



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Utilities Committee
DATE OF MEETING: June 3, 2020 (Wednesday)
PLACE OF MEETING: City Hall – 415 Main Street
TIME OF MEETING: 7:00 P.M.

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

Meeting Link: <https://zoom.us/j/91144436957?pwd=VkNKa05COTBSZlhDTzFaOTB1RmZNUT09>

- **Phone Number: 1-312-626-6799**
- **Meeting ID: 911 4443 6957**
- **Password: 54650**

PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Approval of minutes from 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. Financials (Justin Running or Paul Woodward / Fred Buehler)
2. Customer service / complaint regarding transit system
3. Practices / Procedures since COVID-19 for the shared-ride program
4. Approval of the 2020 State of Wisconsin Urban Mass Transit Grant Agreement
5. Set date / time for the Program of Projects hearing 7/8/2020 at 7:15 pm
6. Accept the modifications to the City of Onalaska Title VI Plan

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 Kim Smith

 Ald. Tom Smith

 * Ald. Jim Olson – Chair

 * Ald. Dan Stevens – Vice Chair

 * Ald. Diane Wulf

 Ald. Steven Nott

 Vacant

 City Administrator City Attorney

 Dept. Heads La Crosse Tribune

 Coulee Courier

 WKTY WLXR WLAX WKBT WXOW

 *Mass Transit Members

 *Brandon Cain – 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

*Committee Members

Date Notices Posted and Mailed: 5-28-2020

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.

B. MTU:

1. Transit Financials 4th Quarter information (Adam Lorentz)
2. Practices / Procedures since COVID-19 for the MTU program

C. Holmen Transit Input (Holmen Rep.)

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

E. Onalaska Transit Input (Onalaska Rep.)

5. **UTILITIES**

No Report

6. Adjournment

**ONALASKA/HOLMEN/WEST SALEM PUBLIC TRANSIT
MONTHLY TOTALS
CALENDAR YEAR 2020**

<u>Month</u>	<u>2020 Miles</u>	<u>2019 Miles</u>	<u>Onalaska Trips</u>	<u>Holmen Trips</u>	<u>West Salem Trips</u>	<u>Total 2020 Trips</u>	<u>Total 2019 Trips</u>	<u>2020 Agency Trips</u>	<u>2019 Agency Trips</u>	<u>2020 MTU Passes</u>	<u>2019 MTU Passes</u>	<u>2020 Operating Stats Hours</u>	<u>2019 Operating Stats Hours</u>	<u>Gallons</u>	<u>Fares</u>	<u>Freight Package</u>	<u>Agency Revenue</u>
January	35,895	31,759	3,070	1,248	586	4,904	4,337	1,104	942	609	621	2,379.47	2,577.03	2,336,387	\$ 11,600.50	\$ -	\$ 9,290.25
February	33,871	30,870	2,898	1,137	536	4,571	4,512	972	1,063	621	631	2,356.00	2,391.15	2,241,194	\$ 10,445.00	\$ -	\$ 7,760.25
March	30,110	35,029	2,000	877	496	3,373	4,932	796	1,117	438	662	2,421.07	2,678.20	2,053,459	\$ 7,768.00	\$ -	\$ 6,614.25
1st Qtr Total	99,876	97,658	7,968	3,262	1,618	12,848	13,781	2,872	3,122	1,668	1,914	7,156.54	7,646.38	6,631.040	\$ 29,813.50	\$ -	\$ 23,664.75
April		35,261				0	4,700		1,083			672	2,677.15				
May		36,973				0	4,726		1,164			644	2,611.63				
June		34,851				0	4,159		1,026			543	2,556.93				
2nd Qtr Total	0	107,085	0	0	0	0	13,585	0	3,273	0	1,859	0.00	7,845.71	0.000	\$0.00	\$0.00	\$0.00
Y.T.D.	99,876	204,743	7,968	3,262	1,618	12,848	27,366	2,872	6,395	1,668	3,773	7,156.54	15,492.09	6,631.040	\$29,813.50	\$0.00	\$23,664.75
July		35,348				0	4,216		1,042			591	2,666.55				
August		36,570				0	4,322		1,136			556	2,726.22				
September		36,525				0	4,289		1,069			545	2,669.23				
3rd Qtr Total	0	108,443	0	0	0	0	12,827	0	3,247	0	1,692	0.00	8,062.00	0.000	\$0.00	\$0.00	\$0.00
Y.T.D.	99,876	313,186	7,968	3,262	1,618	12,848	40,193	2,872	9,642	1,668	5,465	7,156.54	23,554.09	6,631.040	\$29,813.50	\$0.00	\$23,664.75
October		37,253				0	4,794		1,140			626	2,481.83				
November		34,692				0	4,490		1,119			586	2,308.68				
December		34,846				0	4,606		990			598	2,429.13				
4th Qtr Total	0	106,791	0	0	0	0	13,890	0	3,249	0	1,810	0.00	7,219.64	0.000	\$0.00	\$0.00	\$0.00
Y.T.D.	99,876	419,977	7,968	3,262	1,618	12,848	54,083	2,872	12,891	1,668	7,275	7,156.54	30,773.73	6,631.040	\$29,813.50	\$0.00	\$23,664.75

Total 2020 Budget Hours = 31,604
 ***Agency Trips are included in total trips



Wis. Stats. 85.20 (State ID: 395.17600)
Urban Mass Transit Assistance - Operating
2020 Program Grant Agreement
City of Onalaska

Grant Agreement Information and Signature Page

Parties to the Agreement:

This Grant Agreement is made by and between the State of Wisconsin Department of Transportation ("the Department") and the City of Onalaska ("the Recipient") that operates a public mass transit system ("Transit System").

Citation: Federal, State Statute, State Admin Code:

The Department agrees to provide financial assistance with program monies made available in accordance with the terms and conditions of this Grant Agreement and the provisions of the Recipient's 2020 Public Transit Assistance Program application for funding assistance, which is made part of this Grant Agreement by reference.

Period of Performance:

January 1, 2020, through December 31, 2020

Award Maximum:

As specified on Attachment A to this agreement, the Department agrees to pay Recipient an amount not to exceed **\$202,504.**

This Grant Agreement shall become effective upon its complete execution by the Recipient and the Department.

RECIPIENT

(Please attach additional signatures on a separate sheet, if required by local regulations)

STATE OF WISCONSIN

DEPARTMENT OF TRANSPORTATION
Division of Transportation Investment Management
4822 Madison Yards Way, 6th Floor South
P.O. Box 7913
Madison, WI 53707-7913

Signature: 
Name: Kim Smith
Title: Mayor
Date: 4/1/20
Contact: _____

Signature: _____
Name: Ian Ritz
Title: Transit Section Chief
Date: _____
Contact: (608) 266-0189



Grant Agreement Outline

Section I: RESPONSIBILITIES OF THE DEPARTMENT

A general statement of the Department's responsibilities to the Recipient.

