

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Utilities Committee  
**DATE OF MEETING:** May 8, 2019 (Wednesday)  
**PLACE OF MEETING:** City Hall – 415 Main Street (Common Council Chambers)  
**TIME OF MEETING:** 7:00 PM

## **PURPOSE OF MEETING**

1. Call to order and roll call
2. Approval of minutes from the previous meeting
3. Public Input (limited to 3 minutes/individual)

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

4. **MASS TRANSIT**

a. Shared Ride Transit:

1. **Public Hearing: Approximately 7:00 PM (or immediately following Public Input)**  
Program of Projects Hearing for Onalaska-Holmen-West Salem
2. Financials (Justin Running or Jeff Burkhardt/ Fred Buehler)
3. Disadvantage Business Enterprise (DBE) threshold questionnaire
4. Vehicle purchasing for 2019 /2020/2021/2022
5. Holmen Transit input (Holmen Rep.)
6. West Salem Transit input (West Salem Rep.)
7. Onalaska Transit Input (Onalaska Rep.)

b. MTU Transit Financials (Adam Lorentz)

c. Holmen Transit Input (Holmen Rep.)

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

e. Onalaska Transit Input (Onalaska Rep.)

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

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

**NOTICES MAILED TO:**

Mayor Joe Chilsen  
Ald. Tom Smith  
\* Ald. Jim Olson  
\* Ald. Dan Stevens – Chair  
\* Ald. Kim Smith – Vice Chair  
Ald. Boondi Iyer  
Ald. Diane Wulf  
City Administrator                      City Attorney  
Dept. Heads      La Crosse Tribune  
Coulee Courier  
WKTY WLXR WLAX WKBT WXOW

\*Committee Members

**\*Mass Transit Members**

\*Micah Wyss – Village of Holmen Trustee  
\*Leroy Brown - Village of West Salem Trustee

Adam Lorentz, MTU Transit Manager  
Richard Running  
Village of Holmen  
Village of West Salem  
Onalaska Public Library      Omni Center

Date Notices Posted and Mailed: 5-2-19

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

5. **UTILITIES**

- a. Update regarding the La Crosse Area Metropolitan Sewerage District
6. Review and consideration of changing the date of July 3rd Utilities Committee meeting due to the 4<sup>th</sup> of July Holiday
7. Adjournment

**NOTICE TO AFFORD THE OPPORTUNITY  
FOR A PUBLIC HEARING  
ON THE CITY'S  
2019 FEDERAL TRANSIT ADMINISTRATION  
SECTIONS 5307 FORMULA GRANT APPLICATION**

Notice is hereby given that the Onalaska/Holmen/West Salem Public Transit is considering a project for which financial assistance is being sought from the Federal Transit Administration pursuant to 49 U.S.C.5307 of the Urban Mass Transportation Act of 1964. The City of Onalaska/Holmen/West Salem will receive citizen comments relative to the following Program of Projects.

**SECTIONS 5307 GRANT APPLICATION  
URBAN MASS TRANSPORTATION PROGRAM  
PROGRAM OF PROJECTS AND BUDGETS**

Urbanized Area: La Crosse, Wisconsin  
Grantee: City of Onalaska

Designated Recipient: City of Onalaska  
Program Number:

Apportionment for 2019	\$ 263,435
2018 Carryover	\$ - 0 -
Funds: Transfer	\$ - 0 -
Funds: Total Funds Available	\$ 263,435

<u>Project Description</u>	<u>Local Share</u>	<u>State/ Other Fed.</u>	<u>FTA Share</u>	<u>Total Cost</u>
I. Capital Projects 80/20 funding				
1. 2-Accessible Minivans	\$0	\$0	\$0	\$0
II. OPERATING ASSISTANCE				
From 1-1 to 12-31	\$398,967	\$194,986	\$263,435	\$857,388
III. Planning (80/20)				
1.	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>	<b>\$398,967</b>	<b>\$194,986</b>	<b>\$263,435</b>	<b>\$857,388</b>
IV. Contingency Projects				
1. None	\$0	\$0	\$0	\$0

No persons, families or businesses will be displaced by this project, and there is expected to be no significant environmental impact upon the urban/service area.

This project is in conformance with the comprehensive land use and transportation planning in the area.

The project was included in the La Crosse Area's current Transportation Improvement Program (TIP), which has been approved by the Area's Metropolitan Planning Organization (MPO).

This Program of Projects shall be considered as the Final Program of Projects if no changes are made as a result of the public review process or consultation. If any changes are made as a result of the public review a Final Program of Projects will be published.

