

**Utilities Committee**

Wednesday, May 8, 2019

1

1 The Meeting of the Utilities Committee was called to order at 7:00 p.m. on Wednesday, May 8,  
2 2019. It was noted that the meeting had been announced and a notice posted at City Hall.

3  
4 Roll call was taken, with the following members present: Ald. Dan Stevens, Ald. Jim Olson,  
5 Village of Holmen Trustee Micah Wyss, Village of West Salem Trustee Leroy Brown. Ald. Kim  
6 Smith participated via telephone.

7  
8 Also Present: Financial Services Director/Treasurer Fred Buehler, City Engineer Jarrod Holter,  
9 Deputy Financial Services Director Kim Isensee

10  
11 **Item 2 – Approval of minutes from the previous meeting**

12  
13 Motion by Ald. Olson, second by Leroy, to approve the minutes from the previous meeting as  
14 printed and on file in the City Clerk’s Office.

15  
16 On voice vote, motion carried.

17  
18 **Item 3 – Public Input (limited to 3 minutes/individual)**

19  
20 Ald. Stevens called three times for anyone wishing to provide public input and closed that  
21 portion of the meeting.

22  
23 **Consideration and possible action on the following items:**

24  
25 **Item 4 – MASS TRANSIT**

26  
27 a. Shared Ride Transit:

- 28 1. **Public Hearing: Approximately 7:00 P.M. (or immediately following Public**  
29 **Input)** – Program of Projects Hearing for Onalaska-Holmen-West Salem

30  
31 Ald. Stevens opened the public hearing, called three times for anyone wishing to provide public  
32 input regarding the Program of Projects, and closed the public hearing.

33  
34 Motion by Ald. Olson, second by Leroy, to approve the Program of Projects for Onalaska-  
35 Holmen-West Salem.

36  
37 Fred noted the Utilities Committee had discussed the preliminary figures for the Shared Ride  
38 Program at its April 3 meeting. Fred noted the City of Onalaska, the Village of Holmen, and the  
39 Village of West Salem participate in the Shared Ride Program. The City of Onalaska receives  
40 two sets of funding: State of Wisconsin funding, and federal funding. Fred said the City of  
41 Onalaska’s Shared Ride Program fits under the federal government’s 5307 funding. There are  
42 several requirements associated with this funding with which the city must comply by the federal

## Utilities Committee

Wednesday, May 8, 2019

2

43 registry. Municipalities of all sizes must follow the same rules and regulations as the City of  
44 Onalaska if they wish to receive federal funding. Fred said he had received the final allocation  
45 of funds in the city's tier for 5307, and he noted the federal government will allocate an  
46 additional \$964 than anticipated, increasing the total to \$264,399. Fred also noted the State of  
47 Wisconsin will be giving \$7 more than he anticipated, increasing the total to \$194,993.  
48

49 Fred told committee members that when he submitted this grant in December 2018, he had  
50 submitted a cost that he believed would operate the Shared Ride Program based on the hourly  
51 rate. Fred said when the city originally bid out the project, two years are locked in at a fixed  
52 hourly rate based on the number of hours to operate the program. The following three years are  
53 calculated using a Wisconsin Department of Transportation CPI added to it. The CPI was added  
54 to the hourly rate to determine the number of hours and amount of funding it would cost to  
55 operate the program, plus an additional \$3,500 from management. Fred said that is how he  
56 arrived at the total cost of \$857,388. Fred said the city will be paying \$971 less (\$397,996, down  
57 from \$398,967) due to the city receiving additional funding from the federal and state levels.  
58 Fred said, "The less includes not only what we have to pay the provider, but it also takes into  
59 account the revenue we're going to receive." Fred also told committee members the minimum  
60 local share cannot be less than 20 percent, and he said the committee must approve the  
61 modifications to the Program of Projects he had just outlined:  
62

- 63 • The local share is \$397,996.
  - 64 • The state share is \$194,993.
  - 65 • The federal share is \$264,399.
- 66

