

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Utilities Committee

**TIME OF MEETING:** January 2, 2019 (Wednesday)

**PLACE OF MEETING:** City Hall–415 Main Street (Common Council Chambers)

**TIME OF MEETING:** 6:00 P.M.

\*Please Note  
Time Change\*

## **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 per individual)

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

#### **4. MASS TRANSIT**

- a. Shared Ride Transit:
  - 1) **Public Hearing: Approximately 6:00 PM (or immediately following Public Input)**  
Proposed Increase in Agency Fare
  - 2) Financials (Justin Running or Jeff Burkhart / Fred Buehler)
  - 3) 2017 Audit Results on the Shared Ride Program
- 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.)

#### **5. UTILITIES**

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

#### **6. Adjournment**

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. Jim Binash

\*Ald. Jim Olson

\* Ald. Jerry Every - Chair

\*Ald. Kim Smith

Ald. Ron Gjertsen

Ald. Diane Wulf

City Administrator City Attorney

Dept. Heads La Crosse Tribune

Coulee Courier FOX

WKTY WLXR WLAX WKBT WXOW

\*Committee Members

#### **\*Mass Transit Members**

\*Brandon Cain – Village of Holmen Trustee

\*Leroy Brown - Village of West Salem Trustee

Adam Lorentz, Interim MTU

Richard Running

Village of Holmen

Village of West Salem

Onalaska Public Library Omni Center

Date Notices Posted and Mailed: 12-19-18

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.

*The notice below is an agenda item for the Utilities Committee meeting scheduled for **#4-a-1** Wednesday, January 2, 2019 at 6:00pm.*

**PUBLIC NOTICE**  
**By the Onalaska/Holmen/West Salem Public Transit System on**  
**Proposed Increase in Fares**

The primary factors contributing to the increase in fares is due to higher fuel prices, reduction in state/federal operating assistance, and increase in operating costs. The existing and proposed fare schedule for the Onalaska/Holmen/West Salem Public Transit System is as follows:

<b>FARES</b>		
<b><u>Fare Category</u></b>	<b><u>Cash Fare</u></b>	<b><u>Proposed Fare-1-3-19</u></b>
Agency Fare	\$5.00	\$6.00

\* Holidays – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Interested persons or agencies may submit, orally or in writing, any questions or concerns about the aforementioned change in fares on or before January 2, 2019. All inquires may be directed to:

