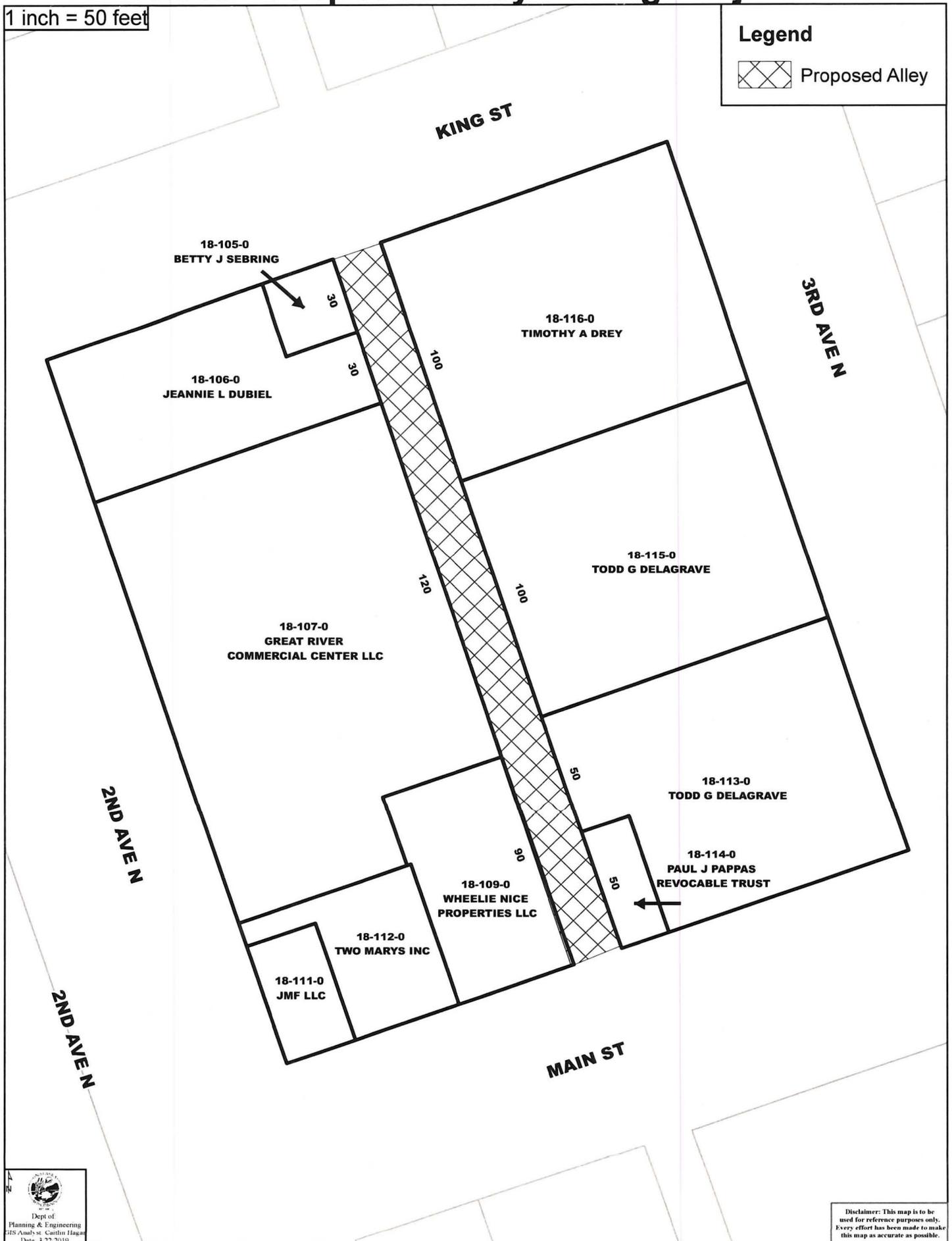
PASSED:  
APPROVED:  
PUBLISHED:

# 2019 - Proposed Alley Paving Project

1 inch = 50 feet

## Legend

 Proposed Alley



Assessments for 2019 Pavement Project - Alley Paving

3/25/2019

Assessments for alley paving between 2nd Ave N - 3rd Ave N and Main St - King St

Owner	Description	Number of Units	Unit Description	Cost Per Unit	SUBTOTAL	TOTAL COST TO PROPERTY
1 Betty J Sebring 208 King Street Tax Parcel #18-105-0 Mailing Address: 208 King Street Onalaska, WI 54650	Alley Paving	30.0	Linear foot of frontage	\$15.00	\$450.00	
					<b>TOTAL =</b>	<b>\$450.00</b>
2 Jeannie L Dubiel 134 2nd Aveune North Tax Parcel #18-106-0 Mailing Address: 134 2nd Avenue North Onalaska, WI 54650	Alley Paving	30.0	Linear foot of frontage	\$15.00	\$450.00	
					<b>TOTAL =</b>	<b>\$450.00</b>
3 Great River Commerical Center LLC 114 2nd Aveune North Tax Parcel #18-107-0 Mailing Address: 1017 25th Street South La Crosse, WI 54601	Alley Paving	120.0	Linear foot of frontage	\$15.00	\$1,800.00	
					<b>TOTAL =</b>	<b>\$1,800.00</b>
4 Wheelie Nice Properties LLC 211 Main Street Tax Parcel #18-109-0 Mailing Address: PO Box 41 Trempealeau, WI 54661-0041	Alley Paving	90.0	Linear foot of frontage	\$15.00	\$1,350.00	
					<b>TOTAL =</b>	<b>\$1,350.00</b>
5 Payl J Pappas Revocable Trust 219 Main Street Tax Parcel #18-114-0 Mailing Address: 915 Wilson Street Onalaska, WI 54650	Alley Paving	50.0	Linear foot of frontage	\$15.00	\$750.00	
					<b>TOTAL =</b>	<b>\$750.00</b>