67 On voice vote, motion carried.

### 68 2. Financials (Justin Running or Jeff Burckhardt/Fred Buehler)

69

70 Fred reported the March 2019 Shared Ride statistics:  
71

- 72 • **West Salem Trips:** 697 (an increase of 98 from March 2018)
  - 73 • **Holmen Trips:** 1,368 (an increase of 70 from March 2018)
  - 74 • **Onalaska Trips:** 2,867 (a decrease of 488 from March 2018)
  - 75 • **Total Trips:** 4,932 (a decrease of 320, or 6.09 percent, from March 2018)
  - 76 • **MTU Passes:** 662 (a decrease of 73 from March 2018)
  - 77 • **Agency Trips:** 1,117 (an increase of 150 from March 2018)
  - 78 • **Year-to-Date Trips:** 13,781 (a decrease of 786 from March 2018)
  - 79 • **Revenue:** \$54,945 (an increase of \$5,553, or 11.24 percent, from March 2018)
- 80

81  
82 Fred reported the number of rides in 2018 totaled 14,055, and he said factors such as gasoline  
83 prices, individuals who frequently utilize Shared Ride and then pass away, and agency trips,

Reviewed 5/13/19 by Fred Buehler

**Utilities Committee**

Wednesday, May 8, 2019

3

84 which service individuals who receive government assistance. The agency contracts Richard  
85 Running at a different rate. Fred said the number of agency trips has been increasing over the  
86 last couple years.

87

88 Motion by Leroy, second by Micah, to approve the Shared Ride Transit Financials and place  
89 them on file.

90

91 On voice vote, motion carried.

92

93 3. Disadvantage Business Enterprise (DBE) threshold questionnaire

94

95 Fred told committee members municipalities that exceed \$250,000 in federal funding must do a  
96 Disadvantage Business Enterprise cost analysis. Fred said the city had anticipated receiving  
97 \$253,000 when it bid out the 2018 contract in 2017. Fred said there was a misunderstanding  
98 between the city and Region V based in Chicago when the city had its triennial review as to  
99 whether or not the City of Onalaska needed to do a DBE. Fred said one of the findings stated the  
100 city must come into compliance. Fred noted a goal was established and a public hearing was  
101 held for the years of 2016, 2017, and 2018. Fred said the city knew it needed to do the next three  
102 years at the completion of 2018. However, Fred also noted he and Kim had spoken to the city's  
103 Region V contact and said the city might not have to hold a hearing for the next three years  
104 because of the DBE Threshold Questionnaire. Fred said the city likely will have to hold a DBE  
105 public hearing in 2021. Fred noted there is one DBE in the area that is registered with the State  
106 of Wisconsin, and he said the city must send out notifications when it has a DBE to bring  
107 awareness of the Shared Ride Program. Fred told committee members a municipality must go  
108 out for bid every five years when it receives 5307 funding, and a municipality also must go out  
109 for bids for its auditor every five years.

110

111 Kim said the goal the city had established focused on the years 2016, 2017, and 2018, and she  
112 told committee members the DBE threshold questionnaire that is before them tonight will bypass  
113 that goal for two years since the city will not do a contract until 2022. Kim said the city will go  
114 out for the bid in 2021, and the city once again will have to do a three-year goal. The city will be  
115 able to complete a questionnaire form for 2019 and 2020, and then go through the process again.  
116 Kim said, "Since we don't have a contract, we technically don't have to do the goal process  
117 setting again."

118

119 Fred told committee members the city must report twice a year (June and December), and he said  
120 he and Kim asked the Region V contact if the city must complete reports twice a year if it does  
121 not have to do a DBE goal. Fred said the Region V contact will call him and Kim back with an  
122 answer. Fred said the report covers the number of hours and the funds the city pays Shared Ride.

123

124 4. Vehicle purchasing for 2019/2020/2021/2022

125

## Utilities Committee

Wednesday, May 8, 2019

4

126 Jarrod told committee members the City of Onalaska has applied for STP Urban Funding for a  
127 number of two-year cycles. The city has received the funding through the MPO through a  
128 selection process, and the funding is for transit vehicles such as City of La Crosse buses, Shared  
129 Ride vans, and roadway projects. Jarrod said it is a competitive environment, and the MPO has  
130 listed as a priority supplying transit vehicles as part of the allotment of federal funds that the  
131 MPO receives for the STP Urban Funding. Jarrod noted the city had applied for two Shared  
132 Ride vehicles during the last cycle for the fiscal years of 2020, 2021, and 2022. The 2020 fiscal  
133 year begins July 1, 2019, and Jarrod said the city would have been able to purchase the Shared  
134 Ride vehicles at that time.