A copy of the application and the Transportation Improvement Program for the area is currently available for public inspection at the request for a public hearing by 7:00 P.M. on Wednesday, May 8, 2019, to the Utility Committee at the Onalaska City Hall, 415 Main Street, Onalaska, WI 54650. Interested persons may submit orally or in writing, evidence and recommendations with respect to said project until 7:00 P.M. on Wednesday May 8, 2019, to the Utility Committee at the City Hall, 415 Main Street, Onalaska, WI 54650.

Fred Buehler-Finance Director/Treasurer  
City of Onalaska, Wisconsin



**Wisconsin Department of Transportation**

www.dot.state.wi.us

Tony Evers  
Governor

Craig Thompson  
Secretary

Bureau of Transit, Local Roads, Railroads  
and Harbors  
4822 Madison Yards Way, 6<sup>th</sup> Flr South  
P O Box 7913  
Madison, WI 53707-7913

April 22, 2019

FAX: 608-266-0658

Ms. Kelley Brookins, Administrator  
Federal Transit Administration  
Region V  
200 West Adams Street, Suite 320  
Chicago, IL 60606-5253

Dear Ms. Brookins:

The following is how the Wisconsin DOT plans to distribute the FFY 2019 Governor's Apportionment of Urbanized Area Formula Funds under Section 5307. All systems are part of the same city's UZA, except where noted.

As identified in this Letter, Wisconsin DOT authorizes the reassignment/reallocation of Section 5307 funds to the Direct Recipient(s) named herein. The undersigned agree to the amounts allocated/reassigned to each direct Recipient. Each Direct Recipient is responsible for its application to the Federal Transit Administration to receive such funds and assumes the responsibilities associated with any award for these funds.

City of Beloit	\$ 607,979
City of Chippewa Falls (Eau Claire UZA)	\$ 154,515
City of Eau Claire	\$ 1,805,381
City of Fond du Lac	\$ 623,870
City of Hartford (West Bend UZA)	\$ 96,582
City of Janesville	\$ 1,113,046
City of Kenosha	\$ 2,264,682
City of La Crosse	\$ 2,027,974
City of Onalaska (La Crosse UZA)	\$ 264,399 ✓
City of Oshkosh	\$ 1,575,546
City of Racine	\$ 2,687,489
City of Sheboygan	\$ 1,225,789
City of Superior (Duluth, MN UZA)	\$ 489,660
City of Wausau	\$ 1,082,921
County of Washington (West Bend UZA)*	\$ 694,777
City of West Bend	\$ 361,772
 WisDOT - JARC Funds	 \$ 149,104

**Total Wisconsin 2019 5307 Governor's Apportionment- \$17,225,486**

\*Washington County also receives \$277,968 from SEWRPC distribution of Milwaukee UZA 5307 funds.

Should you have any questions concerning this distribution of federal funds, please contact me at (608) 266-0189.