Assessments for 2019 Pavement Project - Alley Paving

3/25/2019

Assessments for alley paving between 2nd Ave N - 3rd Ave N and Main St - King St

	Owner	Description	Number of Units	Unit Description	Cost Per Unit	SUBTOTAL	TOTAL COST TO PROPERTY
6	Todd G Delagrave 221 Main Street Tax Parcel #18-113-0 Mailing Address: 221 Main Street Onalaska, WI 54650	Alley Paving	50.0	Linear foot of frontage	\$15.00	\$750.00	
						<b>TOTAL =</b>	<b>\$750.00</b>
7	Todd G Delagrave 111 3rd Avenue North Tax Parcel #18-115-0 Mailing Address: 221 Main Street Onalaska, WI 54650	Alley Paving	100.0	Linear foot of frontage	\$15.00	\$1,500.00	
						<b>TOTAL =</b>	<b>\$1,500.00</b>
8	Timothy A Drey 121 3rd Avenue North Tax Parcel #18-116-0 Mailing Address: 121 3rd Avenue North Onalaska, WI 54650	Alley Paving	100.0	Linear foot of frontage	\$15.00	\$1,500.00	
						<b>TOTAL =</b>	<b>\$1,500.00</b>

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#15**

Project/Item Name:

Public Works Department annual report

Location:

Citywide

Requested Action:

Discussion on annual report

Staff Report/Description:

2018 Public Works Department annual report  
is attached for your review.

Attachments:

Annual report



# CITY OF ONALASKA PUBLIC WORKS DEPARTMENT 2018 ANNUAL REPORT



Salt brine application on Main Street prior to a winter storm event to limiting snow and ice from sticking to the roadway surface prior plowing.

## DEPARTMENTS

### Engineering

415 Main Street  
Onalaska, WI 54650  
Phone: (608)-781-9537  
Fax: (608)-781-9506

### Public Works

252 Mason Street  
Onalaska, WI 54650  
Phone: (608)-781-9543  
Fax: (608)-781-9507

### Public Works Department Mission Statement

To promote the safety and public welfare of the community.  
Strive to promote a positive impact on the quality of life for all people.



## Message from the City Engineer

To Mayor, Common Council, & residents,

I respectfully submit the 2018 Public Works Department Annual Report on behalf of the dedicated staff that carries out the many functions and duties outlined within. The City of Onalaska continues a tradition of keeping public infrastructure as a cornerstone of the community while delivering outstanding service and quality to the citizens.

Infrastructure investment continues in the community with such large projects in 2018 as Holiday Heights reconstruction, 2018 Utility Project and Riders Club Road, Braund Street, PH, and East Main Street paving projects. Staff worked on funding and design of an ambitious 2019/2020 Capital Improvements plan; investing funds to sustain City infrastructure at a high level. This is made possible with the continued support of the Mayor, Common Council and residents of the City.

Staff has continued to be innovative and incorporate the use of new technologies and ideas such as the increased use of liquid salt brine as a prime example. These items are brought forward by staff and worked into the day to day operations to make the Department more cost effective and efficient.

Please review the 2018 Annual Report highlighting the many tasks and projects the Department performs to carry out our mission statement of: "To promote the safety and public welfare of the community. Strive to promote a positive impact on the quality of life for all people."

Sincerely,

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

**P**ublic Works Department Mission Statement

**T**o promote the safety and public welfare of the community.

**S**trive to promote a positive impact on the quality of life for all people.

# CAPITAL PROJECTS

## Capital Projects

Every year the City of Onalaska completes projects to maintain the City's infrastructure, welfare, and ensure public safety that are called Capital Projects. The Engineering Department, with assistance from the Public Works Department, provides various degrees of management on the design, bidding, and construction administration phases of each Capital Project. The Capital Projects completed in 2018 are listed below:

<u>Project Name</u>	<u>Construction Costs</u>
• 2018 Utility Project <sup>1</sup>	\$1,637,660.58
• 2018 Pavement Project <sup>1</sup>	\$1,048,121.25
• Main Street and Sand Lake Road/12th Avenue Traffic Signal Improvements <sup>2</sup>	\$126,568.57
• 2018 Storm Pond #17 Repairs <sup>1</sup>	\$169,684.00
• 2018 Miscellaneous Concrete Project <sup>1</sup>	\$73,285.85
• 2018 Urban Forestry Program <sup>1</sup>	\$49,077.40
• 2018 Cemetery Fence <sup>1</sup>	\$57,435.00
• Pavement Maintenance	\$250,318.64
• WI Dept. of Transportation Proposed Improvements Braund Street <sup>3</sup>	\$280,508.53
• WI Dept. of Transportation Proposed Improvements CTH PH <sup>3</sup>	\$264,787.35
• WI Dept. of Transportation Proposed Improvements Riders Club Road <sup>3</sup>	\$1,325,983.17

**Total Construction Costs = \$5,283,430.34**

The Capital Projects all have their own unique impediments and difficulties which are not always apparent to the general public, but can inconvenience many residents. These items can include interruption of utility services, temporary closures of City streets, and irregular access to private driveways. The Public Works Department endeavors to minimize the disturbance to the residents that may live along or near a Capital Project location and the general public. The ensuing pages contain descriptions and photographs of the 2018 Capital Projects.

- 1) Designed, bid and construction administration by the Public Works Department
- 2) Bid and construction administration by the Public Works Department
- 3) City of Onalaska applied for and receive local road improvements grants to cover up to 75% of the project costs.

# 2018 Utility Project

The 2018 Utility Project reconstructed the Holiday Heights neighborhood to replace undersized and old water main, added brand new storm sewer utilities, and changed the street cross section from a rural section with culverts and ditches to an urban section with concrete curb and gutter. The Holiday Heights neighborhood consists of Medary Lane, Hoffman Place, East Young Drive, and West Young Drive. The project installed over a mile of new water main throughout the neighborhood and almost 0.7 miles of storm sewer pipe with over 30 new storm sewer concrete drainage structures. Once all the utility pipe work was complete the existing roadways were graded for the installation of the new wider urban cross section that included 27' pavement width with 2.5' of concrete curb and gutter on each side for a total 32' wide urban cross section. With the new urban cross section extensive grading was required for private driveways and lawns to match the new roadway. In total 12,000 cubic yards of material was graded for installation of 14,900 tons of crushed aggregate base coarse, 2,700 tons of asphalt pavement, and 10,562 linear feet of 30" concrete curb and gutter. Final restoration was done with 2,000 cubic yards of black dirt topsoil and 16,500 square feet of hydro seeding to restore all of the lawn space disturbed during the project.

