



# City of Onalaska Meeting Notice

**COMMITTEE/BOARD:** Common Council  
**DATE OF MEETING:** April 14, 2020 (Tuesday)  
**PLACE OF MEETING:** City Hall – 415 Main Street (Common Council Chambers)  
**TIME OF MEETING:** 7:00 P.M.

**This meeting is being conducted via remote conferencing software due to a State of Emergency and the Wisconsin Governor’s Executive Order. Members of the public may call to listen in and provide public input at:**

- **Phone Number: 1-312-626-6799**
- **Meeting ID: 826 920 199**
- **Password: 54650**

## PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Rules of the City of Onalaska Common Council and its Sub Committees – Harassment Free Forum
4. **PUBLIC INPUT: (limited to 3 minutes / individual)**
5. **REPORT FROM THE MAYOR:**
  - A. Arbor Day Proclamation
  - B. Community Update on COVID-19
  - C. Ratification of Mayoral Proclamation for Emergency Order No. 2

## RECOMMENDATIONS FOR APPROVAL AND/OR POSSIBLE ACTION FROM THE FOLLOWING COMMITTEES/COMMISSIONS BOARDS:

All items listed under the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a council member requests removal, in which event the item will be removed from the consent agenda and considered in the order of business in the non-consent agenda.

## 6. Consent Agenda

- A. Approval of minutes from the previous meeting(s)

### NOTICES MAILED TO:

\*Mayor Kim Smith  
 \_\_\_\_\_  
 \*Ald. Tom Smith  
 \_\_\_\_\_  
 \*Ald. Jim Olson  
 \_\_\_\_\_  
 \*Ald. Dan Stevens  
 \_\_\_\_\_  
 \*Ald. Diane Wulf  
 \_\_\_\_\_  
 \*Ald. Steven Nott  
 \_\_\_\_\_  
 \*Vacant  
 \_\_\_\_\_  
 City Attorney      City Administrator  
 Dept Heads      La Crosse Tribune  
 Coulee Courier  
 \_\_\_\_\_  
 WKTY WLXR WLAX WKBT WXOW

\_\_\_\_\_  
 David and Mary Stokes  
 \_\_\_\_\_  
 Randy Rauwerdink, Venture Pass Partners, LLC  
 \_\_\_\_\_  
 Laura Olson, Gundersen Clinic, Ltd.  
 \_\_\_\_\_  
 Jansen Dahl, Chase 2010, LLC  
 \_\_\_\_\_

\_\_\_\_\_  
 Onalaska Public Library      Onalaska Omni Center

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

**PLAN COMMISSION**

- B. Conditional Use Permit request filed by David & Mary Stokes, 311 Poplar Street, Onalaska, WI 54650, for the purpose of replacing a six (6) foot privacy fence with a eight (8) foot privacy fence on the parcel located at 311 Poplar Street, Onalaska, WI 54650, Parcel #18-6202-0. (FIO)
- C. Approval of a Planned Commercial Industrial Development (PCID) Amendment filed by Venture Pass Partners, LLC, 19620 Waterford Court, Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900 South Avenue, La Crosse, WI 54601 on the parcel located at 3015 & 3075 Kinney Coulee Road South, Parcel #18-3649-1 & 18-3649-2.
- D. Approval of a Certified Survey Map (CSM) submitted by Jansen Dahl, 3819 Creekside Lane, Holmen, WI 54636 on behalf of Chase 2010, LLC, 3819 Creekside Lane, Holmen, WI 54636 to subdivide one (1) parcel into three (3) parcels located at 2520 Midwest Drive, Parcel #18-3568-40.
- E. Approval of Certified Survey Map (CSM) to subdivide and modify two (2) existing parcels and create three (3) parcels total by Venture Pass Partners, LLC, 19620 Waterford Court, Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900 South Avenue, La Crosse, WI 54601 on parcel located at 3015 & 3075 Kinney Coulee Road South, Parcel #18-3649-1 & 18-3649-2.

**Non-Consent Agenda**

7. **RECAP ITEMS PULLED FROM THE CONSENT AGENDA**

8. **FINANCE COMMITTEE**

- A. Vouchers.
- B. Approval of the Public Transportation Agency Safety Plan (PTASP) for the City of Onalaska as outlined by Wisconsin Department of Transportation (WISDOT).
- C. Approval of Utilization of Section 125 unspent forfeitures in the amount of \$3,897.75 for reimbursement of expenses.
- D. Discussion of financial implications on COVID-19 for the City of Onalaska.

9. **PERSONNEL COMMITTEE**

- E. Update on City Staffing/Recruitment.

10. **ADMINISTRATIVE COMMITTEE**

- F. Approval of Change of Agent for Kwik Trip 643, 1276 Crossing Meadows Drive, Onalaska to Mark Wagner.
- G. Approval of Operator’s Licenses as listed on report dated April 3, 2020.

11. **BOARD OF PUBLIC WORKS**

- H. Approval of 2020 Pavement Maintenance Items:
  - 1. Purchase of fiber patching material from Sherwin Industries in the amount of \$23,689.50.
  - 2. Installation of fiber patching material by Fahrner Asphalt Sealers in the amount of \$117,600.
  - 3. Centerline painting by Twin City Striping in the amount of \$14,940.00.