Section II: RESPONSIBILITIES OF THE RECIPIENT

Statements concerning the Recipient's various responsibilities under this Grant Agreement, including (but not limited to) record-keeping requirements, procurement instructions, and reporting requirements to the Department.

Section III: ACCOUNTING, RECORDS, AND AUDIT

Statements concerning the Recipient's various responsibilities under this Grant Agreement, including (but not limited to) financial accounting and record-keeping requirements, record maintenance and reporting requirements, and audit procedures.

Section IV: TERMINATION OF AGREEMENT

Statements concerning various ways this Grant Agreement may be terminated.

Section V: ADDITIONAL DOCUMENTS

A list of documents that are part of this Grant Agreement, including: Incorporated Documents, which are part of this Grant Agreement by reference (but are not physically included in this Grant Agreement); and Attached Documents, which are included with and part of this Grant Agreement.

The Recipient must review each additional document and initial that the Recipient has reviewed and understands the content and responsibilities included in the additional documents.



Grant Agreement

Main Provisions

Section I: RESPONSIBILITIES OF THE DEPARTMENT

- A. The Department agrees to remit payment to the Recipient in accordance with appropriate statutes, administrative rules, program grant application, and program materials.

Section II: RESPONSIBILITIES OF THE RECIPIENT

- A. The Recipient is responsible for submitting all program reports, invoices, or other required documents as outlined in the program application in the manner and form as prescribed by the Department. The Department may withhold any and all payments to the Recipient if program reports, invoices, and other required documents are not filed in the manner and form as prescribed by the Department.
- B. The Recipient agrees to pay the total operating deficit of the Transit System as its bills become due. If the Recipient contracts for mass transit service with a privately-owned company, the Recipient shall pay the privately-owned company in accordance with actual monthly operating expenses.
- C. The Recipient shall require the Transit System to provide reduced-fare programs for elderly and handicapped persons during nonpeak hours, and shall ensure compliance with that requirement. Such reduced fares may not exceed one-half of the full adult cash fare applicable during peak hours of operation. This requirement is not applicable if the Transit System is a shared-ride taxi system.
- D. The Recipient agrees to carry out the project as outlined in its approved application. If the Recipient determines that changes to approved projects are necessary, written approval from the Department must be received before the Recipient may proceed.
- E. The Recipient shall require the Transit System to determine "total passenger trips" taken during the calendar year in accordance with the procedures set forth in Ch. Trans 3, Wis. Admin. Code, and with the provisions of the Transit Management Plan contained in the Recipient's 2020 application for operating assistance which is made part of this Contract by reference, and shall ensure compliance with that requirement.



- F. The Recipient may not assume expenditures outside the Period of Performance of this Grant Agreement unless the Recipient has sought prior written approval from the Department and has received that approval from the Department.
- G. The Recipient may not use program monies to purchase service from or make sub-grants to any third party without a contract, agreement, or purchase-of-service order, and must follow Department procedures and approval process. Third-party contracts, agreements, or purchase-of-service orders shall be available for inspection by the Department, its officials, employees or designees upon request.
- H. If applicable, the Recipient will make payments to third-party contractors within 30 days of Recipient's receipt of invoice.
- I. All materials, equipment, and supplies acquired through this Grant Agreement by the Recipient must comply fully with all safety requirements as set forth in law or rule by the State of Wisconsin, and with all applicable OSHA Standards.
- J. The Recipient shall, if other local public bodies contribute assistance to the operation of the Transit System, allocate the state aids received under this Contract among the contributors in proportion to their contributions as shown in Attachment A.

Section III: ACCOUNTING, RECORDS, AND AUDITS

- A. The Recipient shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor, if required to do so under federal law and regulations. This audit shall be performed in accordance with federal Office of Management and Budget (OMB) Super Circular 2 CFR Part 200 and state single audit guidelines issued by the Wisconsin Department of Administration. Upon notice of any findings from this audit that involve the use of program funds, the Recipient shall inform the Department.
- B. The Recipient shall submit a year-end statement of expenses and revenues to the Department by the requested date.
- C. All costs charged to this Grant Agreement shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers indicating the purpose of the



charges. The Recipient, any Recipients, contractors, subcontractors, and their affiliates shall maintain all documents and evidence pertaining to revenues, expenses, and cost allocations related to this Grant Agreement. The Recipient shall be responsible for insuring the compliance of all Recipients, contractors, subcontractors, and affiliates with this provision.

- D. The accounts and records as required above shall be retained until the Department completes its final audit and shall be available upon request by the Department or its designee for inspection and audit purposes.
- E. The Recipient shall permit the Department or their designee access to inspect all vehicles, facilities, and equipment acquired or used as part of the project; all transportation services rendered by the Recipient by the use of such vehicles, facilities, and equipment; and all relevant project data, documents, and records.

Section IV: TERMINATION OF AGREEMENT

- A. The Department may terminate this Grant Agreement at any time that the Secretary of the Department of Transportation determines that the Recipient, lessee, or any third-party contractor has failed to perform in the manner called for in the Grant Agreement, or has failed to fulfill contract obligations. Failure of the Recipient or any third-party contractor to comply with the terms and conditions of this Grant Agreement shall be considered cause for termination.
- B. The Recipient may terminate this Grant Agreement upon receipt of a written, formal request by the Department at least 30 calendar days prior to the proposed termination date.
- C. In the event that this Grant Agreement is terminated, the Department shall be liable only for payment of Attachment A of this Grant agreement for services rendered before the effective date of termination, not to exceed 60% of the total operating costs.



Section V: ADDITIONAL DOCUMENTS

Initial next to each item to indicate that you understand both the content and your responsibilities according to each document.

A. Attached Documents

The following documents have been *included* with this Grant Agreement and are made part of this Grant Agreement – review each document and initial that you understand both the content and your responsibilities under each:

- 1. Program Specific Requirements
- 2. Attachment A: Schedule of Payments



Program-Specific Requirements

Wis. Stats. 85.20 – Tier B Systems

Section I: PROJECT REQUIREMENTS

- A. The Department agrees to pay the lesser of:
1. The Grant Agreement maximum, as identified on the Information and Signature page.
 2. The nonfederal share of the Recipient's audited operating deficit.
 3. Five times the amount of the Recipient's local contribution as defined under sec. 85.20(4m)(b), Wis. Stats. This provision does not apply if the Transit System is a shared-ride taxi system.

The Department shall determine the Transit System's operating expenses and operating deficit. Such determinations by the Department shall be made in accordance with generally accepted accounting principles and practices. The allowable federal share of the operating deficit will also be determined by the Department.