The other portion of the 2018 Utility project was around City Hall on King Street (5th - 6th Avenue N) and 6th Avenue North (Main St - Madison St). This portion replaced aging water main on King St and 6th Avenue N, and removed abandoned sanitary sewer on 6th Avenue N. The project also consisted of curb and gutter replacement on both King St and 6th Avenue N, new asphalt pavement, and finally restoration with black dirt topsoil and sod.



Installation of crushed aggregate base coarse over geotextile fabric for new roadway subbase on West Young Drive.



New 30" concrete curb and gutter being installed on West Young Drive for new urban roadway cross section.

# 2017 Utility Project



New asphalt pavement being placed on East Young Drive.



Manhole casting adjustment being cored for installation of new manhole casting that will be installed in redi mix concrete ring to help with spalling.



Restoration being done by hydro seeding. Mixture of seed, fertilizer, and mulch are mixed in truck and pumped to the end of the hose where a spray nozzle is used to apply the mixture over black dirt topsoil.



New sidewalk ramp with ADA detectable warning fields at the intersection of King St and 6th Avenue North.

## 2018 Storm Pond #17 Repair

The 2018 Storm Pond #17 Repair project repaired the concrete revetment mat at the 108" outfall pipe to storm water pond #17 that was damaged in a rain storm during July 2017. The rain event in July of 2017 was declared a disaster event and the City of Onalaska applied for and was awarded Federal Emergency Management Agency (FEMA) grant to fund a majority of the cost for this project. The City of Onalaska was required to pay for the construction of the project and will receive reimbursement from FEMA for 75% of the project costs and an additional 12.5% reimbursement coming from the State of Wisconsin. With these reimbursements the City will pay the final cost of only 12.5% of the \$169,684.00 construction costs or \$21,210.50.

The project consisted of removing the existing revetment mat that was heavily damaged during the storm event, excavating for new crushed aggregate support gravel for the mat, installation of geotextile fabric, placement and sewing of the new revetment mat, pumping a concrete slurry between the mat layers, anchor trench backfill around the top of the mat, regrading the rip rap spillway that was used for site access, excavating of excess material from the storm pond bottom that was deposited during the storm event, and finally site restoration.



Water is being pumped out of the existing damaged revetment mat for mat removal. Mat received extensive damage from the July 2017 storm event.



After the old damaged mat was removed grading and excavating began to start establishing the new mat grades and installation of crushed aggregate base coarse for the mat supporting layer.

# 2018 Storm Pond #17 Repair



Geotextile fabric installed over the supporting gravel.



New revetment mat is being installed. Mat came in four sections and the sections had to be field sewn together.



Concrete slurry is being pumped in between the mat layers.



Final restoration of the site with erosion control blankets on the disturbed slopes above the new revetment mat and the reinstallation of the rip rap spillway leading from the mat to the pond.

# 2018 Pavement Project

2018 Pavement project replaced asphalt pavement on various streets throughout the City. The project replaced asphalt pavement on high traffic streets of East Main Street (Theater Road to Market Place) and CTH PH (Theater Road to STH 16), and also low volume streets like Tilman Drive, Johnson Drive, and Lincoln Street. The project removed the existing asphalt pavement, spot repaired concrete curb and gutter, graded the existing roadway support gravel to provide proper drainage, and installed new asphalt pavement.

As in previous year the City of Onalaska Public Work Department heavily participate in the 2018 Pavement project. In an effort to reduce costs on the project the Public Works Department removed the existing asphalt pavement on Tilman DR, Johnson DR, and Lincoln St. By the Public Work Department removing the existing pavement the general contractor for the project gave the City a credit back for project costs.



Existing asphalt pavement being removed by milling on East Main Street.



Existing concrete curb on south side of East Main Street was saw cut from 30" to 24" wide to restore curb flag and save cost of replacement.

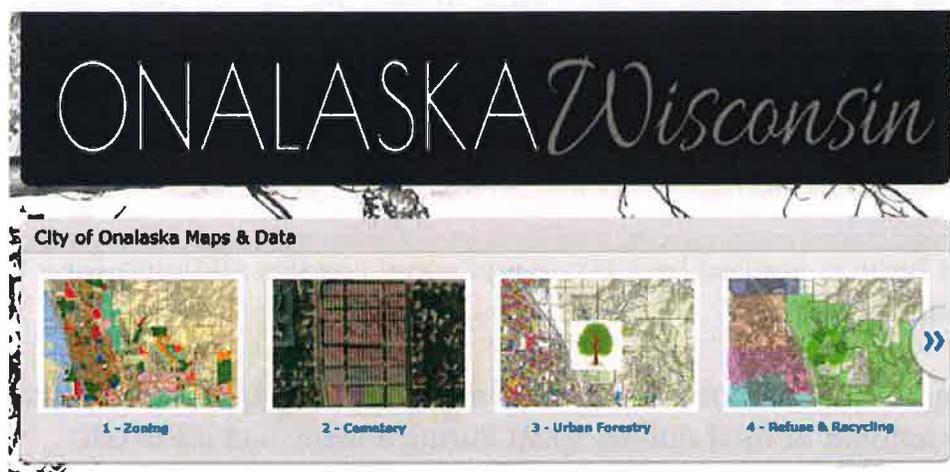
(Right). New asphalt pavement is being placed at the intersection of Theater Road and CTH PH.