135  
136 Jarrod said the city was assigned a year of fiscal allotment of 2022 through the process with the  
137 Wisconsin Department of Transportation. Jarrod said that instead of receiving two vans per year  
138 for three years, the city received all its funding in the 2022 fiscal year. This means the city may  
139 not purchase the vans for two years. Jarrod said, “With our current fleet that we have ... we sent  
140 out an email telling the DOT that we really need to be in an earlier fiscal year for these vehicles.  
141 We did get an email back [stating] they are still trying to pursue putting us in an earlier fiscal  
142 year, but we have to wait at least one month to see what their comeback is. We are in a  
143 precarious situation. I know Fred through the budget process was ... We were approved for the  
144 purchase of the vehicles. It was just not assigned a fiscal year for allotment.”

145  
146 Fred said Jarrod had presented the city’s case to a few individuals at WisDOT, and he expressed  
147 optimism that he will have a more conclusive answer by the June 5 Utilities Committee meeting.  
148 Fred said not being able to purchase six vehicles until 2022 does not help the City of Onalaska,  
149 adding, “We can’t expect the fleet we have to last that many years out. We don’t want to head  
150 down that way if we don’t have to.” Fred noted the funding is federal funding, and he said he  
151 will apply through the federal government – specifically, Region V in Chicago – for the vehicles.  
152 Fred noted the city previously had received nine vehicles (three a year for three years), and he  
153 said he had done a grant for nine vehicles, taking one-third each year of the grant funding. Fred  
154 said he and Jarrod believed two vehicles would be sufficient and told committee members the  
155 STP Urban Funding is not only Shared Ride vehicles, but it also is many roadways and projects.  
156 Fred noted the 2018 mileage for the Shared Ride vehicles totaled 412,194 miles.

157  
158 Ald. Stevens asked Fred if the state would pay back the city at a later date if it purchased a new  
159 vehicle.

160  
161 Fred said he is optimistic there will be funding for the city to purchase two vehicles in 2019.  
162 Fred told Ald. Stevens the city already has its 20 percent budgeted for an 80-20 split. Fred noted  
163 there is substantially less paperwork involved with purchasing the vehicles under the state  
164 contract.

165  
166 Jarrod said if the city would have to purchase the vehicles through some funding mechanism, it  
167 would not be a reimbursement program. The city would be adding to the Shared Ride fleet and

Reviewed 5/13/19 by Fred Buehler

**Utilities Committee**

Wednesday, May 8, 2019

5

168 purchasing more vehicles at a later date.

169

170 Fred noted the vehicles average approximately \$34,000 apiece and said this item will appear on  
171 the June 5 Utilities Committee meeting agenda.

172

173 5. Holmen Transit input (Holmen Rep.)

174

175 No report.

176

177 6. West Salem Transit input (West Salem Rep.)

178

179 Leroy expressed his gratitude to the City of Onalaska's staff for its work in keeping the Shared  
180 Ride Program running.

181

182 7. Onalaska Transit input (Onalaska Rep.)

183

184 No report.

185

186 b. MTU Transit financials (Adam Lorentz)

187

188 Fred said Adam typically provides a quarterly report that includes statistics in reference to the  
189 routes that go through the City of Onalaska.

190

191 c. Holmen Transit Input (Holmen Rep.)

192

193 This was covered under Item 4.

194

195 d. West Salem Transit Input (West Salem Rep.)

196

197 This was covered under Item 4.

198

199 e. Onalaska Transit Input (Onalaska Rep.)

200

201 This was covered under Item 4.

202

203 **Item 5 – UTILITIES**

204

205 a. Update regarding the La Crosse Area Metropolitan Sewerage District

206

207 No report.

208

209 b. Review and consideration of changing the date of the July 3<sup>rd</sup> Utilities Committee

Reviewed 5/13/19 by Fred Buehler

**Utilities Committee**

Wednesday, May 8, 2019

6

210 meeting due to the 4<sup>th</sup> of July Holiday

211

212 Ald. Stevens noted the Administrative and Judiciary Committee will be keeping its July 3  
213 meeting date.

214

215 The Utilities Committee will keep its July 3 meeting date.

216

217 **Adjournment**

218

219 Motion by Leroy, second by Ald. Olson, to adjourn at 7:31 p.m.

220

221 On voice vote, motion carried.

222

223

224 Recorded by:

225

226 Kirk Bey