This Grant Agreement will be amended to reduce state payments if sufficient funds are not made available under sec. 20.395, Wis. Stats.

- B. The Recipient shall file quarterly reimbursement and performance measures reports within 30 days of the close of the reporting period. Other special reports may also be required by the Department. The Recipient assures that all reports will be submitted in a manner and form prescribed by the Department.
- C. Payments from The Department to the Recipient shall be made in accordance with Attachment A, subject to the maximum payment listed on the Information and Signature page of this Grant Agreement.
- D. During the audit process, an adjustment of payments will be made based upon the year-end financial statement submitted by the Recipient. The year-end financial statement shall reflect the operating revenues and expenses incurred by the Transit System for the Period of Performance after the books for that year have been closed.



Wis. Stats. 85.20 (State ID: 395.17600)
Urban Mass Transit Assistance - Operating
2020 Program Grant Agreement
City of Onalaska

- E. If the Department's audit establishes that payment to the Recipient under the terms of this Grant Agreement has exceeded the allowable maximum as started on the Information and Signature Page, the Recipient shall refund to the Department upon demand a sum sufficient to reduce the payment to comply with the maximum allowed on the Information and Signature Page of this Grant Agreement.
- F. The Department may withhold any and all payments due and owing the Recipient if the Recipient has not filed any report required as noted above, until such time as the report is filed in the manner and form prescribed.
- G. The Recipient shall send to the Department all contracts between the Recipient and any third party vendor receiving funds under this agreement. The Department shall review such contracts and determine their conformance with the provisions of this agreement.
- H. If the Recipient contracts for transportation service with a third party, the Recipient shall pay the third party in accordance with actual monthly operating deficit. The Recipient may reduce payments to the third party by an amount equal to any overpayments made to the third party under this Grant Agreement.
- I. The Recipient agrees that the Transit System will be managed and operated in accordance with the provisions of the Transit Management Plan contained in the Recipient's 2020 application for operating assistance and that the full application is made part of this Grant Agreement by reference. Modifications to the 2020 Transit Management Plan may be proposed by either the Recipient or the Department.
- J. A request by the Recipient to modify the 2020 Transit Management Plan must be submitted in writing to the Department in a manner prescribed by the Department, and must be received by the Department at least 14 calendar days prior to the planned implementation date of the proposed change.
- K. If the Department determines that a proposed modification is a "substantive change" to the 2020 Transit Management Plan, and the Department approves such a "substantive change," the Department shall prepare an amendment to this Grant Agreement and forward it to the Recipient for execution. The Recipient shall not implement a proposed



Wis. Stats. 85.20 (State ID: 395.17600)
Urban Mass Transit Assistance - Operating
2020 Program Grant Agreement
City of Onalaska

"substantive change" to the 2020 Transit Management Plan until an appropriate amendment to this Grant Agreement has been executed.

- L. If the Department determines that a proposed modification to the 2020 Transit Management Plan is a "non-substantive change," the Department shall authorize the Recipient to implement the change, and a formal amendment to this Grant Agreement shall not be required.
- M. A request by the Department to modify the 2020 Transit Management Plan must be submitted in writing to the Recipient at least 28 calendar days prior to the planned implementation date of the proposed change. Within 21 calendar days of receipt of such a request, the Recipient shall respond to the Department's request. If the Recipient agrees to the Department's request, then this Grant Agreement will be modified accordingly and the change implemented.

N. WisDOT Contact:

Title: Program Manager for Public Transit
Address: Attn: Kevin Lange, 5311 Program Manager
4822 Madison Yards Way, 6th Floor South
P.O. Box 7913
Madison, WI 53707-7913
Contact: (608) 266-2365 | kevin.lange@dot.wi.gov



Wis. Stats. 85.20 (State ID: 395.17600)
 Urban Mass Transit Assistance - Operating
 2020 Program Grant Agreement
 City of Onalaska

Attachment A: Schedule of Payments

Wis. Stats. 85.20 – Urban Mass Transit Assistance

A. Award Details:

Total Budgeted Expenses	\$871,926	OK
Total Anticipated Revenues	- \$214,000	
Total Anticipated Net Deficit	= \$657,926	
5307 Grant Allotment	\$270,614	
85.20 State Assistance	\$202,504	
*Estimated Local Match	\$184,808	

*Local Share estimated, actual expenses and revenues will determine the local contribution.

B. Schedule of Payments:

Period	Scheduled Amount	Estimated Payment Date
1st Payment (Quarter 1)	\$ 50,626	June 5, 2020
2nd Payment (Quarters 2-4)	\$ 151,878	August 30, 2020
Total	\$ 202,504	



Section V: ADDITIONAL DOCUMENTS

Initial next to each item to indicate that you understand both the content and your responsibilities according to each document.

A. Attached Documents

The following documents have been *included* with this Grant Agreement and are made part of this Grant Agreement – review each document and initial that you understand both the content and your responsibilities under each:

KS

1. Program-Specific Requirements

KS

2. Attachment A: Schedule of Payments

NOTICE TO AFFORD THE OPPORTUNITY
FOR A PUBLIC HEARING
ON THE CITY'S
2020 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 2020	\$ 270,614
2019 Carryover	\$ - 0 -
Funds: Transfer	\$ - 0 -
Funds: Total Funds Available	\$ 270,614

<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	\$22,872	\$0	\$91,484	\$114,356
II. OPERATING ASSISTANCE				
From 1-1 to 12-31	\$398,808	\$202,504	\$270,614	\$871,926
III. Planning (80/20)				
1.	\$0	\$0	\$0	\$0
GRAND TOTAL	\$421,680	\$202,504	\$362,098	\$987,282
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, July 8, 2020 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 July 8, 2020, to the Utility Committee at the City Hall, 415 Main Street, Onalaska, WI 54650.

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

**City of Onalaska
Title VI Plan**

#4-A-6

Adopted on: June 9, 2020

Adopted by: City of Onalaska

Revised on: May 28, 2020

DRAFT

This policy is hereby adopted and signed by:

City of Onalaska

Executive Name/Title: _____

Executive Signature: _____

Title VI Plan Elements
<ol style="list-style-type: none">1. Policy Statement, Authorities and Citations2. Notice to the Public3. Complaint Procedure4. Complaint Form5. List of transit related Title VI Investigations, Complaints and Lawsuits6. Public Participation Plan7. Language Assistance Plan8. Minority Representation Table and Description <p><i>Attachments:</i></p> <ul style="list-style-type: none">• Excerpts of pertinent sections of the current vendor contract• Examples of public participation plan and community outreach initiatives• Examination of LEP riders encountered and language interpreter resources

Policy Statement

The **City of Onalaska** (City) assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs activities, whether those programs and activities are federally funded or not.

In the event that the city distributes federal aid funds to another entity, the City will include Title VI language in all written agreements and will monitor for compliance.

