

Utilities Committee

Wednesday, June 6, 2018

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1 The Meeting of the Utilities Committee was called to order at 7:00 p.m. on Wednesday, June 6,
2 2018. It was noted that the meeting had been announced and a notice posted at City Hall.

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4 Roll call was taken, with the following members present: Ald. Jerry Every, Ald. Jim Olson, Ald.
5 Kim Smith, Village of Holmen Trustee Brandon Cain, Village of West Salem Trustee Leroy
6 Brown

7
8 Also Present: Mayor Joe Chilsen, Financial Services Director/Treasurer Fred Buehler, Deputy
9 Finance Director Kim Isensee, Jeff Burckhardt of Shared Ride Transit

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

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

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16 On voice vote, motion carried.

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

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

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

24 25 **Item 4 – MASS TRANSIT**

26 27 a. MTU Transit financials (Jim Krueger)

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29 Fred said it appears the statistics Jim Krueger had sent for the first quarter of 2018 are the same
30 as the figures listed for 2017. Fred said he is not comfortable stating that Jim had submitted
31 MTU Transit's figures for the first quarter of 2018. Fred said he hopes to present what he would
32 consider a "better picture" of the first-quarter financials for 2018 at the July 5 Utilities
33 Committee meeting.

34 35 b. Shared Ride Transit:

36 1. Financials (Justin Running or Jeff Burckhardt/Fred Buehler)

37
38 The April 2018 statistics are as follows:

- 39
- 40 • **West Salem Trips:** 566 (an increase of 130 from April 2017)
- 41 • **Holmen Trips:** 1,223 (an increase of 207 from April 2017)
- 42 • **Onalaska Trips:** 3,024 (a decrease of 342 from April 2017)

Reviewed 6/11/18 by Fred Buehler

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- 43 • **Total Trips:** 4,813 (a decrease of 5, or 0.10 percent, from April 2017)
- 44 • **MTU Passes:** 661 (a decrease of 42 from April 2017)
- 45 • **Agency Trips:** 986 (an increase of 173 from April 2017)
- 46 • **Year-to-Date Trips:** 19,380 (a decrease of 504 from April 2017)
- 47 • **Revenue:** \$65,856 (a decrease of \$3,022, or 4.39 percent, from April 2017)

48

49 Motion by Ald. Olson, second by Ald. Smith, to accept the Shared Ride Transit Financials for
50 April 2018 and place them on file.

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52 On voice vote, motion carried.

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54 2. Set date/time for the Program of Projects hearing on July 5th at 7:00 p.m.

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56 Fred told committee members the State of Wisconsin has learned what its allocation will be from
57 the federal government since the committee's last meeting May 2. The City of Onalaska will
58 receive \$253,438 in federal funding, and Fred said this amount is more than what was
59 anticipated. Fred said that once the city receives its allotment, federal law requires that a
60 Program of Projects Hearing be held. Fred explained that the Program of Projects Hearing
61 consists of setting a date and time, placing a notice in the Coulee Courier, which is the
62 newspaper of record for the City of Onalaska and the Village of Holmen. Confirmation is
63 required as to whether the Coulee Courier is the Village of West Salem's newspaper of record.
64 The total budget will be printed in the newspaper, and the budget will be based on the number of
65 hours speculated versus the hourly rate established based on bids two years ago. The federal,
66 state, and local share also will be shown. The public hearing will allow citizens either to speak
67 in favor of or in opposition to the budget.

68

69 Motion by Ald. Smith, second by Ald. Olson, to set the date and time for the Program of Projects
70 Hearing for 7 p.m. on Thursday, July 5.

71

72 On voice vote, motion carried.

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74 3. Disadvantage Business Enterprise (DBE) requirements:

75 a. DBE Program Plan

76

77 The City of Onalaska has established a Disadvantaged Business Enterprise (DBE) program in
78 accordance with regulations of the United States Department of Transportation, 49 CFR Part 26.
79 Fred said that if the City of Onalaska receives more than \$250,000 from the federal government,
80 it must have certain documents in place. Fred said he and Kim had created this document and
81 sent it to the federal government within a short period of time, and the federal government
82 returned the document with only two corrections. Fred said he will serve as the liaison officer,
83 and City Administrator Eric Rindfleisch will oversee him.

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85 Motion by Ald. Smith, second by Brandon, to accept the DBE Program Plan and place it on file.

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87 On voice vote, motion carried.

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89 b. City of Onalaska methodology

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91 Kim said this document is the methodology that was utilized, and she told committee members
92 the Federal Transit Administration (FTA) is requiring that the city come up with a percentage it
93 will utilize to expend on its contracts. Kim referred to page 3 of the City of Onalaska Transit
94 Three-Year DBE Goal-Setting Methodology Report and said she and Fred have come up with a
95 percentage of .019 of the \$250,000 the city potentially could spend with DBE firms. Kim said
96 the document explains how that percentage was arrived at, and also that the FTA makes the City
97 of Onalaska do this for a three-year term period. Kim noted the document covers the fiscal years
98 of 2016, 2017, and 2018.