- 4. Chip seal pavement maintenance by La Crosse County Highway Department in the amount of \$199,088.00.
  - I. Approval of Wisconsin Department of Natural Resources MS4 Storm Water Annual Report.
  - J. Approval of Elmwood Lift Station modifications, specifically control panel, heater and louver replacement in the amount of \$18,942.00.
  - K. Review and consideration of 2020 pavement project with Mathy Construction in the amount of \$771,115.10.
11. **PARKS, RECREATION & LIBRARY BOARD**
- L. Approval of purchase and installation of new handicap accessible door opener for the Community Center by Glass Service Center for a cost not to exceed \$3,200.82.
  - M. Approval of youth t-shirt printing to Games People Play at a cost not to exceed \$7.00.
  - N. Approval of purchase of a new automatic pool vacuum from Carrico Aquatics at a cost not to exceed \$9,995.00.
12. **ADMINISTRATORS REPORT**
- O. Staffing/Scheduling during Health Emergency

**Adjournment**

# PROCLAMATION ARBOR DAY

April 24<sup>th</sup>, 2020

**Whereas**, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**Whereas**, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

**Whereas**, Trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

**Whereas**, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**Whereas**, the City of Onalaska has been recognized as a Tree City USA for the 20<sup>th</sup> consecutive year by the National Arbor Day Foundation for demonstrating a higher level of tree care and desires to continue its tree planting practices,

**Now, Therefore**, I, Kim Smith, Mayor of the City of Onalaska, do hereby proclaim April 24<sup>th</sup>, 2020 as Arbor Day in the City of Onalaska, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

**Further**, I urge all citizens to plant trees on their property, as the City of Onalaska will plant over 200 trees throughout the City this year.

Seal: \_\_\_\_\_  
Attest: Kim Smith, Mayor  
City of Onalaska

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





## **Mayoral Proclamation for Emergency Orders No. 2:**

Whereas, the United States of America and the State of Wisconsin have been affected by the worldwide pandemic of the novel coronavirus disease (COVID-19), which is a dangerous respiratory illness that can spread from person to person; and

Whereas, the COVID-19 pandemic and its prevalence in the southwestern Wisconsin region and throughout the United States constitutes a public health emergency; and

Whereas, pursuant to City of Onalaska Ordinance 5-5-5 the Mayor may proclaim, promulgate and enforce orders, rules and regulations;

Now therefore, as Mayor of the City of Onalaska, I do hereby proclaim and order as follows:

### **FMLA Leave Expansion and Emergency Paid Sick Leave:**

Policy 7.02a FMLA Leave Expansion and Emergency Paid Sick Leave Policy, attached hereto shall take effect immediately and shall expire on December 31, 2020 unless the Common Council takes such action as to cancel the policy sooner.

### **City Meetings:**

The Common Council may meet remotely during the duration of this Emergency provided sufficient notice and public input is allowed pursuant to the guidelines set forth by the Wisconsin Department of Justice's Office of Open Government. The Onalaska Community Development Authority may also meet prior to the April 14, 2020 Common Council meeting for the purpose of discussing a grant program for City of Onalaska small businesses.

### **Enforcement of Orders:**

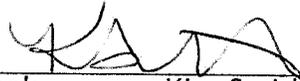
Whoever intentionally fails to comply with this Proclamation and/or any order herein or hereunder or any order of the State, or a local government having jurisdiction over the City of Onalaska during this Public Health Emergency shall be punishable by monetary forfeiture in the amount of no more than \$250.00 as permitted under City of Onalaska Ordinance Sec. 5-5-5 and by Secs. 252.25 and 323.28 Wisconsin Statutes.

### **Cat Licenses:**

Cat licenses must be renewed before March 31<sup>st</sup> of each year. Due to the Safer At Home order and the CDC's guidance on social distancing, the City will not be enforcing the late fee of \$25 for any Cat License received on or before May 1, 2020. Registrations may be mailed to City Hall or placed in either of the two drop boxes in the east parking lot.



Dated this 31<sup>st</sup> day of March, 2020.



Seal: Kim Smith, Mayor  
Attest: City of Onalaska



Caroline Burmaster, City Clerk



# CITY OF ONALASKA

**Effective April 1, 2020 through December 31, 2020**

Policy: FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Covid-19) Number: 7.02A

Page: 1 of 3

Approved by Council:

## **PURPOSE**

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy. This policy may change in response to any new or revised guidance issued by the Secretary of Labor.

## **EXPANDED FMLA LEAVE**

- A. **Employee Eligibility** – Any full-time employees who have been employed with the City of Onalaska for at least 30 days, except emergency responders (see E. Exemptions below).
- B. **Reason for Leave** - Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

- C. **Duration of Leave** - Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

- D. **Pay During Leave** - Leave will be *unpaid* for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time, including the emergency personal leave provided by the City under the Mayoral Proclamation for Emergency Orders No. 1. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

- E. **Exemptions** – Currently the following departments are exempt from the provisions of the Expanded FMLA policy as they are considered emergency responders for essential critical infrastructure: Police, Fire and Public Works. Should the guidelines change regarding the definition of emergency responders or the exemptions the City will abide by those changes and such changes shall supersede this policy.

- F. **Employee Status and Benefits During Leave** - While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

- G. **Procedure for Requesting Leave** - All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the HR department as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

- H. **Employee Status After Leave** - Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

## **EMERGENCY PAID SICK LEAVE POLICY**

- A. **Employee Eligibility** – Any full-time or part-time employees who is currently employed with the City of Onalaska. Part-time employee's hours will be based on the number of hours they would normally work in a two-week period.
- B. **Reason for Leave** – To provide up to 80 hours of paid sick leave for full-time or part-time employees who need to be off work due to Covid-19 reasons if an employee:
1. Has been ordered by the government to quarantine or isolate because of COVID-19.
  2. Has been advised by a health care provider to self-quarantine because of COVID-19.
  3. Has symptoms of COVID-19 and is seeking a medical diagnosis.
  4. Is caring for someone who is subject to a government quarantine or isolation order or has been advised by a health care provider to quarantine or self-isolate.
  5. Needs to care for their child whose school or child care service is closed due to COVID-19 precautions.
  6. Is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- C. **Availability** – Emergency paid sick leave benefits will be immediately available on April 1, 2020 through December 31, 2020, regardless of how long you have been employed with the City. Any unused portion of this pay will not carry over to the next year and will not be paid out.
- D. **Notice of Taking Emergency Paid Sick Leave** - Employees are required to notify their supervisor prior to taking the leave according to City's Sick Leave policy or based on the collective bargaining agreement if taking the emergency paid sick leave.
- E. **Pay During Leave** – There is no waiting period to be able to take the emergency paid sick leave benefits. The benefits under this policy are a separate bank of benefit time separate from the 80 hours of emergency leave and an employee's regular sick bank given by the City. The benefits under this policy will have a label of Federal in front of emergency sick leave.
1. Paid emergency sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, under the Federal legislation, this paid sick leave is limited to \$511 a day (and \$5,110 total) for an employee's own care.
  2. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay subject to \$200 a day (and \$2,000 total) when the employee is caring for someone else (4-6 above).