Authorities

The **City of Onalaska** assures that it will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in any U.S. DOT or FTA funded program or activity particularly in the level and quality of transportation services and transportation-related benefits on the basis of race, color, national origin, religion, sex, disability, or age:

Federal transit laws, specifically 49 U.S.C. 5332, as amended by MAP-21 (prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, or age, and in employment or business opportunity),

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d,

The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, *et seq.*,

The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*,

U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,

U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and

Any other applicable Federal statutes that may be signed into law or Federal regulations that may be promulgated,

As required by 49 CFR 21.7, the **City of Onalaska** will:

1. Comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing,
2. Comply with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR Part 21 in the manner it conducts each Project, undertakes property acquisitions, and operates its Project facilities, including: its entire facilities and its facilities operated in connection with its Project.
3. Promptly take the necessary actions to carry out the laws and regulations, including: notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA, and submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request,
4. Ensure that if it transfers FTA funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination: (1) while the property is used for the purpose that the Federal funding is extended, and (2) while the property is used for another purpose involving the provision of similar services or benefits,
5. Make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to comply with Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR part 21, and Federal transit laws, 49 U.S.C. 5332, as amended by MAP-21,
6. Comply with Federal guidance issued to implement Federal nondiscrimination requirements, except as FTA determines otherwise in writing,
7. Extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each Third Party Participant, including: (1) Any Subrecipient, (2) Any Transferee, (3) Any Third Party Contractor or Subcontractor at any tier, (4) Any Successor in Interest, (5) Any Lessee, or (6) Any other Third Party Participant in its Project,

8. Include adequate provisions to extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including: (1) Each subagreement, (2) Each property transfer agreement, (3) Each third party contract or subcontract at any tier, (4) Each lease, or (5) Each participation agreement, and

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR 27.9, and consistent with 49 U.S.C. 5307(c)(1)(D)(iii), as amended by MAP-21, the **City of Onalaska** assures that it will:

1. Comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to: (1) Construct any facility, (2) Obtain any rolling stock or other equipment, (3) Undertake studies, (4) Conduct research, or (5) Participate in or obtain any benefit from any FTA administered program, and
2. Ensure any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be: (1) Excluded from participation, (2) Denied benefits, or (3) Otherwise subjected to discrimination.

The United States has a right to seek judicial enforcement of any matter arising under Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR part 2.

The **City of Onalaska's** Title VI plan will remain in effect as long as: (1) Federal funding is extended to its project and/or service, (2) Project property is used for a purpose for which the Federal funding is extended, (3) Project property is used for a purpose involving the provision of similar services or benefits, or (4) Ownership or possession is retained of its Project property.

The **City of Onalaska** provides Shared-Ride Taxi Service and lower fares for income-eligible residents through a contracted provider. That contractor must adhere to all Federal requirements set forth in this document. The Utilities Committee shall oversee the contract implementation and contractor's work in the promotion and publicity of the program; and adherence to the American's with Disabilities Act, Title VI and Equal Opportunity in Employment.

TITLE VI Notice to the Public

Notifying the Public of Rights Under Title VI

THE CITY OF ONALASKA

The **City of Onalaska** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Equal opportunity in service delivery means:

- Equal access to program services
- Equal benefits from program services
- Equal treatment within program services

Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City of Onalaska**.

For more information on the **City of Onalaska's** civil rights program, and the procedures to file a complaint, contact Fred Buehler at 608-781-9530; email fbuehler@onalaskawi.gov; or visit our office at 415 Main Street, Onalaska, WI 54650. For more information, visit www.cityofonalaska.com

Additionally, complaints may be filed directly with the Federal Transit Administration to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact 608-781-9530.
Si se necesita informacion en otro idioma de contacto, 608-781-9530.

This information is posted on the city's website and is on record with the City Clerk's office, which is the official record repository.

Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **City of Onalaska** may file a Title VI complaint by completing and submitting the Title VI Complaint Form to the City Finance Director's Office. The **City of Onalaska** investigates complaints received no more than 180 days after the alleged incident. The **City of Onalaska** will process complaints that are complete.

Once the complaint is received, the **City of Onalaska** will review it to determine if our agency has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **City of Onalaska**.

The **City of Onalaska** has 90 calendar days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant. The complainant has 14 business days from the date of any such inquiry to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of staff member(s), or other action will occur.

If the complainant wishes to appeal the decision to the City Finance Director's Office, she/he has 14 calendar days after the date of the closure letter or the LOF to do so. The Finance Director will issue a written decision on the appeal within 14 calendar days.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 608-781-9530.

List of Transit Related Title VI Investigations, Complaints and Lawsuits

Sub-recipient: Onalaska-Holmen-West Salem		
Contact Person: Fred Buehler	Signature: <i>Fred P. Buehler</i>	Date: 5/20/2020

Check One:

- There have been no investigations, complaint and/or lawsuits filed against us during the report period.
- There have been investigations, complaints and/or lawsuits filed against us. See list below. Attach additional information as needed.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, the **City of Onalaska** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. Think outside the box: identify community leaders and visit community organizations.
- ✓ Select accessible and varied meeting locations and times.
- ✓ Employ different meeting sizes and formats.
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement . Provide publications that serve LEP (Limited English Proficient) populations.

Documented Public Outreach

The direct public outreach and involvement activities conducted by the **City of Onalaska** are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to WisDOT upon request. Examples include copies meeting announcements, agendas, posters, attendee list, etc.

Event Date	City of Onalaska Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes (Meeting size and format, location, Number of Attendees, etc.)
To Be Scheduled					

Language Assistance Plan

Overview

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.*, and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. Most individuals in Wisconsin read, write, speak and understand English. There are some individuals for whom English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are considered limited English proficient, or "LEP."

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency,"¹ directs each federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation.

The US DOT "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons"² discusses the concept of "safe harbor" with respect to the requirements for translation of written materials.

The LEP Safe Harbor provision stipulation was created to provide access to vital documents in a written format for non-English users who, because of small numbers may not meet the threshold for providing more expansive language access services as identified in the Language Assistance Plan.

Safe Harbor requires, at a minimum, a written translation of vital documents (ADA paratransit eligibility forms, Title VI complaint forms, information regarding access to essential services, etc.) for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less).

Methodology

This document uses data from the US Census and the American Community Survey (ACS) to provide a detailed LEP analysis for the service area of the **City of Onalaska, WI**. The ACS is an ongoing survey that provides data every year giving communities the current information

¹ 65 Federal Register 50121, August 16, 2000.