# Geographical Information System (GIS)

The Department of Public Works utilizes a Geographic Information System to manage their utility and street assets. The GIS Analyst, Caitlin Hagar, manages the spatial and business data for these and other City assets. Some notable projects stemming from GIS include:

- Developing a public-facing interactive GIS page (see below) to include maps of:
  - ◊ Zoning
  - ◊ Cemetery
  - ◊ School Districts
  - ◊ Voting Information
  - ◊ Visit Onalaska
- Restructuring City's spatial data into single master database following State guidelines for municipalities
- Building a field mobile infrastructure for managing Urban Forestry and Cemetery data
- Designing the database structure to house the City's upcoming street sign inventory
- Updating utility and street assets with final 2018 capital improvement data
- Updating municipal roads with 2019 planned capital improvement projects
- Providing spatial analysis for exploratory salt brine de-icing study
- Deploying 2018 high resolution imagery to field tablets and workstations for Engineering, Inspection, Public Works and Assessor
- Migrating Water Distribution GIS data into a geometric network for the ability to trace hydro flows and open data editing capabilities to field operators



## Public Works Department

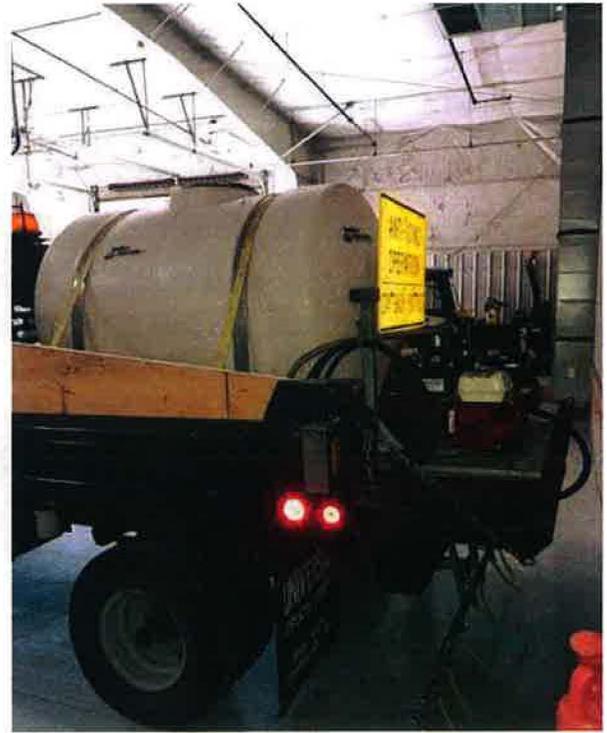
The Public Works Department, is tasked with the responsibility for maintaining the City's utility infrastructure (water distribution, sanitary sewer collection, storm sewer conveyance), streets including snow and ice removal from City streets, alleys, and parking lots, operating and maintaining the City's Cemetery, and an extensive variety of other tasks, duties, and services throughout the City of Onalaska. The Public Works Department regularly provides a variety of services for the City of Onalaska and its residents in part because it manages and receives funding from a variety of financial sources. The Public Works Department receives funding from the City of Onalaska general fund budget for the Street Department, Street Lighting, and Street Signs and Marking. Enterprises funds for the Water Utility, Sanitary Sewer Utility, and Storm Water Utility, and Cemetery fund Public Works operations. The different sources of funding enables the Public Works Department to accomplish a varying amount of yearly tasks. The following pages will go into further detail of the varied work the Public Works Department performed in 2018.

The Public Works Department consistently stays up to date with current trends and new techniques in the field of public works. One of these new trends that the City of Onalaska Public Works Department has begun to implement is new strategy for snow and ice control. Historically, snow and ice control was done in a reactionary manner by allowing the snow or ice event to happen and then removing it with a plow truck and laying down rock salt. The Public Works Department has now started to be proactive in dealing with snow and ice events by using liquid salt brine that is applied to the roadway surface prior to the event, and then following up with conventional plowing and rock salt application during and after the event.

The trend to use the liquid salt brine prior to the event happening provides a multitude of advantages over conventional rock salt as listed below:

- Liquid salt brine decreases the bonding of snow and ice to the roadway surface making physical removal of both snow and ice by the plow truck blade more effective and efficient.
- Can reduce the total amount of salts (chlorides) applied to the roadway surface during a snow or ice event by up to 75%.
- Liquid salt brine is applied by a pump and spray nozzles allowing for a more direct and accurate application.
- By reducing the amount of salt used and more accurate application liquid brine can reduce the amount of total dollars spent during a snow and ice event.

# Public Works Department Liquid Brine Equipment



Liquid salt brine tank, pump, and spray nozzle assemblies on two Public Works Trucks.



Liquid brine storage and mixing tanks at the Public Works Department Facility.



Liquid brine being applied to Main Street prior to a winter storm event.

## Public Works Department

The Public Works Department handles the operation and management of the Water utility, Sanitary Sewer utility, and Storm Water utility. Each one of these utilities has expansive footage of piping beneath City streets which includes infrastructure such as concrete manholes, vaults, metering, sampling sites, booster stations, lift stations, buildings and land. A building for any one of these utilities may include mechanical pumping equipment, advanced electrical systems for operation, record keeping equipment, real time communication equipment, specialized heating and ventilation equipment, and dedicated rooms for various apparatuses.

There are many routine duties that the Public Works Department performs on a daily, weekly, monthly, and yearly basis for these utilities. As part of the Water Utility the Public Works Department is required by the Wisconsin Department of Natural Resources to complete frequent testing (laboratory and field) of the City of Onalaska public water supply. A regulatory report called Consumer Confidence Report (CCR) is carried out annually detailing the source of water, types of treatments used, and the level of any contaminants found. Below is a list of some of the laboratory testing done by the Public Works Department.

- 20 State coliform bacteriological tests/month
- 10 bacteriological tests of new construction
- 4 Quarters of Nitrate samples
- 4 TTHM samples (disinfection byproducts)
- 4 HAA5 samples (disinfection byproducts)
- 4 raw samples/quarter (Well sites)
- Fluoride, chlorine, phosphate, Fe, Mn, Temperature and hardness sampling daily
- Entry point sampling twice a week (wells)
- 4 Quarterly Volatile Organic sampling
- EMOR (Electronic Monitoring Operating Report) each month of pumping and water quality data submitted to Wisconsin DNR

Additional duties performed by the Public Works Department, as it manages the City's Water Utility, are valve maintenance, fire hydrant flushing and maintenance, cross connection inspections, and water meter testing. The City of Onalaska has over 1,500 valves throughout the water distribution system that are required, by the Public Service Commission, to be operated and checked yearly to ensure proper operation. Each year the Public Works Department flushes over a thousand fire hydrants during the year to confirm correct functionality of the fire hydrant and to confirm/improve water quality within the Water Utility distribution system. Wisconsin Department of Natural Resources required cross connection inspections are performed both by the Public Works Department and a private consultant to confirm that no unwanted connections are present that would allow non-potable water to enter the City of Onalaska Water Utility public drinking water distribution system.