As with any infectious disease employees are required to self-report if they are symptomatic or if they test positive to either their supervisor and/or to Human Resources. Failure to report may result in disciplinary action.

April 5, 2020

City of Onalaska City Council  
415 Main Street  
Onalaska, WI 54650

**RE: Rezoning of 3015 & 3075 South Kinney Coulee Road, Onalaska, WI**

Dear Council Members,

I am writing this letter objecting to the proposed rezoning of the Gundersen property located at 3015 and 3075 South Kinney Coulee Road, Onalaska, Wisconsin (“Gundersen”) filed by Venture Pass Partners on behalf of Gundersen Clinic.

Reason for Objection.

1. Not following the Protective Covenants, Conditions & Restrictions (“Covenants”) that were established on October 17, 2003 between the City of Onalaska and Gundersen when Gundersen began its development of the current property. These Covenants were to remain in full force for 40 years.
2. Traffic safety.

**Protective Covenant Violations**

Some of the general characteristics and purpose of the development of each site would be to have ample landscape areas, high quality structures and appropriate development of all the properties.

The development is not meeting the following:

***4.02 Prohibited Uses that could produce adverse effects upon the health, safety or welfare of persons.***

*Excessive vehicular traffic, free standing restaurants, free standing retail use, taverns and bars.*

As the site plan shows, the developers are proposing a free standing restaurant and free standing retail use that the Covenants do not allow. We do not know if beer and liquor will be sold, so the **city should not allow a beer or liquor licenses** as part of any zoning on this property. With the development of the site and the proposed businesses as part of this site, vehicular traffic will be excessive and dangerous. With the excessive traffic anticipated, this the development should not be allowed as submitted.

***6.03 Buildings are not separated from parking areas by a landscape area at least 10’ (ten feet) in width.***

As the site plan shows, there is not 10’ (ten feet) of landscaping separating the buildings from the parking areas.

This is uncharted territory in that it is the first development that will not be operated by Gundersen, and they are asking for a variance to the Covenants. These Covenants were established for a reason in 2003 due to the fact that all of Gundersen’s buildings have followed these Covenants. Why should the City of Onalaska start giving variances to the Covenants now?

## Traffic Safety

1. The greatest cause for concern is **safety** to all the citizens and visitors to this area of Onalaska and the greatest reason for objecting to the rezoning and use of this property. The proposed access ("A") will cause traffic back up and potential accidents for vehicles turning left from South Kinney Coulee Road onto the development.
2. What makes this site unique is that you have many people using the area on the weekends (Stoney Creek Hotel) that are not familiar with the traffic patterns and now you have a proposed development with Friday and Saturday being its busiest time of the week.
3. The proposed development will generate in excess of 2000 trips per day. This means an excess of 4000 turning movements from a single driveway onto South Kinney Coulee Road added to an already congested area.
4. The area is unique in that you have large numbers of people unfamiliar with South Kinney Coulee Road using the clinic, hotel and convenience store who are not at all familiar with the ingress/egress points into the various businesses. A driveway ("A") is being proposed, just past a curve (50-75'), which is in conflict with a driveway on the opposite side of the street that will have thousands of turning movements a day. In this same area vehicles are constantly switching lanes, doing U turns and almost causing accidents. Add vehicles stopped in a lane just past a curve turning left and accidents will happen ("B").
5. An even greater concern is that vehicles stopped in the thru lane waiting to turn left into the development are not visible until cars are upon them. A vehicle heading east on the curve of South Kinney Coulee Road loses visibility of a stopped vehicle(s) because of their driver side pillar on their vehicles. The pillar blocks visibility of stopped traffic as they round the curve. Vehicles will have no time to react to the stopped traffic entering the site because they are making the curve (vision blocked by pillar) instead of an unobstructed view looking straight ahead ("C"). Vehicles will either slam on their brakes or weave into the right lane to avoid a collision. This is where I truly believe serious accidents will occur.
6. The driveway being proposed will never function as a very efficient and safe driveway. Accidents will be caused by this driveway. I believe this to be true because I live on South Kinney Coulee Road, and have witnessed firsthand all the cars making U turns, switching lanes in front of me, looking for the hotel as well as cars turning left in front of vehicles to access School District Road.
7. What also adds to the safety concerns of this development is that this will be the only development along Highway 16 with a single access point and not a secondary access point. Possibly the only commercial property in the whole city with only one access point. It is prudent as a development to have multiple access points to a business either through driveways or cross access agreements to increase the safety level of a site and relieve the pressure from a single driveway.

I have attached a drawing hoping to illustrate for you the above concerns.

I do believe there is a workable option for the City of Onalaska.

1. Rezone the property for only a Chick-fil-A Restaurant! With a single, 5,000 square foot Chick-fil-A building on the site, the site Covenants would be met by allowing space for proper landscape buffers, reducing excess vehicular traffic, not having a free-standing retail building and no alcohol or liquor sales.
2. Traffic count would be cut in more than half with just the Chick-fil-A restaurant. There would be zero traffic movements on Sundays which would help the vehicles using the area for only the weekend. School District Road could become a secondary access point ("D") to Chick-fil-A for people coming from the Gundersen development and the neighborhood reducing the traffic flow.

I would have personally presented this at the Planning and Zoning Meeting scheduled for March 24th, but when I called City Hall to confirm that the Public Meeting was still being held, I was told that City Hall was only open to voting and no meetings. The calendar for March also did not show the meeting.

In closing, I respectfully ask the City of Onalaska Common Council **not to approve** the rezoning and development as it is currently submitted.