² 70 Federal Register 74087, December 14, 2005.

they need to plan services and investments. The ACS publishes data in many forms on the Census Bureau American Fact Finder website

<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

Plan Components

As a recipient of federal US DOT funding, the **City of Onalaska** is required to take reasonable steps to ensure meaningful access to our programs, services and information for with limited English proficiency. This document includes the following elements:

1. The results of the Four Factor Analysis, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Item #1 - Results of the Four Factor Analysis (including a description of the LEP population(s) served)

Example

Factor 1 - Demography

	Population	Language Spoken at Home: Spanish	Language Spoken at Home: Spanish (less than very well)	Language Spoken at Home: Other Indo European	Language Spoken at Home: Other Indo European (less than very well)	Language Spoken at Home: Asian & Pacific Islander	Language Spoken at Home: Asian & Pacific Islander (less than very well)
City of Onalaska	18,694	4.5%	2.0%	2.2%	0.5%	1.6%	0.7%
		72	13	228	55	673	359
Village of Holmen	9628	4.5%	2.0%	2.2%	0.5%	1.6%	0.7%
		65	9	32	0	477	106
Village of West Salem	4967	N/A	N/A	N/A	N/A	N/A	N/A

The City of Onalaska, Village of Holmen, and Village of West Salem contracts with a transit provider to provide shared-ride taxi (SRT) service. The contractor/transit provider provides service for the City of Onalaska. Census 2010 reports a La Crosse County population of 18,694. The largest LEP population is Asian and Pacific Islander languages, which represents 1.6% (673) of the population. Asian and Pacific Islander speakers make up 0.7% (359) of the total population. Spanish or Spanish Creole, which represents 4.5% (72) of the population. Spanish or Spanish Creole speakers make up 2.0% (13) of the population. Other Indo-European, which represents 2.2% (228) of the population. Other Indo-European speakers make up 0.5% (55) of the population.

4/20/12
↑
The contractor/transit provider provides service for the **Village of Holmen**. Census 2010 reports a La Crosse County population of 9628. The largest LEP population is Asian and Pacific Islander languages, which represents 1.6% (477) of the population. Asian and Pacific Islander speakers make up 0.7% (106) of the total population. Spanish or Spanish Creole, which represents 4.5% (65) of the population. Spanish or Spanish Creole speakers make up 2.0% (9) of the population. Other Indo-European, which represents 2.2% (32) of the population. Other Indo-European speakers make up 0.5% (0) of the population.

The contractor/transit provider provides service for the **Village of West Salem** Census 2010 reports a La Crosse County population of 4967. The largest LEP population information is unavailable for this municipality.

The **City of Onalaska, Village of Holmen, and Village of West Salem** are below the safe harbor threshold and is not required to provide written translation of vital document.

In the future, if the **City of Onalaska, Village of Holmen, and Village of West Salem** meets the Safe Harbor Threshold for written translation of vital documents, it will also consider measures needed for oral interpretation.

Factor 2 – Frequency

The **City of Onalaska** (and its contractor/lessee, if relevant) will be trained on what to do when they encounter a person that speaks English less than well. The **City of Onalaska** and/or its contractor/lessee will track the number of encounters and consider making adjustments as needed to outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Onalaska's** programs and services.

The **City of Onalaska's** contractor/transit provider provides rides to 54,083 persons per year. While formal data has not been collected, the contractor has indicated it has encountered (0) LEP persons using the service within the last six months. Our contractor/transit provider has an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the **City of Onalaska**, if needed to ensure the individual receives access to the transit service.

Factor 3 – Importance

The **City of Onalaska** and our contractor/transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A public transit system is a key link to connecting LEP persons to these essential services.

The **City of Onalaska** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities, stations and vehicles and providing information to the public on security awareness or emergency preparedness.

The **City of Onalaska's** assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor 4 – Resources and Costs

Even though the **City of Onalaska** does not have a separate budget for LEP outreach, the city has worked with our contractor/transit provider to implement low cost methods of reaching LEP person. For example, the **City of Onalaska** and our contractor/transit provider work with local advocacy groups to reach LEP populations. The City of Onalaska is a member of The Greater La Crosse Area Diversity Council and has a variety of resources from that membership to assist with methods of reaching LEP persons. These resources would be able to assist the City of Onalaska and our contractor/transit provider in providing brochures and information with translations for

Hmong and Spanish speaking languages. The Greater La Crosse Area Diversity Council also provides training for its members and would be able to assist with additional training needs of employees for LEP outreach.

La Crosse County would also be another viable resource to obtain information on putting together language identification cards and what the best ways to utilize these services should those services be needed. They would also be able to assist us in the most cost effective ways of implementation.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

Example

*The **City of Onalaska** works with our contractor/transit provider to ensure mechanisms are in place to reach LEP persons in the service area. At this time there have been no requests, but the City of Onalaska is prepared by utilizing its resources with La Crosse County and The Greater La Crosse Area Diversity Council to assist in helping us with providing LEP resources.*

Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

Example

*The **City of Onalaska** and its contractor/transit provider strives to employ multilingual staff, and create and post multi-language announcements, posters and other information.*

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

Example

*The **City of Onalaska** reviews its plan on an annual basis or more frequently as needed. In particular, the **City of Onalaska** will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.*

*In addition, if relevant, the **City of Onalaska** will meet with its contractor/transit provider on an annual basis to ensure the Title VI requirements are met.*

Although there has been no LEP individuals in the City of Onalaska service area, that is, persons who self-identified as speaking English “less than Very Well”, the City of Onalaska will ensure that the following measures are in place:

- Language Identification cards are available at all times in the City of Onalaska transit vehicles and the contractor/transit provider and City of Onalaska offices.*
- The City of Onalaska Title VI Policy and Limited English proficiency plan will be posted on its website, www.cityofonalaska.com.*
- When an interpreter is needed, either in person, or on the telephone, staff will attempt to determine what language is required and then access language services from La Crosse County resources or from The Greater La Crosse Area Diversity Council resource manual, or by contacting the Title VI Coordinator for a listing of other available translation services.*

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

Example

*City of Onalaska employees are educated on the principles of Title VI and the **City of Onalaska's Language Assistance Plan**. New employees will be provided guidance on the needs of clients served and how best to meet their needs. An important discussion point is that of language assistance. If a driver, dispatcher or employee needs further assistance related to LEP program participants, her/she will work with the **City of Onalaska's Title VI Coordinator** to identify strategies to meet the language needs of the participants of the program or service.*

*As part of our annual check in meeting, if relevant, the **City of Onalaska** will meet with its contractor/transit provider to discuss updates the **City of Onalaska's Language Assistance Plan**.*

The following training will be provided to the contractor/transit company staff:

- *Information on the City of Onalaska Title VI Policy and LEP responsibilities.*
- *Description of language assistance services offered to the public.*
- *Use of the Language Identification Cards.*
- *Documentation of language assistance requests.*
- *How to handle a potential Title VI/LEP complaint.*

The City of Onalaska does not have a formal outreach procedure in place. However, it has taken the following approach to outreach:

- *When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas are printed in alternative language based on the known LEP population.*
- *The City of Onalaska's Guide and most other transit publications will be made available in alternative language, based on the known LEP population.*

Dissemination of the City of Onalaska LEP Plan

Any person or agency with internet access will be able to access and download the plan from the City of Onalaska website, www.cityofonalaska.com. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, which will be provided at no cost. LEP individuals may request copies of the plan in translation, which the City of Onalaska will provide, if feasible.