Sincerely,

Ian Ritz, Chief  
Transit Section

2019 Wisconsin Small Urban Transit Systems (Tier B) Funding Distribution -- FINAL APRIL 22, 2019 ✓

	OPERATING EXPENSES	FAREBOX REVENUES	FAREBOX AS PCT OF EXPENSES	NET OPERATING DEFICIT	Final Federal Share	Federal as Pct of Expenses	Final State Share	State as Pct of Expenses	Final Local Share	Local as Pct of Expenses	Final Share Pct
City of Appleton	\$9,856,735	\$1,776,088	18.0%	\$8,080,647	\$2,574,153	26.1%	\$2,707,128	27.5%	\$2,799,366	28.4%	53.58%
City of Beloit	\$1,971,542	\$269,062	13.6%	\$1,702,480	\$607,979	30.8%	\$448,381	22.7%	\$646,119	32.8%	53.58%
City of Chip Falls	\$501,057	\$164,469	32.8%	\$336,588	\$154,515	30.8%	\$113,954	22.7%	\$68,119	13.6%	53.58%
City of Eau Claire	\$5,854,450	\$1,254,600	21.4%	\$4,599,850	\$1,805,381	30.8%	\$1,331,459	22.7%	\$1,463,010	25.0%	53.58%
City of Fond du Lac	\$2,023,071	\$281,200	13.9%	\$1,741,871	\$623,870	30.8%	\$460,101	22.7%	\$657,901	32.5%	53.58%
City of Green Bay	\$8,487,902	\$1,371,900	16.2%	\$7,116,002	\$2,194,434	25.9%	\$2,353,421	27.7%	\$2,568,147	30.3%	53.58%
City of Hartford	\$313,195	\$90,026	28.7%	\$223,169	\$96,582	30.8%	\$71,229	22.7%	\$55,358	17.7%	53.58%
City of Janesville	\$3,609,363	\$554,245	15.4%	\$3,055,118	\$1,113,047	30.8%	\$820,866	22.7%	\$1,121,206	31.1%	53.58%
City of Kenosha	\$7,343,861	\$1,879,776	25.6%	\$5,464,085	\$2,264,682	30.8%	\$1,670,191	22.7%	\$1,529,212	20.8%	53.58%
City of La Crosse	\$6,576,270	\$1,101,080	16.7%	\$5,475,190	\$2,027,974	30.8%	\$1,495,620	22.7%	\$1,951,596	29.7%	53.58%
City of Monona	\$248,581	\$41,100	16.5%	\$207,481	\$0	0.0%	\$133,191	53.6%	\$74,290	29.9%	53.58%
City of Onalaska	\$857,388	\$214,000	25.0%	\$643,388	\$264,399	30.8%	\$194,993	22.7%	\$183,996	21.5%	53.58%
City of Oshkosh	\$5,109,145	\$960,000	18.8%	\$4,149,145	\$1,575,546	30.8%	\$1,161,956	22.7%	\$1,411,643	27.6%	53.58%
City of Racine	\$8,714,931	\$2,073,292	23.8%	\$6,641,639	\$2,687,489	30.8%	\$1,982,009	22.7%	\$1,972,141	22.6%	53.58%
City of Sheboygan	\$3,974,962	\$800,132	20.1%	\$3,174,830	\$1,225,789	30.8%	\$904,013	22.7%	\$1,045,028	26.3%	53.58%
City of Stoughton	\$354,000	\$154,000	43.5%	\$200,000	\$0	0.0%	\$189,675	53.6%	\$10,325	2.9%	53.58%
City of Sun Prairie	\$931,770	\$225,207	24.2%	\$706,563	\$0	0.0%	\$499,246	53.6%	\$207,317	22.2%	53.58%
City of Superior	\$1,587,859	\$126,600	8.0%	\$1,461,259	\$489,660	30.8%	\$361,122	22.7%	\$610,477	38.4%	53.58%
City of Verona	\$670,400	\$197,118	29.4%	\$473,282	\$0	0.0%	\$359,203	53.6%	\$114,079	17.0%	53.58%
City of Waukesha	\$9,099,337	\$1,678,587	18.4%	\$7,420,750	\$1,080,452	11.9%	\$3,795,012	41.7%	\$2,545,286	28.0%	53.58%
City of Wausau	\$3,511,673	\$428,511	12.2%	\$3,083,162	\$1,082,921	30.8%	\$798,649	22.7%	\$1,201,592	34.2%	53.58%
City of West Bend	\$1,173,145	\$435,044	37.1%	\$738,101	\$361,772	30.8%	\$266,805	22.7%	\$109,525	9.3%	53.58%
Cnty of Ozaukee	\$3,726,254	\$920,694	24.7%	\$2,805,560	\$710,388	19.1%	\$1,286,155	34.5%	\$809,017	21.7%	53.58%
Cnty of Washington	\$3,835,479	\$812,328	21.2%	\$3,023,151	\$972,745	25.4%	\$1,082,322	28.2%	\$968,085	25.2%	53.58%
<b>Total Tier B:</b>	<b>\$90,332,370</b>	<b>\$17,809,059</b>	<b>19.7%</b>	<b>\$72,523,311</b>	<b>\$23,913,777</b>	<b>26.5%</b>	<b>\$24,486,700</b>	<b>27.1%</b>	<b>\$24,122,834</b>	<b>26.7%</b>	<b>53.58%</b>

Local share estimated based on application budget; actual costs and revenues may increase or decrease final share. Listed Final Share Pct not guaranteed.

The City of Waukesha, Ozaukee County, and part of Washington County's federal share comes from Milwaukee UZA funds.

Monona, Stoughton, Sun Prairie, and Verona do not receive 5307 funds from the Madison UZA.