Kind Regards,

Paul Hansen  
3428 South Kinney Coulee Road  
Onalaska, WI 54650





# Public Transportation Agency Safety Plan

For Wisconsin Small Public Transportation Providers

Drafted by  
WISCONSIN DEPARTMENT OF TRANSPORTATION (WisDOT)  
Division of Transportation Investment Management (DTIM)  
Bureau of Transit, Local Roads, Railroads and Harbors (BTLRRH)

DRAFT: April 2, 2020

The WisDOT Public and Specialized Transit section developed this Public Transportation Agency Safety Plan to fulfill its regulatory requirements under 49 CFR Part 673.

Upon receipt, City of Onalaska must ensure that its Accountable Executive signs a version of the plan that has been approved by its Board of Directors (or equivalent).

City of Onalaska is solely responsible to carry out the plan.

**49 CFR 673.11(d)**

A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. **In each instance, the transit agency must carry out the plan.** If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State. The transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

# PUBLIC TRANSPORTATION AGENCY SAFETY PLAN for CITY OF ONALASKA

## TRANSIT AGENCY INFORMATION

<b>Transit Agency</b>	<b>Name</b>		<b>Address</b>
<b>Accountable Executive</b>	<b>Name</b>		<b>Title</b>
<b>Chief Safety Officer</b>	<b>Name</b>		<b>Title</b>
<b>Mode(s) of Service Covered by This Plan:</b>		<b>List All FTA Funding Types (e.g., 5307, 5337, 5339):</b>	
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	<b>Yes</b>	<b>No</b>	<b>Description of Arrangement(s)</b>
<b>Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	<b>Name</b>		<b>Address</b>

## PLAN DEVELOPMENT, APPROVAL, AND UPDATES

<b>Signature by the Accountable Executive</b>	<b>Name</b>		<b>Date of Signature</b>
	<b>Signature</b>		
<b>Approval by Board of Directors (or Equivalent)</b>	<b>Approving Entity</b>		<b>Date of Approval</b>
	<b>Signatures</b>		



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## DEFINITIONS AND ACRONYMS

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The following definitions may be used throughout this document, and correspond to the definitions provided in 49 CFR 673.5.

**Accident** means an “event”, as defined below, that involves any of the following:

1. A loss of life,
2. A report of a serious injury to a person,
3. A collision of public transportation vehicles,
4. A runaway train,
5. An evacuation for life safety reasons, or
6. Any derailment of a rail transit vehicle (any location, any time, any cause).

**Accountable Executive** means a single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan (as defined below) of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan (as defined below), and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

**Chief Safety Officer** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

**Event** means an “accident”, as defined above, or “incident” or “occurrence” (each as defined below).

**FTA** means the Federal Transit Administration, an agency within the United States Department of Transportation.

**Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (as defined below).

**Incident** means an “event” (as defined above), that involves any of the following:

1. A personal injury that is not a serious injury,
2. One or more injuries requiring medical transport, or
3. Damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation** means the process of determining the causal and contributing factors of an “accident”, “incident”, or “hazard” (each as defined here), for the purpose of preventing recurrence and mitigating risk.

**National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence** means an “event” (as defined above), without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

**Public Transportation Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.

**Safety Assurance** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

**Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety performance target** means a Performance Target related to safety management activities.

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

**Safety Risk Management** means a process within a transit agency’s Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

**Serious injury** means any injury which:

1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
2. Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
4. Involves any internal organ; or
5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small public transportation provider** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of good repair** means the condition in which a capital asset is able to operate at a full level of performance.

**Transit agency** means an operator of a public transportation system.

**Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

CFR	-	Code of Federal Regulations
CSO	-	Chief safety officer
FTA	-	Federal Transit Administration
MAP-21	-	Moving Ahead for Progress in the 21st Century
NTD	-	National Transit Database
PTASP	-	Public transportation agency safety plan
SGR	-	State of good repair
SMS	-	Safety management system
SOP	-	Standard operating procedure
TAM	-	Transit asset management
U.S.C.	-	United States Code

## BACKGROUND

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To ensure transit system safety, the Wisconsin Department of Transportation (WisDOT) has developed this Public Transportation Agency Safety Plan (PTASP) in compliance with 49 CFR Part 673, the Federal Transit Administration (FTA) rule required by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, signed into law by President Barack Obama on July 6, 2012.

The MAP-21 Act grants FTA the authority to establish and enforce a comprehensive regulatory framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires certain recipients of FTA Chapter 53 funding to develop and implement a PTASP.

In addition to greater safety oversight responsibilities, MAP-21's grant of expanded regulatory authority puts FTA in a position to provide guidance to transit agencies that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks. The framework to this approach is called a safety management system (SMS), which moves the transit industry towards a more holistic, performance-based approach to safety. The SMS framework has been adopted by FTA in its National Public Transportation Safety Plan ("national safety plan").

This PTASP supports and is consistent with an SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors meant to ensure a formalized, proactive, and data-driven approach to safety risk management. The aim of an SMS is to increase the safety performance of transit systems by proactively identifying, assessing, and controlling safety risks. The approach is meant to be flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21.

# 1 SAFETY POLICIES AND PROCEDURES

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## 1.1 COMMITMENT TO SAFETY

Safety is a core value of **City of Onalaska**, and managing safety is a core business function. **City of Onalaska** is committed to safety management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities, and has adopted a safety management system (SMS) framework as an explicit element of the agency's responsibility. Accordingly, **City of Onalaska** will work to develop, implement, and maintain processes to ensure the safety of its passengers, employees, and the public by establishing safety policy, identifying hazards and controlling risks, and setting goals, planning, and measuring safety performance. **City of Onalaska**'s SMS will direct the prioritization of safety and allocate organizational resources – people, processes, and technology – in balance with its other core business functions. **City of Onalaska** aims to support a robust safety culture and achieve the highest level of safety performance, meeting all established safety standards.

All employees, including all levels of management, are accountable for the delivery of the highest level of safety performance – this starts with the **Justin Running** of **Running, Inc.**

**City of Onalaska** is committed to:

**Executive Commitment to Safety** **Justin Running** will lead development of an organizational culture that promotes safe operations and provides appropriate resources to supporting this core management function through fostering and ensuring safe practices, improving safety when needed, and encouraging effective employee safety reporting and communication. **City of Onalaska** will hold executives, managers, and employees accountable for safety performance.