The Sanitary Sewer Utility adds assignments to the Public Works Department such as inspection and cleaning Sanitary Sewer Utility mains and lift stations each year. A sewer cleaning truck (Vactor) is used to clean the sanitary sewer mains with a 600' high pressure water hose. The same Vactor truck is also used to clean all the Sanitary Sewer Utility lift stations five times per year. The Public Works Department inspects the inside of thousands of feet of sanitary sewer mains each year for blockages and sags by using both in house and contracted televising equipment designed for use and mobility inside sanitary sewers.

## Public Works Department



Public Works staff working excavation and cleaning of a water valve manhole at the Hauser Street Reservoir.



Public Works operator replacing piping in the water valve manhole hole at the Hauser Street Reservoir.



A Cla-Val pressure relief/sustaining valve having maintenance work done on it at one of the water utility well sites.

## Public Works Department

The Storm Water utility also heavily contributes to the daily workload of the Public Works Department. The Main Street Storm Water lift station is a complex pumping station with three 300 horsepower submersible pumps, complex electrical equipment including an outdoor emergency generator, and a 22' wide, 45' long, and 25' deep wet well that is completely cleaned two to three times per year. In addition to the work routinely done at the Storm Water lift station, the Public Works Department regularly performs activities that are a benefit to the Storm Water utility. The Public Works Department makes various repairs to storm sewer catch basins and manholes that include concrete work, casting adjustments, street repair, and restoration. It also inspects and maintains the Storm Water Utility storm sewer outfalls and detention ponds. Beginning in late March and ending in October each year the Public Works Department performs street sweeping operations throughout Onalaska. Street sweeping collects small particles and trash that accumulates in the curb line of the street and mechanically removes it from the street so it cannot enter the storm sewer system thus preventing the material from contaminating local waterways.

When all of the maintenance, repairs, and upkeep of the Water, Sanitary Sewer, and Storm Water utilities have been completed the Public Works Department must then send out the billing for these utilities. Bills are mailed on a quarterly basis to over 6,000 customers that include quarterly reads for all water meters, sanitary sewer charges based off of the water meter readings, and the quarterly cost for storm sewer based on the amount of impervious surface and or the zoning of the property.

The Public Works Department is assigned to maintain and operate the City of Onalaska Cemetery. It spends thousands of employee hours each year maintaining the cemetery grounds with grass mowing, grass trimming, tree planting, tree trimming, refuse removal, and infrastructure repairs. The Public Works Department operates the cemetery by preparing the ground for burials, appointments for grave sales, and staking headstones and block corners.

The Public Works Department is also tasked with the wide variety of duties that occur within and along City of Onalaska right of ways. The largest of these duties may be snow and ice control removal during the winter months. The Public Works Department utilizes plow trucks, front end loaders, and pickup trucks to clear snow and ice during winter storm events. Plow trucks perform that largest amount of clearing from City streets, front end loaders are used in cul-du-sac for better mobility, and pickup trucks are used for various parking lots, alleys, and the City Cemetery. Each year the Public Works Department uses close to a thousand tons of salt, hundreds of tons of sand/salt mix, and thousands of gallons of salt brine during winter storm events.

In addition to snow and ice control the Public Works Department provides many urban forestry maintenance needs to the trees within the public right-of-way. These needs include trimming, pruning, tree removal, stump grinding, and inspections. The Public Works Department picks up residential brush monthly at curbside. Staff also maintains, repair, and inventory's the traffic signals and street signs in Onalaska. Annually the Public Works Department renew existing and install new pavement markings to ensure and enhance public safety along streets and intersections.

Finally, the Public Works Department provides fleet maintenance for the over one hundred city owned vehicles and fifty plus miscellaneous pieces of equipment. In any given year the Public Works Department will make over five hundred service repairs to the City of Onalaska fleet.

## Public Works Department



Public Works employees setting up the holiday tree in Dash Park.



Public Works IT Technology Coordinator training to use the City of Onalaska drone

# Public Works Department



Public Works removing a boulevard tree on Green Street.



Public Works making improvements to a drainage ditch along Green Coulee Road.

Staff modifying a trailer for lawn maintenance equipment at Public Works sites throughout the City.



# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#16**

Project/Item Name:

Wis. DNR MS4 storm water annual report

Location:

Citywide

Requested Action:

Approval of report

Staff Report/Description:

Each year an annual report must be approved by the Common Council and then submitted to the Wis. DNR. Current activities outlined in the annual report satisfy mandated storm water regulations. I would encourage everyone to go the [lacrosseareawater.org](http://lacrosseareawater.org) website to review the public education activities the City participates in.

Attachments:

2018 Wis. DNR MS4 storm water annual report

# Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.