ONALASKA/HOLMEN/WEST SALEM PUBLIC TRANSIT  
MONTHLY TOTALS  
CALENDAR YEAR 2019

Month	2019 Miles	2018 Miles	Onalaska		Holmen		West Salem		Total 2019 Trips	Total 2018 Trips	2019 Agency Trips		2018 Agency Trips		2019 MTU Passes	2018 MTU Passes	2019 Operating Hours	2018 Operating Hours	Gallons	Fares	Freight Package	Agency Revenue
			Trips	Trips	Trips	Trips	Trips	Trips			Trips	Trips										
January	31,759	35,813	2,676	1,061	600	4,337	4,849	942	881	621	706	2,577.03	2,700.18	2,217.905	\$ 10,708.00	\$ -	\$ 5,955.00					
February	30,870	31,972	2,762	1,152	598	4,512	4,466	1,063	806	631	578	2,391.15	2,433.00	2,121.037	\$ 9,453.50	\$ -	\$ 8,871.00					
March	35,029	38,141	2,867	1,368	697	4,932	5,252	1,117	967	662	735	2,678.20	2,702.72	2,279.509	\$ 11,278.25	\$ -	\$ 8,679.00					
<b>1st Qtr Total</b>	<b>97,658</b>	<b>105,926</b>	<b>8,305</b>	<b>3,581</b>	<b>1,895</b>	<b>13,781</b>	<b>14,567</b>	<b>3,122</b>	<b>2,654</b>	<b>1,914</b>	<b>2,019</b>	<b>7,646.38</b>	<b>7,835.90</b>	<b>6,618.451</b>	<b>\$ 31,439.75</b>	<b>\$ -</b>	<b>\$ 23,505.00</b>					
April		35,550				0	4,813		986		661		2,667.87									
May		36,253				0	4,988		934		723		2,737.75									
June		34,673				0	4,697		1,033		658		2,539.43									
<b>2nd Qtr Total</b>	<b>0</b>	<b>106,476</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,498</b>	<b>0</b>	<b>2,953</b>	<b>0</b>	<b>2,042</b>	<b>0.00</b>	<b>7,945.05</b>	<b>0.000</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>					
Y.T.D.	97,658	212,402	8,305	3,581	1,895	13,781	29,065	3,122	5,607	1,914	4,061	7,646.38	15,780.95	6,618.451	\$31,439.75	\$0.00	\$23,505.00					
July		35,142				0	4,642		954		556		2,620.92									
August		35,359				0	4,794		922		638		2,673.63									
September		32,048				0	4,210		880		590		2,477.57									
<b>3rd Qtr Total</b>	<b>0</b>	<b>102,549</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,646</b>	<b>0</b>	<b>2,756</b>	<b>0</b>	<b>1,784</b>	<b>0.00</b>	<b>7,772.12</b>	<b>0.000</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>					
Y.T.D.	97,658	314,951	8,305	3,581	1,895	13,781	42,711	3,122	8,363	1,914	5,845	7,646.38	23,553.07	6,618.451	\$31,439.75	\$0.00	\$23,505.00					
October		35,150				0	4,765		1,048		718		2,812.12									
November		31,548				0	4,531		997		647		2,461.72									
December		30,545				0	4,552		1,009		561		2,343.99									
<b>4th Qtr Total</b>	<b>0</b>	<b>97,243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,848</b>	<b>0</b>	<b>3,054</b>	<b>0</b>	<b>1,926</b>	<b>0.00</b>	<b>7,617.83</b>	<b>0.000</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>					
Y.T.D.	97,658	412,194	8,305	3,581	1,895	13,781	56,559	3,122	11,417	1,914	7,771	7,646.38	31,170.90	6,618.451	\$31,439.75	\$0.00	\$23,505.00					

Total 2019 Budget Hours = 31,604.50  
\*\*\*Agency Trips are included in total trips

## DBE THRESHOLD QUESTIONNAIRE

**Threshold Requirements:** Federal Transit Administration (FTA) recipients receiving planning, capital, or operating assistance, who will award prime contracts exceeding in aggregate \$250,000 in FTA funds in a federal fiscal year, excluding transit vehicle purchases, must have a Disadvantaged Business Enterprise (DBE) program and triennial DBE goal approved by FTA (49 C.F.R. § 26).

Name of Organization: City of Onalaska (5/2/2019)

Type (check all that apply):  State DOT  MPO  Transit Agency  City

TrAMS ID: 5657

1. How many FTA grants (i.e. formula funds, capital or operating assistance, planning assistance) do you currently have open? 0
2. How much FTA-funding does your organization have available to draw down?  
0
3. Do you have any FTA-funded projects planned in the next 1-3 years that may result in awarding contracts that cumulatively exceed \$250,000?  Yes  No
  - a. If yes, briefly describe these projects (i.e. building a new maintenance facility):  
Transportation Services estimated contract of \$910,000 for 2022.  
(Est. Federal \$275,000) We will be doing RFP 2021
4. Please provide a list of your organization's estimated FTA-funded contracting expenditures for the upcoming year. Use the tables below, or include your budget as an attachment to this document.