**Communication & Training:** Employee engagement is crucial to a functioning SMS. Communication systems will be put in place to enable greater awareness of **City of Onalaska** safety objectives and safety performance targets as well as to provide ongoing safety communication up, down, and across the organization. All levels of management must proactively engage employees and work to keep the lines of safety communication honest and open. All employees will be made aware of the importance of **City of Onalaska**'s SMS and trained in safety reporting procedures.

**Responsibility & Accountability:** All levels of management will be responsible for delivering safe and quality transit services that represent **City of Onalaska**'s performance of its SMS. Managers will take an active role in safety risk management processes and ensure that safety assurance functions are supported. Managers are responsible for ensuring that safety risk management is being performed in their operational areas of control to assure that the safety risk associated with safety hazards is assessed and mitigated. Safety performance will be an important part of performance evaluations for **City of Onalaska** managers and employees.

**Responsibility of Employees & Contractors:** All employees and contractors will support safety management by ensuring that hazards are identified and reported.

**Employee Reporting:** **Justin Running** will establish a safety reporting program as a viable tool for employees to voice their safety concerns. All employees will be able to use this program as part of

the SMS, and are encouraged to do so. No action will be taken against any employee who communicates a safety condition through the **City of Onalaska** safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of **City of Onalaska** rules, policies, and procedures.

**Performance Monitoring & Measuring:** **City of Onalaska** will establish realistic measures of safety performance and establish safety performance targets to ensure continual improvement in safety performance. Managers will verify that the safety risk mitigations put in place are appropriate and effective.

## 1.2 ANNUAL PTASP REVIEW AND UPDATE

**City of Onalaska** management will review the PTASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit to any annual or other periodic reviews, including its annual self-certification of compliance. At minimum, annual self-certification will consist of approval (by signature or otherwise) by the **BOARD OF DIRECTORS (or equivalent)**, and dated signature of the Accountable Executive.

**City of Onalaska** will review the PTASP in its entirety annually, to be completed no later than March 15 of each calendar year – necessary updates outside the annual review period may be handled as PTASP addenda. Reviews of the PTASP and any subsequent updates, addenda, adoption, and distribution activities will be documented in the Activity Log at the beginning of this document. Many changes can be documented with a version update (ex.: Version 1.0 to Version 1.1, etc.). Major changes, such as updated policy, procedure, asset, methodology, employee program, etc., will be documented as a full version change (ex.: Version 1.x to Version 2.0).

## 1.3 ORGANIZATION STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

As Accountable Executive, the **Justin Running** has ultimate responsibility for **City of Onalaska**'s implementation of its PTASP. **City of Onalaska**'s executive management has the overall responsibility of safe and secure operations of **City of Onalaska** and contract service operators (as applicable). For day-to-day operations, each employee will have specific system safety responsibilities (depending on the employee's position) in compliance with this PTASP.

The information provided in the Staff Safety Roles and Responsibilities table (Appendix A) describes each position and general system safety responsibilities, and the agency's reporting structure.

# 2 SAFETY RISK MANAGEMENT

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## 2.1 HAZARD IDENTIFICATION

Establishing an effective hazard identification program is fundamental to safety management at **TRANSIT AGENCY**. Hazard identification can be reactive or proactive in nature: safety event reporting, incident investigation, and trend monitoring are essentially reactive; other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities include:

- Safety assessments
- Trend monitoring
- Hazard and safety event reporting (with causal factor analysis)
- Safety surveys
- Safety audits
- Evaluating customer suggestions and complaints

The number of near-misses, known as accident precursor data, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursor data is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. **City of Onalaska** employs systematic safety improvements by discovering and learning of potential weaknesses in the system’s safety.

### 2.1.1 Non-Punitive Reporting Policy

**City of Onalaska** is committed to the safest transit operating standards practicable. To achieve this, it is imperative that **City of Onalaska** have uninhibited reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety.

Such communication must be completely free of any form of reprisal. Therefore, **City of Onalaska will not take disciplinary action against any employee who discloses a safety event.** This policy does not apply to information received by **City of Onalaska**:

- From a source other than the employee, or that involves:
  - An illegal act, or
  - A deliberate or willful disregard of:
    - Rules
    - Regulations
    - Agency policies
    - Agency procedures

**City of Onalaska**’s method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

## 2.2 SAFETY RISK ASSESSMENT

Once a hazard has been identified, **City of Onalaska** will conduct an assessment to determine the potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences (should there be an occurrence), and the level of exposure to the hazard. **City of Onalaska** will assess risks subjectively by experienced personnel using a risk assessment matrix. Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will continue to be monitored. If the risks are unacceptable, steps will be taken by **City of Onalaska** to lower the risk to an acceptable or tolerable level, or to remove, avoid, or otherwise eliminate the hazard.

## 2.3 SAFETY RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. **City of Onalaska** further manages risk by completing a **Hazard Assessment Log (Appendix E)** that prioritizes safety risks. Risk level can be lowered by reducing the severity of the potential consequences, likelihood of occurrence, exposure to that risk, or by some combination.

In general, **City of Onalaska** will take the following safety actions to mitigate risk – these actions can be categorized into three broad categories, including:

### 1. **Physical Defenses:**

These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.)

### 2. **Administrative Defenses:**

These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.)

### 3. **Behavioral Defenses:**

These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of the agency (e.g. the *Zero in Wisconsin* campaign)

## 2.4 SAFETY RISK PRIORITIZATION

Once a hazard has been identified and the risk level assessed, **City of Onalaska** prioritizes safety risks using a **Prioritized Safety Risk Log (Appendix F)**. The log identifies:

- **Priority level** for safety risks
- **Description** of the risk
- **Planned mitigation** strategies
- **Timeline** of the planned mitigation strategies
- **Outcome** of the planned mitigation strategies
- **Status** of the prioritized safety risk
- **Responsible staff**

The Prioritized Safety Risk Log is updated, at minimum, on a monthly basis to ensure continual progress towards risk reduction.