City of Onalaska  
415 Main Street  
Onalaska, WI 54650  
608-781-9530



**ONALASKA/HOLMEN/WEST SALEM PUBLIC TRANSIT  
MONTHLY TOTALS  
CALENDAR YEAR 2018**

<u>Month</u>	<u>2018 Miles</u>	<u>2017 Miles</u>	<u>Onalaska Trips</u>	<u>Holmen Trips</u>	<u>West Salem Trips</u>	<u>Total 2018 Trips</u>	<u>Total 2017 Trips</u>	<u>2018 Agency Trips</u>	<u>2017 Agency Trips</u>	<u>2018 MTU Passes</u>	<u>2017 MTU Passes</u>	<u>2018 Operating Stats Hours</u>	<u>2017 Operating Stats Hours</u>	<u>Gallons</u>	<u>Fares</u>	<u>Freight Package</u>	<u>Agency Revenue</u>
January	35,813	33,509	2,967	1,282	600	4,849	5,045	881	729	706	610	2,700.18	2,451.98	2,420.854	\$ 10,815.75	\$ -	\$ 5,735.00
February	31,972	32,288	2,805	1,139	522	4,466	4,799	806	668	578	699	2,433.00	2,271.38	2,162.330	\$ 11,093.00	\$ -	\$ 4,718.75
March	38,141	35,201	3,355	1,298	599	5,252	5,212	967	761	735	723	2,702.72	2,575.78	2,403.266	\$ 11,400.50	\$ -	\$ 5,628.75
<b>1st Qtr Total</b>	<b>105,926</b>	<b>100,998</b>	<b>9,127</b>	<b>3,719</b>	<b>1,721</b>	<b>14,567</b>	<b>15,066</b>	<b>2,654</b>	<b>2,158</b>	<b>2,019</b>	<b>2,032</b>	<b>7,835.90</b>	<b>7,299.14</b>	<b>6,986.450</b>	<b>\$ 33,309.25</b>	<b>\$ -</b>	<b>\$ 16,082.50</b>
April	35,550	33,279	3,024	1,223	566	4,813	4,818	986	813	661	703	2,667.87	2,442.75	2,288.136	\$ 10,593.25	\$ -	\$ 5,871.25
May	36,253	34,596	3,061	1,285	642	4,988	5,026	934	847	723	670	2,737.75	2,657.77	2,416.648	\$ 11,322.00	\$ 5.00	\$ 5,101.25
June	34,673	34,959	2,799	1,293	605	4,697	4,836	1,033	814	658	646	2,539.43	3,006.90	2,381.988	\$ 10,516.25	\$ -	\$ 6,506.25
<b>2nd Qtr Total</b>	<b>106,476</b>	<b>102,834</b>	<b>8,884</b>	<b>3,801</b>	<b>1,813</b>	<b>14,498</b>	<b>14,730</b>	<b>2,953</b>	<b>2,474</b>	<b>2,042</b>	<b>2,019</b>	<b>7,945.05</b>	<b>8,107.42</b>	<b>7,086.772</b>	<b>\$32,431.50</b>	<b>\$5.00</b>	<b>\$17,478.75</b>
Y.T.D.	212,402	203,832	18,011	7,520	3,534	29,065	29,796	5,607	4,632	4,061	4,051	15,780.95	15,406.56	14,073.222	\$65,740.75	\$5.00	\$33,561.25
July	35,142	36,400	2,772	1,224	646	4,642	4,575	954	832	556	611	2,620.92	2,654.78	2,446.131	\$ 10,372.25	\$ -	\$ 5,161.25
August	35,359	37,768	2,916	1,216	662	4,794	4,843	922	953	638	723	2,673.63	2,704.36	2,446.303	\$ 10,450.00	\$ -	\$ 5,286.25
September	32,048	35,377	2,624	951	635	4,210	4,773	880	899	590	734	2,477.57	2,649.20	2,207.245	\$ 8,565.25	\$ -	\$ 5,296.25
<b>3rd Qtr Total</b>	<b>102,549</b>	<b>109,545</b>	<b>8,312</b>	<b>3,391</b>	<b>1,943</b>	<b>13,646</b>	<b>14,191</b>	<b>2,756</b>	<b>2,684</b>	<b>1,784</b>	<b>2,068</b>	<b>7,772.12</b>	<b>8,008.34</b>	<b>7,099.679</b>	<b>\$29,387.50</b>	<b>\$0.00</b>	<b>\$15,743.75</b>
Y.T.D.	314,951	313,377	26,323	10,911	5,477	42,711	43,987	8,363	7,316	5,845	6,119	23,553.07	23,414.90	21,172.901	\$95,128.25	\$5.00	\$49,305.00
October	35,150	36,054	3,166	1,002	597	4,765	5,000	1,048	923	718	748	2,812.12	2,528.68	2,398.758	\$ 9,630.00	\$ -	\$ 7,161.25
November	31,548	36,217	2,921	1,041	569	4,531	4,921	997	982	647	682	2,461.72	2,544.73	2,125.881	\$ 9,090.75	\$ -	\$ 7,756.25
December		35,507				0	4,601		938		674		2,641.01				
<b>4th Qtr Total</b>	<b>66,698</b>	<b>107,778</b>	<b>6,087</b>	<b>2,043</b>	<b>1,166</b>	<b>9,296</b>	<b>14,722</b>	<b>2,045</b>	<b>2,843</b>	<b>1,365</b>	<b>2,104</b>	<b>5,273.84</b>	<b>7,714.42</b>	<b>4,524.639</b>	<b>\$18,720.75</b>	<b>\$0.00</b>	<b>\$14,917.50</b>
Y.T.D.	381,649	421,155	32,410	12,954	6,643	52,007	58,709	10,408	10,159	7,210	8,223	28,826.91	31,129.32	25,697.540	\$113,849.00	\$5.00	\$64,222.50

\*\*\*Agency Trips are included in total trips

CITY OF ONALASKA  
Running, Inc.  
Deficit Distribution/Funding Summary  
For the Year Ended December 31, 2017  
**DRAFT RESULTS - SUBJECT TO CHANGE**

STATE FUNDS

Operator's Recognized Expense	\$ 819,788		
City Administration Fee	<u>2,500</u>		
State Recognized Expense at 60%		\$ 493,373	
Less Federal Share		<u>256,257</u>	
Non-Federal Share			<u>\$ 237,116</u>
Operator's Recognized Deficit	\$ 616,936		
City Administration Fee	<u>2,500</u>		
State Recognized Deficit		\$ 619,436	
Less Federal Share		<u>256,257</u>	
Non-Federal Share			<u>\$ 363,179</u>
State Contract Amount			<u>\$ 201,111</u>
State Share			<u>\$ 201,111</u>