## Reporting Information

**Submittal Type:** Annual Report

**Project Name:**

**County:** La Crosse

**Municipality:** Onalaska, City

**Facility Number:** 31067

**Reporting Year:** 2018

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following items as appropriate using the attachments tab above
  - a. Construction Site Pollution Control Annual Report Summary
  - b. Illicit Discharge Detection and Elimination Annual Report Summary
  - c. Leaf and Yard Waste Management
  - d. Municipal Cooperation Attachment
  - e. Municipal Facility Inspections
  - f. Pollution Prevention Annual Report Summary
  - g. Post-Construction Storm Water Management Annual Report Summary
  - h. Public Education and Outreach Annual Report Summary
  - i. Public Involvement and Participation Annual Report Summary
  - j. Storm Water Consortium/Group Report
  - k. Storm Sewer System Map Annual Report Attachment
  - l. Storm Water Quality Management Annual Report Attachment
  - m. TMDL Attachment
  - n. Winter Road Maintenance
  - o. Other Annual Report Attachment
- Sign and Submit form

**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality:** Onalaska, City

**Facility ID # or (FIN):** 31067

**Updated Information:**  Check to update mailing address information

**Mailing Address:** 415 Main Street

**Mailing Address 2:**

**City:** Onalaska

**State:** Wisconsin

**Zip Code:** 54650 xxxxx or xxxxx-xxxx

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

**First Name:** Jarrod

**Last Name:** Holter

Select to **update** current contact information

**Title:**

**Mailing Address:** 415 Main St

**Mailing Address 2:**

**City:** Onalaska

**State:** WI

**Zip Code:** 54650 xxxxx or xxxxx-xxxx

**Phone Number:** 608-781-9537 Ext: 1 xxx-xxx-xxxx

**Email:** jholter@cityofonalaska.com

**Additional Contacts Information (Optional)**

I&E Program

IDDE Program

**Individual with responsibility for:  
(Check all that apply)**

- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Kevin

**Last Name:** Schubert

**Title:**

**Mailing Address:** 415 Main Street

**Mailing Address 2:**

**City:** Onalaska

**State:** WI

**Zip Code:** 54650                      xxxxx or xxxxx-xxxx

**Phone Number:** 608-781-9537                      Ext: 2                      xxx-xxx-xxxx

**Email:** kschubert@onalaskawi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes     No

Public Education and Outreach: La Crosse Urban Storm Water Group

Public Involvement and Participation: La Crosse Urban Storm Water Group

Illicit Discharge Detection and Elimination: La Crosse Urban Storm Water Group

Construction Site Pollutant Control:

Post-Construction Storm Water Management:

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes     No

**Missing Information**

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (09/17)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Restaurants
- Other:

<b>Topic:</b> Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways			
Mechanism	Quantity <small>(optional)</small>	Est. People Reached <small>(optional)</small>	Regional Effort? <small>(optional)</small>
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Restaurants
- Other:

<b>Topic:</b> Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks			
Mechanism	Quantity <small>(optional)</small>	Est. People Reached <small>(optional)</small>	Regional Effort? <small>(optional)</small>
<u>Social media posts</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Restaurants
- Other:

<b>Topic:</b> Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices			
Mechanism	Quantity <small>(optional)</small>	Est. People Reached <small>(optional)</small>	Regional Effort? <small>(optional)</small>
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
- Contractors
- General Public
- Public Employees
- Residential
- School Groups
- Business
- Developers
- Industries
- Restaurants
- Other:

--



**Minimum Control Measures - Section 2 : Complete**

**2. Public Involvement and Participation**

a. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Emails

Municipal Officials

Emails

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Emails

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

<b>Topic: Storm Water Management Plan and/or updates</b>			
<b>Mechanism</b>	<b>Quantity (optional)</b>	<b>Est. People Reached (optional)</b>	<b>Regional Effort? (optional)</b>
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural 
  Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups 
  Business 
  Developers 
  Industries 
  Restaurants 
  Other:

<b>Topic: Storm water related ordinance and/or updates</b>			
<b>Mechanism</b>	<b>Quantity (optional)</b>	<b>Est. People Reached (optional)</b>	<b>Regional Effort? (optional)</b>
Website	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural 
  Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups 
  Business 
  Developers 
  Industries 
  Restaurants 
  Other:

<b>Topic: MS4 Annual Report</b>			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

<b>Topic: Volunteer Opportunities</b>			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Clean-up events	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

<b>Topic: Other (describe) :</b>			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- Agricultural  Contractors  General Public  Public Employees  Residential  School Groups  
 Business  Developers  Industries  Restaurants  Other:

c. Brief Public Involvement and Participation program information for inclusion in the Annual Report.  
 If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

City of Onalaska through La Crosse Urban Storm Water Group held a rain garden public contest.

**Missing Information**

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

**Minimum Control Measures - Section 3 : Complete**  
**3. Illicit Discharge Detection and Elimination**

- a. How many total outfalls does the municipality have? 61  Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 61  Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges?  Unsure
- 
- d. How many illicit discharge complaints did the municipality receive? 0  Unsure
- e. From the complaint received, how many were confirmed illicit discharges? 0  Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? 0  Unsure
- 
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.  Unsure
- Verbal Warning 0
  - Written Warning (including email) 0
  - Notice of Violation
  - Civil Penalty/ Citation
  - No Enforcement Action Taken

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

**Missing Information**

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

**Minimum Control Measures - Section 4 : Complete**

**4. Construction Site Pollutant Control**

- a. How many total construction sites were active at any point in the reporting year? 15  Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? 23  Unsure
- c. Do the above numbers include sites <1 acre?  Yes  No  Unsure
- 
- d. How many erosion control inspections did the municipality complete in the reporting year? 600  Unsure
- 
- Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	10
<input checked="" type="checkbox"/> Written Warning (including email)	10
<input type="checkbox"/> Notice of Violation	
<input type="checkbox"/> Civil Penalty/ Citation	
<input type="checkbox"/> Stop Work Order	
<input type="checkbox"/> Forfeiture of Deposit	
<input type="checkbox"/> No Authority	
<input type="checkbox"/> Other - Describe below	

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

City of Onalaska through our permits does regular erosion control inspections for residential and commercial properties to maintain compliance.