## 3 SAFETY ASSURANCE

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Safety assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that **City of Onalaska** is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine whether the SMS is working properly. Having decided on the metrics by which success will be measured, safety management requires embedding

these metrics in the organizational culture and encouraging their use for ongoing performance improvement.

### 3.1 DEFINING SAFETY GOALS AND OBJECTIVES/OUTCOMES

Setting safety goals and objectives is part of strategic planning and establishing safety policy for **City of Onalaska**. Clearly defining safety goals is the first part in creating a safety performance measurement system.

**Safety goals** are general descriptions of desirable long-term impacts. For example, a general safety goal might be:

*"Foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety."*

**Safety objectives or outcomes** are more specific statements that define measurable results. For example, a specific safety objective for the goal stated above might be:

*"Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel."*

The safety objective/outcome will then be measured by defining specific performance metrics, including a baseline and target, that **City of Onalaska** will determine is reasonable.

### 3.2 DEFINING SAFETY PERFORMANCE MEASURES

Performance measurement is the regular systematic collection, analysis, and reporting of data that track resources used, work produced, and whether specific outcomes were achieved. In other words, it is a tool to quantify and improve performance, and engage and communicate with **City of Onalaska** staff and external stakeholders.

The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency, among many other criteria.

**City of Onalaska** will utilize these basic principles of performance measurement, including:

- Stakeholder involvement and acceptance
- Focus on agency goals and activities
- Clarity and precision
- Creditability and robustness
- Variety of measures
- Number of measures

- Hierarchy of measures
- Forward-looking measures
- Integration into agency decision-making
- Timely reporting
- Understand agency specifics, including context and scale of operations
- Realism of goals and targets

### 3.2.1 Metrics

System safety data can be collected through a variety of sources, including:

- Near miss information
- Accident investigation reports (with causal factor analysis)
- Internal safety audits (or reviews)
- Safety committee meetings
- Injury reports (including occupational injury)
- Safety event reports (including accidents, incidents, and occurrences)
- System monitoring (including testing and inspection records)
- Hazard management program

This safety data will be analyzed and used for development of key safety performance indicators and targets.

**City of Onalaska** will focus on areas based on data delivered to the National Transit Database (NTD), as the following:

- **Fatalities**
  1. Total number of reportable fatalities
  2. Rate of reportable fatalities per total vehicle revenue miles
- **Injuries**
  3. Total number of reportable injuries
  4. Rate of reportable injuries per total vehicle revenue miles
- **Safety Events**
  5. Total number of reportable safety events
  6. Rate of reportable safety events per total vehicle revenue miles
- **System Reliability**
  7. Mean distance between major mechanical failures

These seven (7) safety performance measures are used to select improvement targets for each measure and each mode of transit, in order to encourage improvements and monitor the safety performance of delivering transit services.

**By July 20, 2020, City of Onalaska will make its safety performance measures and improvement targets available to WisDOT and all metropolitan planning organizations (MPOs) with which the agency engages. Prior to July 20, 2020, City of Onalaska will communicate with WisDOT and each MPO to discuss selection of safety performance**

**targets. Targets will be adopted into local Transportation Improvement Plans (TIP) or TIP amendment.**

The safety data collected from the above sources will be analyzed for potential safety impacts. Identified areas of concern are reported to appropriate personnel in the form of specific project reports, memos, and recommendations from the safety committee.

Records of system safety data are maintained for a minimum of three years. Certain information, such as safety certification backup documentation is maintained by **City of Onalaska**'s document control process. In addition to safety data, **City of Onalaska** maintains other data and documentation of activities required by the PTASP. Distribution of safety-related reports and data is accomplished through the **City of Onalaska** safety committee.

### 3.3 MONITORING PERFORMANCE AND EVALUATING RESULTS

Once safety goals, objectives/outcomes, and measures have been defined, they can be organized into a **Safety Performance Matrix (Appendix G)** or **Safety Performance Outline (Appendix F)**. Organizing information, particularly in a matrix, will allow **City of Onalaska** to continuously monitor safety performance and evaluate results. **City of Onalaska** will evaluate safety performance and update documentation at least semi-annually.

**City of Onalaska** will monitor its system for compliance with operations and maintenance procedures, including whether those procedures are sufficient, through:

- Announced and unannounced compliance reviews
- Ride-along evaluations
- Internal audits
- Peer reviews

See Appendix A for who is responsible for identifying, tracking, and monitoring safety risk mitigations.

The hazard log will be reviewed monthly at minimum, both to identify safety risk mitigations and assess their effectiveness.

### 3.4 INTEGRATING RESULTS INTO AGENCY DECISION-MAKING PROCESSES

**City of Onalaska** is committed to using the data collected and information learned to inform decision-making and instill positive change. The main objective is the continuous improvement of transit system safety. When performance goals are not met, **City of Onalaska** will work to identify why such goals were not met and what actions can be taken to minimize the gap in achieving defined goals. However, when goals are easily achieved, action will be taken to exceed expectations and re-establish a reasonable baseline.

Uses of performance results include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exist

- Help make informed resource allocation decisions
- Identify needs for staff training or technical assistance
- Help motivate employees to continue making program improvements
- Support strategic planning efforts by providing baseline information for tracking progress
- Identify best practices through benchmarking
- Respond to elected officials and the public’s demand for accountability

### 3.5 SUSTAINING A SAFETY MANAGEMENT SYSTEM

In order to sustain the SMS, **City of Onalaska** will ensure that particular processes are employed to instill an organizational foundation. Examples of actions taken to sustain the SMS include:

- **Create measurement-friendly culture:**  
All staff, including senior managers, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.
- **Build organization capacity:**  
Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis, and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.
- **Reliability and transparency of performance results:**  
The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.
- **Demonstrate continuous commitment to measurement:**  
Visible commitment to using metrics is a long-term initiative. **City of Onalaska** will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including transit safety and performance measurement as a standing agenda item at city council and county board meetings.