99

100 Fred noted the document coincides with the triennial review.

101

102 Kim directed committee members to page 4 of the document and said DBEs are considered
103 “ready, willing and able,” and they are firms that are able to provide service to customers. Kim
104 explained that if the ready, willing and able DBEs are divided by all ready, willing and able
105 firms, the result is the base figure. Kim noted there are 15 DBE firms in the State of Wisconsin
106 that are able to provide service, and she also noted there are 504 firms in the state that are able to
107 provide transit service. Dividing 15 by 504 results in a percentage of 2.98. Kim said, “This is
108 our percentage in the State of Wisconsin.” Kim also said the percentage is what the city
109 considers its goal.

110

111 Kim directed committee members to page 5 and noted the Bidders List is another area the city
112 utilizes to calculate another percentage. The Bidders List is all the individuals who have bid on
113 the Shared Ride Program from 1997 through 2016. According to the document, the city has had
114 two DBEs bidders throughout that timeframe, and there have been a total of 11 bidders.
115 Dividing 2 by 11 equals 0.18. Kim explained that a mathematical methodology was utilized and
116 said she and Fred had come up with different numbers during the process. Kim said all the
117 numbers were analyzed to come up with what will be used for the final percentage.

118

119 Fred noted that of the 15 DBEs in the state, only one (CTS Taxi) is in this area. Fred explained
120 that the one DBE will be an important factor as Kim proceeds with the process. Fred referred to
121 the two DBE bidders and this means CTS Taxi owner Bev Scott had twice bid on this project.

122

123 Ald. Every asked how that relates to the goal of 2.98 percent.

124

125 Fred said the 2.98 percent is called the baseline.

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126

127 Kim referred to page 6 and said Use of Weighting also was examined and noted that the City of
128 La Crosse does multiple contracts every year. By comparison, the City of Onalaska writes one
129 contract every five years. Therefore, the City of Onalaska cannot utilize the weighting factor in
130 an attempt to bring down the baseline.

131

132 Fred noted there are more “moving parts” in the City of La Crosse, and he said vehicles are
133 excluded from the methodology.

134

135 Kim referred to page 7 and said another significant part of the analysis was a disparity study.
136 Kim said she and Fred had examined different communities that might be doing similar things
137 that the City of Onalaska is doing. Kim said she and Fred also examined their goals to determine
138 if there was something the City of Onalaska could utilize. Kim said she and Fred also examined
139 the Wisconsin Department of Transportation and noted WisDOT’s percentage was 1.1. Kim said
140 WisDOT’s percentage was too high to be considered for the city’s market area based on the
141 types of contracting opportunities and the number of DBEs available to WisDOT. Kim
142 reiterated that the City of Onalaska is running one contract every five years. Also, according to
143 the document the City of La Crosse’s goal of .29 percent is out of the City of Onalaska’s scope
144 of contractible opportunities due to the types of opportunities the City of La Crosse provides
145 (construction and equipment and supplies).

146

147 Kim addressed the Statistical Analysis, also on page 7, and said, “If you look at the DBEs in our
148 area, we only had one, which was CTS Taxi. If you take that and divide it by all of the ready,
149 willing and able firms in the State of Wisconsin, which was the 504 firms, that’s where we come
150 up with the 0.019 percent.” Kim told committee members the State of Wisconsin had given her
151 and Fred a census to come up with those numbers. Kim also noted she and Fred had utilized the
152 DBE UCP Directory Sort, which was given to them by the state, and said they had had verifiable
153 documentation to utilize and come up with those numbers.

154

155 Fred noted a vast majority of the DBEs in the state are located in Milwaukee.

156

157 Ald. Smith said the summary seemed to translate that the percentage of the total funds the city is
158 being rewarded through the grant would come up to be \$474. Ald. Smith said she assumes the
159 city is supposed to spend that much money on one of the qualified businesses, and she asked,
160 “What is the repercussion if we don’t do that?”

161

162 Fred said every municipality must follow the same rules.

163

164 Motion by Ald. Smith, second by Ald. Olson, to accept the City of Onalaska Transit Three-Year
165 DBE Goal-Setting Methodology Report for Fiscal Years 2016, 2017, and 2018.

166

167 On voice vote, motion carried.

Reviewed 6/11/18 by Fred Buehler

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169 c. Holmen Transit Input (Holmen Rep.)

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171 No report.

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

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175 No report.

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177 e. Onalaska Transit Input (Onalaska Rep.)

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179 No report.

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181 **Item 6 – UTILITIES**

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183 No report.

184

185 **Adjournment**

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187 Motion by Brandon, second by Leroy, to adjourn at 7:28 p.m.

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189 On voice vote, motion carried.

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192 Recorded by:

193

194 Kirk Bey