**Missing Information**

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

**Minimum Control Measures - Section 5 : Complete**

**5. Post-Construction Storm Water Management**

a. How many new construction sites with new structural storm water management practices\* have received local approvals ?   Unsure

\*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

b. How many privately owned storm water facility inspections were completed in the reporting year ?   Unsure

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure

<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	0



Collection Services - *Street Sweeping / Cleaning Program*  Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?  
 Yes  No  Unsure
- j. If known, how many tons of material was removed? 600  Unsure
- k. Does the municipality have a low hazard exemption for this material?  
 Yes  No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes  
 No - Explain \_\_\_\_\_  
 Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program*  Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?  
 Yes  No  Unsure
- n. How many catch basin sumps were cleaned in the reporting year?  Unsure
- o. If known, how many tons of material was collected?  Unsure
- p. Does the municipality have a low hazard exemption for this material?  
 Yes  No
- q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?  
 Yes  
 No - Explain \_\_\_\_\_  
 Not Applicable

Collection Services - *Leaf Collection Program*  Not Applicable

- r. Does the municipality conduct curbside leaf collection?  
 Yes  No  Unsure
- s. Does the municipality notify homeowners about pickup?  
 Yes  No  Unsure
- t. Where are the residents directed to store the leaves for collection?  
 Pile on terrace  Pile in street  Bags on terrace  Unsure  
 Other - Describe \_\_\_\_\_
- u. What is the frequency of collection?  
Once a week in October and November
- v. Is collection followed by street sweeping/cleaning?  
 Yes  No  Unsure

Winter Road Management  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 100  Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	139	152	357	675	117
Sand	0	0	2	7	59	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	7335	8608	7195	11650	5380

y. Was salt applying machinery calibrated in the reporting year?  Yes  No  Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No  Unsure

If yes, describe what training was provided (200 character limit):

When:

How many attended:

Internal (Staff) Education & Communication

aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel?  Yes  No  Unsure

If yes, describe what training was provided (200 character limit):

When:

How many attended:

ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response 200 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?  Yes  No  Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

**Missing Information**

Do not close your work until you SAVE.

Form 3400-224 (09/17)

**Final Evaluation - Complete**

**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

<b>Annual Expenditure Reporting Year</b>	<b>Budget Reporting Year</b>	<b>Budget Upcoming Year</b>	<b>Source of Funds</b>
--	------------------------------	-----------------------------	------------------------

**Element:** Public Education and Outreach

7548	8164	8232	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Public Involvement and Participation

6597	7135	7385	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Illicit Discharge Detection and Elimination

1755	1899	1974	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Construction Site Pollutant Control

19276	20848	25763	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Post-Construction Storm Water Management

14781	15987	16611	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Pollution Prevention

324629	351103	359623	<u>Storm water utility</u>
--------	--------	--------	----------------------------

**Element:** Storm Water Quality Management

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

**Element:** Storm Sewer System Map

5265	5695	5674	<u>Storm water utility</u>
------	------	------	----------------------------

**Other (describe)**

## Administrative Costs

56091

60666

61839

Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

In future years the City will have budgeted funds and staff assigned to better implement storm water quality management.

## Water Quality

**a:** Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

## Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Do not close your work until you SAVE.

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

## Storm Sewer System Map

 File Attachment

[Stormwater2018\\_8x11Landscape.pdf](#)

## Attach Documents

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

## Missing Information

**Draft and Share PDF Report with Municipality's Governing Body.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Onalaska, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

April 2, 2019

Agenda Item:

**#17**

Project/Item Name:

Sodium chloride 2019/2020 purchase

Location:

Citywide

Requested Action:

Approval of 2019/2020 purchase

Staff Report/Description:

The Wisconsin DOT bids out roadway deicing salt on a yearly basis. The Wisconsin DOT will be distributing the documents prior to the meeting. The City will need approximately 1,300 tons of early fill salt to have both storage facilities at the Public Works Facility at capacity. Two budget worksheets have been attached outlining budget impacts of a 1,300 ton versus 900 ton salt purchase. Staff is recommending filling both salt sheds early fill for 1, 300 ton.

Attachments:

Budget worksheets

# 2019 Salt & Sand

CJH 3-21-2019

<u>Project Costs</u>	<u>Cost Incurred</u>	<u>Balance</u>
2019 budget		\$77,105.00
Salt purchased January to March 2019 - No vendor delivery	\$0.00	\$77,105.00
Salt brine purchased from La Crosse County January, February & March	\$9,500.00	\$67,605.00
Sand mix purchased from La Crosse County January, February & March	\$0.00	\$67,605.00
→ <u>1300 ton</u> early salt fill @ \$68.13/ton (assuming 5% cost increase)	\$88,569.00	-\$20,964.00
Salt brine purchased from La Crosse County December - projected	\$7,000.00	-\$27,964.00
Sand mix purchased from La Crosse County December - projected	\$2,700.00	-\$30,664.00

Note: 1,300 ton early fill would fill the City 600 ton shed and 1,000 ton shed. At the start of the 2018/2019 season both sheds were full.

# 2019 Salt & Sand

CJH 3-21-2019

	<u>Project Costs</u>	<u>Cost Incurred</u>	<u>Balance</u>
2019 budget			\$77,105.00
Salt purchased January to March 2019 - No vendor delivery		\$0.00	\$77,105.00
Salt brine purchased from La Crosse County January, February & March		\$9,500.00	\$67,605.00
Sand mix purchased from La Crosse County January, February & March		\$0.00	\$67,605.00
→ <u>900 ton early salt fill @ \$68.13/ton (assuming 5% cost increase)</u>		\$61,317.00	<u>\$6,288.00</u>
Salt brine purchased from La Crosse County December - projected		\$7,000.00	-\$712.00
Sand mix purchased from La Crosse County December - projected		\$2,700.00	<u>-\$3,412.00</u>

Note: 1,300 ton early fill would fill the City 600 ton shed and 1,000 ton shed. At the start of the 2018/2019 season both sheds were full.