## 4 SAFETY PROMOTION

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### 4.1 SAFETY PROMOTION, CULTURE, AND TRAINING

**City of Onalaska** believes safety promotion is critical to the success of an SMS by ensuring that the entire organization fully understands and trusts its safety policies, procedures, and structure. Further, safety promotion involves establishing an organizational and workplace culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

#### 4.1.1 Safety Culture

Positive safety culture must be generated from the top. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee, with the ultimate responsibility for safety resting with the **Justin Running** as Accountable Executive. Employees must trust that they will have management support for decisions made in the interest of safety, while also recognizing that intentional breaches of safety will not be tolerated.

The primary goal of safety promotion at **City of Onalaska** is to develop a positive safety culture that allows the SMS to succeed. A positive safety culture is defined as one which is:

**A. An Informed Culture**

- Employees understand the hazards and risks involved in their areas of operation
- Employees are provided with the necessary knowledge, training and resources
- Employees work continuously to identify and overcome threats to safety

**B. A Just Culture**

- Employees know and agree on what is acceptable and unacceptable behavior
- Human errors must be understood, but negligence and willful violations cannot be tolerated

**C. A Reporting Culture**

- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
- When safety concerns are reported, they are analyzed, and appropriate action is taken

**D. A Learning Culture**

- Learning is valued as a lifetime process beyond basic-skills training
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
- Employees are updated on safety issues by management, and safety reports are fed back to staff so that everyone learns the pertinent lessons

**ACTION REQUIRED:**

**1. Describe your agency's specific safety promotion activities and processes.**

*4.1.2 Training*

During the initial implementation of an SMS, specific training will be required for all employees and contract staff, to explain the agency's safety culture and describe how **City of Onalaska**'s SMS works. The Chief Safety Officer is the resource person for providing a corporate perspective on **City of Onalaska**'s approach to safety management.

**City of Onalaska** will implement its safety training program through the following activities:

- Defensive driver training
- Behind-the-wheel training
- On-the-job training for maintenance functions
- Occupational safety training

- Informal staff meetings
- Webinars
- Formal certification from accredited institutions
- Other forms of training required for employees and contractors designated as “directly responsible for safety”

Safety Management training topics may include:

**A. Initial Safety Training for All Staff**

1. Basic principles of safety management including the integrated nature of SMS, risk management, safety culture, etc.
2. Corporate safety philosophy, safety goals and objectives, safety policy, and safety standards
3. Importance of complying with the safety policy and SMS procedures, and the approach to disciplinary actions for different safety issues
4. Organizational structure, roles and responsibilities of staff in relation to safety
5. Transit agency’s safety record, including areas of systemic weakness
6. Requirement for ongoing internal assessment of organization safety performance (e.g. employee surveys, safety audits, and assessments)
7. Reporting accidents, incidents, and perceived hazards
8. Lines of communication for safety managers
9. Feedback and communication methods for the dissemination of safety information
10. Safety promotion and information dissemination

**B. Safety Training for Operations Personnel**

1. Unique hazards facing operational personnel
2. Seasonal safety hazards and procedures (e.g. winter operations)
3. Procedures for hazard reporting
4. Procedures for reporting safety events (accidents and incidents)
5. Emergency procedures

**C. Safety Training for Management**

1. Principles of the SMS
2. Management responsibilities and accountabilities for safety
3. Legal issues (e.g. liability)

**D. Training for the Safety Officer**

1. Familiarization with different transit modes, types of operation, routes, etc.
2. Understanding the role of human performance in safety event causation and prevention
3. Operation of the SMS
4. Investigating safety events
5. Crisis management and emergency response planning
6. Safety promotion
7. Communication skills
8. Performing safety audits and assessments
9. Monitoring safety performance
10. National Transit Database (NTD) safety event reporting requirements

## APPENDICES

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- Appendix A – Staff Safety Roles and Responsibilities
- Appendix B – Safety Assessment and System Review
- Appendix C – Facility Safety and Security Assessment
- Appendix D – Risk Assessment Matrix
- Appendix E – Hazard Identification and Risk Assessment Log
- Appendix F – Prioritized Safety Risk Log
- Appendix G – Safety Performance Matrix
- Appendix H – Safety Performance Outline



## ***CITY OF ONALASKA***

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9504 • [www.cityofonalaska.com](http://www.cityofonalaska.com)

To: Common Council

From: Hope Burchell, PHR, SHRM-CP  
HR Director

Date: April 3, 2020

RE: Update on Recruitment and Open Positions within the City of Onalaska

**Police Department Openings** – Currently we are down one officer and are working to establish an eligibility list. Unfortunately, due to COVID-19 the testing at the Technical College for physical readiness has been cancelled and has delayed the recruitment process. This does not include the three additional positions that were approved to fill in 2020.

**Fire Department Openings** – Currently we are down three firefighters. One of these three positions has been filled with one firefighter from our eligibility list and will start on April 14, 2020. He previously worked on the department as a Part-Time Firefighter/EMT and his family lives in the area. He is excited to come back to the area and we are excited to have him back. We currently have open recruitment right now and have several interested local candidates (some current and past part-time employees). We are hoping to set up some type of interview process soon. This does not include the three additional positions that were approved to fill in 2020.

We recently held the Lieutenant process and have promoted Jeremy Southworth to Lieutenant. Congratulations to Lieutenant Jeremy Southworth! We also have an eligibility list for lieutenant should we have any further vacancies.

**Administrative Assistant/Paralegal** – Due to the COVID-19 pandemic we have postponed the interviewing and hiring process for this position as there is no way to train when staff aren't in the building to do so

**Office Clerical Support-Inspection** – This position is still on task right now and will be evaluated when the position closes to determine how interviews will be held. We will not be able to hold off indefinitely to fill this position as there is a retirement and the incumbent will need to be able to train this person for proper transfer of knowledge.

We have various seasonal and part-time positions opening right now, but some of this is delayed due to COVID-19. What this means is that when COVID-19 "lets up" we will have an influx of applications and recruitment in the Parks & Recreation, Police, Fire, Administration and the HR department will be overwhelmed with recruitments.