Questions or comments regarding the LEP Plan, or requests for copies of the Plan may be submitted to the City of Onalaska Title VI Officer at:

*City of Onalaska
Attn: Finance Director
415 Main St.
Onalaska, WI 54650
(608) 781-9530
Fax: (608) 781-9534
Email: fbuehler@onalaskawi.gov*

Minority Representation Information

A. Minority Representation Table

The table below depicts the **City of Onalaska, Village of Holmen, and Village of West Salem.**

Body	Caucasian	Hispanic	African American	Asian American	Native American
Population of City of Onalaska	90.7%	1.6%	1.1%	5.7%	0.3%
Population of Village of Holmen	90.4%	1.1%	0.6%	7.0%	0.2%
Population of Village of West Salem	96.7%	1.2%	0.4%	0.7%	0.6%
Transit Committee	100%	0%	0%	0%	0%

B. Efforts to Encourage Minority Participation

The **City of Onalaska** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **City of Onalaska** encourages participation of all its citizens. As vacancies on boards, committees and councils become available, the **City of Onalaska** will make efforts to encourage and promote diversity. To encourage participation on its boards, committees and councils, the **City of Onalaska** will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In an effort to encourage participation in our boards, committees, and councils the City of Onalaska approved a Resolution 12-2014 on February 11, 2014 to promote diversity on City committees, boards and commissions. In addition, the **City of Onalaska** will use creative ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members.

Note: The City of Onalaska provides no fixed-route public transportation service at this time. City of La Crosse provides a fixed route under contract with the City of Onalaska.

Attachments

- Excerpt from the city's current taxiservice vendor contract
- Public participation plan for Community Comprehensive Plan update
- US Census Bureau - language spoken at home
- Language Interpreters
- 2018-2019 Onalaska Taxi Ride-Share Statistics

• Excerpt from Taxi Service Contract:

RFP NO: OSR 2016-1

2.17.2 *Dispatcher Records.* Dispatcher logs are to be maintained daily. These logs shall include, but are limited to, the following information:

- * The name, address and telephone of the user requesting service;
- * The passenger destination and the requested arrival time at the destination;
- * Identification number of the vehicle responding to the taxi request;
- * Estimated passenger pick-up time; and
- * Package delivery requests.

2.17.3 *Monthly Reports.* The Contractor shall submit a monthly report to the Municipality which shall show the following information pertaining and relating to performing the required services:

- * Passenger trips;
- * Passenger revenue;
- * Package delivery revenue;
- * Total miles;
- * Gallons of gasoline purchased and
- * Driver hours (scheduled, worked, paid).

2.17.4 *Quarterly and Annual Reports.* The Contractor shall prepare for the Municipality quarterly and annual reports required by the Wisconsin Department of Transportation. These reports include similar operating statistics as the monthly report.

- * Reports should be from financial systems or system that records information from source documents
- * Must contain the same information as the monthly reports or provide reconciliation (e.g. error correction)

2.17.5 *Drug and Alcohol Testing Program Records.* The Contractor shall maintain up-to-date information and records documenting the drug and alcohol testing program. The information on these records shall be reported annually to the Federal Transit Administration (FTA) on the forms provided by the Wisconsin Department of Transportation.

2.18 Complaints

2.18.1 The Contractor shall receive all complaints regarding the service and record them on a form satisfactory to the Municipality. Complaint records for the current year shall be available for inspection by the Municipality or the Wisconsin Department of Transportation upon demand. ✓

2.18.2 The Contractor shall investigate and resolve each complaint within five (5) working days. When the Complaint is resolved, the Contractor shall submit a completed, written copy of the complaint form to the Municipality and to the person filing the complaint. ✓

Excerpt from Taxi Service Contract

RFP NO: OSR 2016-1

2.18.3 Complaints involving or pertaining to the Civil Rights Requirements of this contract shall be coordinated and handled with the civil rights process and procedures established by the Municipality. ✓

2.19 Promotion and Publicity

2.19.1 The Contractor shall be responsible for any promotion or publicity relative to the contract service. The Contractor shall expend funds for such promotion or publicity as approved by the Municipality.

2.19.2 All promotion and publicity should be coordinated with the city to include general information regarding FTA Title VI Requirements regarding participants not to be excluded on the grounds of race, color or national origin. The Contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice that sets forth the provisions of nondiscrimination laws.

2.20 Contract Award Document

2.20.1 Pursuant to the intent of this solicitation, made applicable and part to the resultant contract are all parts of this RFP less PART I - GENERAL INFORMATION, PART II - PRE-PROPOSAL CONFERENCE, PART III - PROPOSAL SCHEDULE, and PART VI - EVALUATION AND AWARD PROCESS. Specifically, the resultant contract shall include from this RFP all specified terms and conditions found in:

- PARTS IV AND V - GENERAL AND SPECIFIC PROPOSAL SUBMISSION REQUIREMENTS
- PART VII - STATEMENT OF WORK
- APPENDIX A - PRICING PROPOSAL AND AFFIDAVIT OF NON-COLLUSION
- APPENDIX B - STANDARD TERMS AND CONDITIONS
- APPENDIX C - SUPPLEMENTAL TERMS AND CONDITIONS
- APPENDIX D - FEDERAL CLAUSES AND CERTIFICATIONS

2.20.2 The Municipality will add to the above a cover page listing the parties entering into the contract agreement per this RFP along with a signature page to be signed by the authorized binding individuals from both parties.

2.21 Contract Administration

2.21.1 The Contractor shall submit contract-required data and reports, including complaint reports, within specified times frames to:

City of Onalaska
Attn: Fred Buehler Finance Director

• Public Participation:

ORDINANCE 1534-2016

**AN ORDINANCE TO ADOPT THE COMPREHENSIVE PLAN
OF THE CITY OF ONALASKA, WISCONSIN**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN
AS FOLLOWS:

SECTION 1. Pursuant to sections 62.23(2) and (3) of the Wisconsin Statutes, the City of Onalaska is authorized to prepare and adopt a comprehensive plan as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

SECTION 2. The Common Council of the City of Onalaska, Wisconsin, has adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

SECTION 3. The Long Range Planning Committee and Plan Commission of the City of Onalaska, Wisconsin, by a majority vote of the entire commission and committee recorded in its official minutes, has adopted a resolution recommending to the Common Council the adoption of the document entitled "City of Onalaska Comprehensive Plan," containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes.