## Salt/Sand Daily Usage Log

Public Works

<u>Date</u>	<u>Low Temp</u>	<u>High Temp</u>	<u>Road Temp</u>	<u>Snow</u>	<u>Salt (Tons)</u>	<u>Sand(Tons)</u>	<u>Brine(Gal)</u>
11/9/2018	21°	28°		0.3	23.43		
11/15/2018	27°	43°		Trace	14.84		2000
11/16/2018	31°	39°		0.4			1500
11/17/2018	16°	31°	32°	0.3	53.59		120
11/28/2018	14°	30°		0.8			25000
11/29/2018	25°	32°	26°	0.1	27.67		775
11/30/2018	31°	35°		refreeze	18.71		440
<b>Nov Total</b>				<b>1.9</b>	<b>138.24</b>	<b>0</b>	<b>29835</b>
12/1/18 to 12/2/18	30°	37°	33°	2.7	53.28		340
12/3/2018	29°	32°		Trace	16.47		1380
12/5/2018	24°	33°		Trace			2800
12/10/2018	15°	26°		Trace			850
12/11/2018	13°	31°		0		0.75	
12/12/2018	27°	32°		0.1	15.1	0.75	1187.5
12/19/2018	37°	44°		0			500
12/31/2018	26°	33°	32°	0.9	66.94		1550
<b>Dec Total</b>				<b>3.7</b>	<b>151.79</b>	<b>1.5</b>	<b>8607.5</b>
1/1/2019	9°	26°	22°	Trace	23.4		100
1/7/2019	35°	46°		0			825
1/8/2019	17°	38°		0			800
1/14/2019	21°	29°	28°	Trace	7.81		2300
1/15/2019	29°	36°		Trace	15.79		1150
1/17/2019	16°	30°		0.2	18.99		40
1/18/2019	10°	18°	18°	3.5	54.27		310
1/19/2019	(1°)	16°		0.6	36.29		100
1/21/2019	(18°)	19°	21°	0	33.84		300
1/22/2019	17°	22°		1	22.41		530
1/23/2019	8°	24°		0.5	29.34		140
1/24/2019	(4°)	21°		0.1	2.47	6.75	500
1/28/2019 to 1/29/19	(20°)	14°	1°	8.7	113.1		100
<b>Jan Total</b>				<b>14.6</b>	<b>357.71</b>	<b>6.75</b>	<b>7195</b>
2/3/2019	38°	43°		0	1.5		
2/5/2019	12°	24°		0.5	65.26		2950
2/6/2019	20°	28°		0.3	6.04		1900
2/7/2019	2°	28°		3	102.15		700
2/8/2019	(8°)	4°		Trace	28.53	7.5	
2/10/2019	16°	25°	23°	1.4	73.63		1075
2/11/2019	22°	28°		2	19.08		
2/12/2019	19°	28°	25°	9	39.99		200
2/13/2019	9°	23°		Trace	13.05		
2/15/2019	(8°)	14°		Trace	38.09		2650
2/16/2019	(13°)	22°	11°	0	19.33		400
2/17/2019	9°	26°		4.7	23.63		100

2/18/2019	(3°)	24°	Trace	15.39		
2/19/2019	13°	27°	0	30.44		100
2/20/2019	20°	33°	5.6	23.33		100
2/21/2019	5°	28°	0	7.34		
2/23/2019	30°	35°	1.5	69.64		
2/24/2019	3°	32°	1.5	49.53		75
2/25/2019	(1°)	8°	0		10.93	
2/26/2019	4°	11°	0.9	22.83	10.49	100
2/27/2019	(2°)	17°	22° 0.4	26.55	29.61	1000
2/28/2019	(7°)	22°	0			300
<b>Feb Total</b>			<b>30.8</b>	<b>675.33</b>	<b>58.53</b>	<b>11650</b>
3/1/2019	4°	28°	3.1	26.93		1400
3/2/2019	10°	24°	Trace	16.65		
3/8/2019	8°	39°	0	15.81		3900
3/10/2019	23°	33°	2.8	44.2		80
3/11/2019	12°	38°	0	12.49		
3/16/2019			0	0.03		
<b>March Total</b>			<b>5.9</b>	<b>116.11</b>	<b>0</b>	<b>5380</b>
<b>Grand Total</b>			<b>56.9</b>	<b>1439.18</b>	<b>66.78</b>	<b>62667.5</b>

Parks and Rec

<u>Date</u>	<u>Salt(Tons)</u>	<u>Sand(Tons)</u>	<u>Brine(Gal)</u>
12/4/2018	4		
12/5/2018	5		
12/19/2018			130
12/20/2018			100
1/8/2019			150
1/15/2019	2		
1/19/2019	1		50
2/4/2019			150
2/6/2019			600
2/22/2019			500
2/23/2019			500
2/28/2019			220
3/1/2019			200
3/10/2019			500
	<b>12</b>	<b>0</b>	<b>3100</b>

**BOARD OF PUBLIC WORKS  
MONTHLY ESTIMATES  
April 2, 2019**

#18

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
1. <b>SEH INC.</b> Abbey Road Design Estimate #7	\$ 84,500.00	\$ -	\$ 84,438.61	\$ 7,636.96
2. <b>STRAND ASSOCIATES</b> 2018 SCADA Enhancements Design Estimate #9	\$ 19,000.00	\$ -	\$ 14,881.63	\$ 1,739.11
3. <b>SEH INC.</b> Green Coulee Reservoir Design Estimate #2	\$ 25,000.00	\$ -	\$ 314.72	\$ 6,224.65
4. <b>HSR ASSOCIATES</b> PWF Addition Design Estimate #1	\$ 81,500.00	\$ -	\$ -	\$ 4,075.00
5. <b>DAVY ENGINEERING</b> French Rd Booster Station/Crestwood Ln Design Estimate #6	\$ 126,490.00	\$ 76,010.00	\$ 112,179.53	\$ 52,255.30
6. <b>STRAND ASSOCIATES</b> Well #7 & #8 Chemical Room Design Estimate #1	\$ 2,000.00	\$ -	\$ -	\$ 1,346.61
7. <b>STATE OF WI DOT</b> SS (STH 157) Real Estate (Project #1070-04-25) Estimate #3	\$ 10,000.00	\$ -	\$ 5,686.99	\$ 4,013.01
8. <b>STATE OF WI DOT</b> PH/Braund Street Design - State Plan Review (Project #5991-02-53 & 54) Estimate #14	\$ 50,000.00	\$ -	\$ 26,109.37	\$ 6,150.14

**BOARD OF PUBLIC WORKS  
MONTHLY ESTIMATES  
April 2, 2019**

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
9. STATE OF WI - DOT PH/Braund Street Construction (Project #5991-02-55) Estimate #4	\$ 233,326.00	\$ -	\$ 227,823.37	\$ 9,663.18