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village  City of Onalaska County of La Crosse

The undersigned duly authorized officer/member/manager of KWIK TRIP, INC.  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Kwik Trip 643  
(Trade Name)

located at 1276 Crossing Meadows Dr., Onalaska, WI 54650

appoints Mark T. Wagner  
(Name of Appointed Agent)

1022 6th Ave. N., Onalaska, WI 54650  
(Home Address of Appointed Agent)

RECEIVED

MAR 11 2020

CITY OF ONALASKA

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? All my life.

Place of residence last year 1022 6th Ave. N., Onalaska, WI 54650

For: KWIK TRIP, INC.  
(Name of Corporation / Organization / Limited Liability Company)

By: *Ronald J. ...*  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

### ACCEPTANCE BY AGENT

I, Mark T. Wagner, hereby accept this appointment as agent for the

(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

*Mark T. Wagner*  
(Signature of Agent)

3/3/20  
(Date)

Agent's age 55  
Date of birth

1022 6th Ave. N., Onalaska, WI 54650  
(Home Address of Agent)

### APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 3-17-2020 by *Chief C. ...* Title Chief of Police  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

PACKET: 03137 License Packet April Operators

SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
06158	3/05/20- 6/30/21	BOETTCHER	CADEN	OPRATOR OPERATORS - 2 YEAR
06169	3/10/20- 6/30/21	MAZUR	ALLISON	OPRATOR OPERATORS - 2 YEAR
06170	3/10/20- 6/30/21	BELK	AMANDA L	OPRATOR OPERATORS - 2 YEAR
06174	3/11/20- 6/30/21	DIENGER-HANSON	KEALAN	OPRATOR OPERATORS - 2 YEAR
06175	3/12/20- 6/30/21	SWARTLING	JUSTIN	OPRATOR OPERATORS - 2 YEAR
06178	3/12/20- 6/30/21	DELAURA	DIANE	OPRATOR OPERATORS - 2 YEAR

# STAFF REVIEW SUMMARY

CITY OF ONALASKA  
Common Council

April 14, 2020

## Agenda Item:

Project/Item Name: 2020 pavement maintenance

Location: Citywide

Requested Action: Approval of 2020 pavement maintenance items

Staff Report/Description: Staff is proposing annual poly fiber sealant purchase, poly fiber installation, chip seal and centerline painting maintenance items to be performed on City streets. All work will be funded from the 2020 Capital Improvements budget.

Attachments: Pavement maintenance proposals

# STAFF REVIEW SUMMARY

CITY OF ONALASKA  
Common Council

April 14, 2020

## Agenda Item:

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: 2019 Wis. DNR MS4 storm water annual report

# STAFF REVIEW SUMMARY

CITY OF ONALASKA  
Common Council

April 14, 2020

## Agenda Item:

Project/Item Name: Elmwood lift station

Location: 2900 Market Place

Requested Action: Approval of Elmwood lift station modifications

Staff Report/Description: Staff have received quotes for new controls, heater and louver at the Elmwood lift station. City exclusively works with Altronex Control Systems for lift station controls and SCADA hardware, Hoskins Electric has been performing recent electrical repairs at this station therefore a bid was solicited from them for installation of the heater and the only quote received for the louver was from Master Metals. The total for this work is \$18,942 which falls within the \$19,000 budgeted in the 2020 Sanitary Sewer equipment budget.

Attachments: Quotes and 2020 budget sheets

# STAFF REVIEW SUMMARY

CITY OF ONALASKA  
Common Council

April 14, 2020

## Agenda Item:

Project/Item Name: 2020 Pavement project

Location: Citywide

Requested Action: Approval of bid

Staff Report/Description: 2020 Pavement project received one bid with the sole bidder Mathy Construction, which is typically the only bidder for paving projects. The 2020 Capital Improvements budget includes \$760,000 for this work with the bid submitted at a cost of \$771,115.10. Staff is recommending approval of the bid as submitted and City staff will perform items of work and review work quantities as they are constructed to ensure the budget of \$760,000 is not exceeded. Please note this bid does include paving of the Pinecrest/Valley Court area that was deleted from funding in the 2020 Capital Improvement budget but is able to be included within this bid due to favorable bid costs received.

Attachments: Bid tab

# Memo

To: Common Council

From: Daniel D. Wick, Director of Parks and Recreation

RE: April 2020 Common Council Items

The Park and Recreation Department has three items for the Common Council to review.

1. Approve the purchase and install of new Handicap Accessible door opener for the Community Center to Glass Service Center at a cost not to exceed \$3200.82
  - a. Current handicap door opener has failed. The funding for will come from the money set aside for ADA improvements.

City of Onalaska Parks and Recreation  
Community Center Handicap Accessible door Opener  
March 6th, 2020

Vendor	Total
Kendell Doors	\$3,349.00
Glass Service Center	\$3,200.82

Funding to come out of the Funds set aside for ADA transition plan improvements.
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2. Approve the youth T-shirt printing to Games People Play at a cost not to exceed \$7.00 per shirt.
  - a. Youth t-shirt printing is for all of our youth sports teams that the Park and Recreation Department operate. This is covered by our annual sponsorship drive.

City of Onalaska Park and Recreation Department  
Youth T-shirt Printing  
3-Mar-20

<u>Company</u>	<u>Unit Price</u>	<u>Shirts</u>	<u>Total Cost</u>
Quality Resource Group	\$ 13.05	688	\$ 8,978.40
Games People Play	\$ 7.00	688	\$ 4,816.00
BB Graphics	\$ 10.00	688	\$ 6,880.00

3. Approve the purchase of a new automatic pool vacuum to Carrico Aquatics at a cost not to exceed \$9,995.00
- a. We have \$10,000 budgeted for the replacement of our automatic pool vacuum.

City of Onalaska Park and Recreation Department  
Pool Vacuum Quotes  
March 3, 2020

Vendor	Unit	Cost
CES Water Quality	Enduro M32 Robotic Cleaner	\$10,504.29
Carrico Aquatics	Enduro M32 Robotic Cleaner	\$9,995