SECTION 4. The City has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

SECTION 5. The Common Council of the City of Onalaska, Wisconsin, does, by the enactment of this ordinance, formally adopt the document entitled, "City of Onalaska Comprehensive Plan" pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

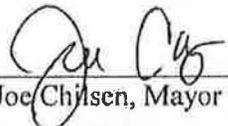
SECTION 6. This ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published as required by law in due course.

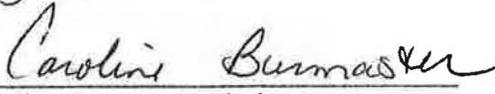
Dated this 8th day of March, 2016.



PASSED: 3/8/16
APPROVED: 3/8/16
PUBLISHED: 3/18/16

CITY OF ONALASKA

By: 
Joe Chisen, Mayor

By: 
Caroline Burmaster, Clerk

CITY OF ONALASKA

Resolution No. 1-2016

A RESOLUTION OF THE PLAN COMMISSION FOR THE CITY OF ONALASKA RECOMMENDING THAT THE COMMON COUNCIL ADOPT THE COMPREHENSIVE PLAN PREPARED BY THE PLAN COMMISSION AND LONG RANGE PLANNING COMMITTEE, AND ADOPT THE COMPREHENSIVE PLAN AS

“CITY OF ONALASKA 2015 COMPREHENSIVE PLAN”

WHEREAS, sections 62.23(2) and (3) of the Wisconsin Statutes authorize the City to prepare a Comprehensive Plan and prepare amendments to Comprehensive Plans as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and

WHEREAS, section 66.1001(3) of the Wisconsin Statutes requires that a municipality must have a Comprehensive Plan that meets the state’s definition if it wants to utilize official mapping, local subdivision regulations, local zoning regulations or the zoning of shorelands or wetlands; and

WHEREAS, the Common Council directed the Plan Commission and Long Range Planning Committee to update the Comprehensive Plan known as “City of Onalaska Comprehensive Plan”; and

WHEREAS, the Long Range Planning Committee and Plan Commission undertook relevant studies, including data collection and analysis; and

WHEREAS, the Common Council adopted a public participation plan to encourage public participation in the formation and review of the Comprehensive Plan; and

WHEREAS, the Long Range Planning Committee and Plan Commission held public meetings to involve citizens in the preparation and review of the Comprehensive Plan; and

WHEREAS, proper public notice was provided for each of those meetings; and

WHEREAS, the Long Range Planning Committee and Plan Commission has completed an update to the Comprehensive Plan consisting of text and maps that is entitled “City of Onalaska Comprehensive Plan”; and

WHEREAS, the Plan Commission conducted a public meeting on December 15, 2015, to consider the above-mentioned plan; and

WHEREAS, the Long Range Planning Committee and Plan Commission considered the public input that was offered at that and all other meetings; and

WHEREAS, the Long Range Planning Committee and Plan Commission has determined that the above-mentioned Comprehensive Plan is in the public interest and that it is needed for guiding and accomplishing the coordinated, adjusted and harmonious development of the City which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development; and

WHEREAS, the Long Range Planning Committee and Plan Commission has determined that it has met those requirements of the public participation plan for which it is responsible.

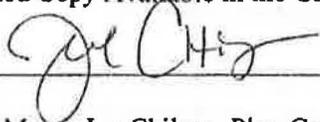
NOW THEREFORE, the Long Range Planning Committee and Plan Commission, by resolution and majority vote of the entire Commission and Committee, respectfully recommends the following:

1. That the Common Council adopt the updated "City of Onalaska Comprehensive Plan"; and, hereafter refer to the complete and updated Comprehensive Plan as the "City of Onalaska Comprehensive Plan;" and,
2. That the City Clerk, pursuant to section 66.1001(4)(b) of the Wisconsin Statutes, send a copy of the Comprehensive Plan to the Onalaska Library, Wisconsin Department of Administration, La Crosse County, Mississippi River Regional Planning Commission, and the City of La Crosse, Village of Holmen, and the Towns of Campbell, Hamilton, Holland, Medary and Onalaska.

ADOPTED this 23rd DAY OF February, 2016, by a vote of 7 for, 0 against, and 0 abstaining.

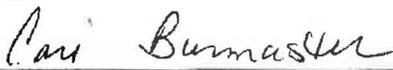
CITY OF ONALASKA PLAN COMMISSION

(Signed Copy Available in the Clerk's Office)



By: Mayor Joe Chilsen, Plan Commission Chair

Attest:



Cari Burmaster, City Clerk

PASSED: 2/23/16

APPROVED: 2/23/16

PUBLISHED: 3/4/16

APPENDIX A: PUBLIC PARTICIPATION PLAN



CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
FAX (608) 781-9506

PLANNING/ZONING
(608) 781-9590

Public Participation Plan 10-year Comprehensive Plan Update

The City of Onalaska intends to modify the 2025 Comprehensive Plan with a ten (10) year update. Section 66.1001(4)(a) of Wisconsin Statutes specifically requires the governing body of the local governmental unit to adopt written procedures designed to foster public participation including open discussion, communication programs, information services and public meeting for which advance notice has been provided, in every stage in the preparation of the comprehensive plan. These written procedures contained within this public participation plan satisfy this requirement. This plan will guide public participation throughout the City of Onalaska's comprehensive planning process.

This public participation program offers all citizen, businesses, interest groups and other participate a range of opportunities to participation throughout the planning process in a meaningful way to shape the future of the City and region. Effective public input is critical for the success of this planning process because it is our citizen, businesses and groups that will experience the plan's costs and benefits on a daily basis for years to come. This plan will, in part, determine where and how our residents live, work and play, and how they travel from one place to another. They will also be the main implementers and enforcers of the plan.

Our participation program is creative, inclusive and persistent. It employs the use of innovative, unique and thoughtful ways to encourage people to participate in the process and maximize the effectiveness of their contributions. The opportunities are open to everyone with a stake in the outcome of the comprehensive plan. And, several participation opportunities are available to a wide range of citizens – people with different incomes, races, ages, and occupations – in all stages of the planning process.

Our public participation process will:

- Ensure all planning decisions are open to public comment;
- Produce better planning decisions;
- Support and add credibility to all City decision-making processes;
- Provide opportunities to disseminate information about the plan and process to all segments of the City;
- Strengthen the relationships between our decision-makers and citizens; and
- Develop a shared vision for the future of Onalaska.

Public Participation Opportunities:

The City of Onalaska established the following list of public participation based upon the existing public participation plan. These techniques are designed to maximize public participation throughout the planning process that will satisfy Wisconsin's Comprehensive Planning Legislation.