FEDERAL 5307 FUNDS

Federal Recognized Deficit	\$ 619,436		
50% of Recognized Deficit			<u>\$ 309,718</u>
Federal Recognized Deficit	\$ 619,436		
Less State Share		<u>\$ 201,111</u>	
Federal Share of Deficit			<u>\$ 418,325</u>
Federal Contract Amount			<u>\$ 256,257</u>
Federal Share			<u>\$ 256,257</u>

SUMMARY OF FUNDING

	Funding Summary	State Payments	Amount Due City/ (State)
State I.D. 0471-17-76 P.O. 0000004264	\$ 201,111	\$ 181,000	\$ 20,111
Federal I.D.	<u>256,257</u>	<u>256,257</u>	<u>-</u>
Total Non-Local Funding	457,368	<u>\$ 437,257</u>	<u>\$ 20,111</u>
Local Share	<u>162,068</u>		
Total Funding	<u>\$ 619,436</u>		



**WISCONSIN DEPARTMENT OF TRANSPORTATION**  
 DIVISION OF BUSINESS MANAGEMENT  
 BUREAU OF FINANCIAL MANAGEMENT  
**EXIT CONFERENCE**

*2017  
Audit  
CLOSED*

City of Onalaska  
 2017 Transit Operating Assistance  
 Report 18-6649

**Date:** December 5, 2018

**Attendees:** Fred Buehler, City of Onalaska  
 (Via Email) Kelley Benson, Wisconsin Department of Transportation

**Schedule of Revenue & Expense (see attached)**

1. Adjustment
  - a. Remove City Administrative Fee and recognize on Deficit Distribution Schedule
  - b. Adjust Purchased Transportation to Calculated Amounts

**Deficit Distribution/Funding Summary (see attached)**

**Deficiency (excluded from official report)**

**Contract Compliance: Reporting Unsupported Hours**

Service hour testing and verification revealed that the operator billed for unsupported service hours. Service hours were billed for driver's work time past the contracted hours of operation. Supporting documentation could not be relied upon to verify that drivers were providing a service during this time. Billing for unsupported service hours risks that the contract expense is not correct and provides inaccurate data for service planning purposes. Actual service hours must be billed. (Trans 4.04)

Deficiencies are required to be corrected. Subsequent audits reviews will verify if each issue has been addressed; however, the date of this exit document will be taken into consideration and compared to the date of correction. Failure to comply may result in a significant deficiency. The supervisory review may request one or more of the deficiencies below to be restated as significant deficiencies.

**Significant Deficiencies - Material Weakness or Non-Material (included in official report)**

None

Please review the draft and contact Kelley Benson by **December 14, 2018** with questions. You may concur with the results and notify Kelley Benson sooner to expedite issuing the report. If contact is not made, it will be implied as an agreement and the audit will be submitted for processing.

Operator and municipality representative signature does not attest to complete agreement with the results, but rather that the exit conference documents were received and that the representative has had the opportunity to review the results, obtain clarification on adjustments or deficiencies, and provide follow up information, explanations, or interpretations for the auditor(s) within the appropriate deadlines. Final audit results will be determined by WisDOT and will be made based on applicable Federal and State laws, regulations, and administrative codes.

*Fred Buehler*      *12-13-18*  
 Municipality Rep      Date:

*Kelley Benson*  
 Kelley Benson      Date: 12-05-18

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# Running Inc.

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## Memorandum

To: Fred Buehler, City of Onalaska  
From: Justin Running  
Re: 2017 Shared Ride Taxi Audit Response to WisDOT

The 2017 Onalaska Shared Ride Taxi audit has been completed by Wisconsin Department of Transportation auditors. The results were excellent with only one deficiency noted by the auditor. It was found that 6 hours of driver training time were charged as billable driving hours to the City of Onalaska. Training hours are not allowed as billable driving hours per the contract. An adjustment was made to Purchased Transportation for 6 hours x \$26.34 hourly rate = \$158.

Running Inc. has implemented new timeclock software which will allow us to more closely monitor the type of driving hours recorded by each driver. Training hours are specifically separated which will allow us to avoid billing them to the City of Onalaska in the future.

The Exit Conference draft document noted this deficiency which will be excluded from the official report. Running Inc. agrees with the \$158 reduction in Purchased Transportation. We have no further questions for Kelley Benson, Wisconsin Department of Transportation auditor.