Non-Transit Vehicle Contracting Opportunity Categories:	Amount of FTA Funds
Agency salaries, wages, benefits and associated expenses	
Salaries and associated expenses for contracted staff	
Supply purchases	
Fuel	
Vehicle part purchases	
Contracted services (landscaping, project planning)	
Other (specify)	
<b>Total Non-Vehicle Contracting (excludes agency salaries):</b>	<b>0</b>

Transit Vehicle Contracting Opportunities:	Amount of FTA Funds
Transit vehicle purchases	

5. Has your agency submitted a DBE Program to FTA since 2012?  Yes  No

If yes, what was the date of your last submission? Oct - 2018 (2016/2017/2018)

6. Has your agency submitted a triennial DBE goal in the last 6 years?  Yes  No

a. If yes, what was the date of your last submission? Oct - 2018 (2016/2017/2018)

b. Does your agency still have contracts subject to your current or a previous DBE goal that it is making payments on?  Yes  No

i. If yes, please provide a list of the contracts subject to your current or previous DBE goal that have ongoing payments:

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I certify that the foregoing is true and correct, and:

- a. If my agency meets the DBE threshold at any time over the next 3 years, we will notify FTA immediately.
- b. My agency will ensure that any FTA-funded contracts for transit vehicles will be made with FTA-approved transit vehicle manufacturers. In addition, my agency will report to FTA the required information for transit vehicle purchases within 30 days of making an FTA-funded transit vehicle contract award.
- c. If 6(b) was answered affirmatively, my agency commits to submitting Uniform Reports of DBE Awards or Commitments and Payments on a semi-annual basis until the contracts are closed. My agency will notify the Regional Civil Rights Officer when the contracts are close.

Signature \_\_\_\_\_ Date 04/15/19

Print Name Fred Buehler

Title Finance Director/Treasurer

For FTA Use Only:

Instructions on how to update TrAMS after determining a grantee does not meet the DBE threshold:

1. If 6(b) is answered yes, leave DBE goal status as In Review-Returned to Grantee and mark the DBE goal as 0%, until the contracts listed are completed. If 6(b) is answered no, update DBE goal status to N/A. In either case, update the expiration date of the DBE goal to expire at the completion of the triennial period for which it will not meet the threshold. Recipients will have to submit a new questionnaire for the next triennial period if still under the threshold.
2. If the DBE program is in Concur status, leave the program status the same. If the DBE program is in In Review status, update the status to N/A, and make a note in TrAMS that the program was last in In Review status and should be reviewed if the grantee meets the threshold again in the future.

**Buehler, Fred**

**From:** Holter, Jarrod  
**Sent:** Tuesday, April 30, 2019 5:49 PM  
**To:** Sommerfield, Arthur - DOT  
**Cc:** Buehler, Fred; Rindfleisch, Eric; 'Erickson, Michael - DOT'  
**Subject:** FW: 2018 - 2020 STP-Urban project approved for the City of Onalaska

Art,

We received Michaels email below regarding the funding of the shared ride vans through the STP-U funding. The City has been planning on the funding of the vans to be over three years (Fiscal 2020, 2021 and 2022). With the movement of all six van purchases to Fiscal 2022 it puts the City in a hardship position due to the other vans not be serviceable until the Fiscal 2022 year. Can the City request the two of the vans be placed in each of the three Fiscal years of 202, 2021 and 2022?

Please let me know if this is possible or who the City should contact to take this request further. If you have any questions please contact me.

Thank you,

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

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

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**From:** Erickson, Michael - DOT [<mailto:Michael.Erickson@dot.wi.gov>]  
**Sent:** Tuesday, April 30, 2019 11:47 AM  
**To:** Holter, Jarrod; Buehler, Fred  
**Cc:** Sommerfield, Arthur - DOT; Winterton, Robert - DOT  
**Subject:** 2018 - 2020 STP-Urban project approved for the City of Onalaska

Mr. Holter,

You were previously informed by WisDOT staff about your project ID# 5991-02-60 – 6 (six) Transit Vans slated for 2018, 2019, & 2020 purchases – with a total approved federal amount of \$163,200. The SW Region requested a proposed scheduled date of 7/25/2019 through WisDOT DTIM/LPFS CO and was denied that request. Our office discussed with WisDOT CO the circumstances and necessity of this project and City of Onalaska’s concerns about the vans and was still denied advancement of the funding for this project. The approved current schedule date is State Fiscal Year 2022 or funds are available as of 7/25/2021 - our Region will try again to advance, but at the current time have not been informed of any chance of approval at this time due to over scheduling in the STP-Urban program – that might change within the next year or so, but not as of today.

It is my understanding that the City of Onalaska doesn’t intend to drop the project, but may have to purchase 1-2 vans in the interim in order to maintain services provided by the transit van program, until the funding becomes available. This e-mail is to confirm the current status of your project and intent by City of Onalaska to move forward with this project.