1. Community Survey:

A community survey will be mailed to all Onalaska households and be made available on the City's webpage, and distributed via a variety of means to obtain public opinions and preferences on key subjects addressed in the Comprehensive Plan.

2. Visioning Meetings 1 & 2: Issue Identification / Modification (Volume 1 of Comprehensive Plan):

These meetings serve a dual purpose to create public awareness and education about the planning process, answer questions, and facilitate a goal setting exercise. Consultants and Long Range Planning Committee (LRPC) members will lead an exercise to engage community participants in discussions about issues and opportunities that should be address in the planning process. Participants will set their top priorities for the process and City of Onalaska for the next twenty years by ranking past issues and current/future opportunities. The results of the exercise will provide the foundation of the development of the project and community goals/objectives. The meetings will take place on June 18th and June 19th, 2014.

3. Stakeholder Meetings:

The City intends to host stakeholder meetings in three forms. The first will include meetings with stakeholders including developers, civic leaders, and interested persons to work on specific sections of chapters or to gather relevant input throughout the update process. The second form revolves around key areas of the City for potential future development including, but not limited to, the Sand Lake Road area and the HWY 35 corridor. These areas will undergo special review & meetings with property owners and interested persons. The third form of stakeholder meetings includes utilizing existing City Committees to review specific chapters of the Comprehensive Plan to provide additional information and feedback on relevant goals, objectives, and policies.

4. Website:

The City will develop a webpage on the City's website that will host Onalaska's comprehensive plan and planning process information. This information will include project timeline, meeting dates, agendas, and minutes, draft plan elements and reports, maps, photographs, and survey results. The website will provide an opportunity for residents to submit comments and input on the plan and planning process at their convenience.

5. Youth Participation Exercises:

The Onalaska Planning Department, in conjunction with the Onalaska Public Schools, will work to involve young people in the planning process, while educating them on the field of planning. The focus of the exercises will be on two groups of students, a younger group (3rd or 4th grade) and an older group of high school students. The specific activities for the two age groups will be determined at a later date.

6. Press Releases:

The City and consultant will work together to produce press releases and other public information pieces at key points to facilitate widespread awareness and education of events and overall plan creation progress.

7. Meeting Notices:

The City will post meeting notices for each meeting and event in a timely manner at accessible locations.

8. Steering Committee (LRPC) Meetings:

The nine elements of the Comprehensive Plan will be updated and developed at a series of meetings between the LRPC and the consultants. The meetings will be open to the public and allow opportunities for public comments. The meeting will focus on the development of plans, policies, and programs to implement the City's vision.

9. Open House to Review Draft Plan:

The Consultants will conduct an open house chaired by the LRPC. The intent of the community open house is to provide an opportunity for the public to review and comment on the complete "Draft Comprehensive Plan." After the community open house, the City LRPC will send a "Recommended Comprehensive Plan" to the Plan Commission for their review and recommendation to the Common Council for adoption.

10. Public Hearing on Final Plan Adoption:

The Comprehensive Planning Legislation requires municipalities to hold at least one formal public hearing with a Class 1 public notice prior to adoption of the "Final Comprehensive Plans." The Plan Commission will hold a public hearing on the proposed "Recommended Comprehensive Plan" and ordinance adopting the plan. Following the public hearing, the Plan Commission will make a recommendation by resolution, on a "Final Comprehensive Plan" which will then be forwarded to the Common Council.

The Common Council is required to consider any comments received on the Recommended Comprehensive Plan prior to adopting a Final Comprehensive Plan. After adoption of the ordinance for the Final Comprehensive Plan, the plan and adoption ordinance shall be distributed by the City to the recipients listed in Section 66.1001(4)(b) of the Wisconsin Statutes.



C. Onalaska
18,988 - 2019

Note: This is a modified view of the original table produced by the U.S. Census Bureau.

Note: This download or printed version may have missing information from the original table.

LANGUAGE SPOKEN AT HOME

Survey/Program:
American Community Survey
Year:
2018
Estimates:
5-Year
Table ID:
S1601

	Total		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
✓ Population 5 years and over	17,681	+/-164	(X)	
Speak only English	16,049	+/-384	90.8%	+
Speak a language other than English	1,632	+/-390	9.2%	+
✓ SPEAK A LANGUAGE OTHER THAN ENGLISH				
✓ Spanish	287 ✓	+/-156	1.6%	+
5 to 17 years old	78	+/-83	0.4%	+
18 to 64 years old	150	+/-85	0.8%	+
65 years old and over	59	+/-83	0.3%	+
✓ Other Indo-European languages	144 ✓	+/-75	0.8%	+
5 to 17 years old	30	+/-35	0.2%	+
18 to 64 years old	106	+/-61	0.6%	+
65 years old and over	8	+/-13	0.0%	+
✓ Asian and Pacific Island languages	1,201 ✓	+/-385	6.8%	+
5 to 17 years old	453	+/-209	2.6%	+
18 to 64 years old	699	+/-233	4.0%	+
65 years old and over	49	+/-26	0.3%	+
✓ Other languages	0	+/-14	0.0%	+
5 to 17 years old	0	+/-14	0.0%	+
18 to 64 years old	0	+/-14	0.0%	+
65 years old and over	0	+/-14	0.0%	+
✓ CITIZENS 18 YEARS AND OVER				
✓ All citizens 18 years old and over	13,990	+/-316	(X)	
Speak only English	13,041	+/-402	93.2%	+
✓ Speak a language other than English	949	+/-249	6.8%	+
Spanish	192	+/-110	1.4%	+
Other languages	757	+/-243	5.4%	+

V. Holmen
10,204 - 2019



Note: This is a modified view of the original table produced by the U.S. Census Bureau.

Note: This download or printed version may have missing information from the original table.

LANGUAGE SPOKEN AT HOME

Survey/Program:
American Community Survey
Year:
2018
Estimates:
5-Year
Table ID:
S1601

	Total		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	9,098	+/-188	(X)	
Speak only English	8,328	+/-448	91.5%	+
Speak a language other than English	770	+/-342	8.5%	+
SPEAK A LANGUAGE OTHER THAN ENGLISH				
Spanish	74 ✓	+/-78	0.8%	+
5 to 17 years old	0	+/-12	0.0%	+
18 to 64 years old	65	+/-72	0.7%	+
65 years old and over	9	+/-15	0.1%	+
Other Indo-European languages	137 ✓	+/-86	1.5%	+
5 to 17 years old	56	+/-64	0.6%	+
18 to 64 years old	74	+/-52	0.8%	+
65 years old and over	7	+/-12	0.1%	+
Asian and Pacific Island languages	559 ✓	+/-329	6.1%	+
5 to 17 years old	127	+/-107	1.4%	+
18 to 64 years old	432	+/-250	4.7%	+
65 years old and over	0	+/-12	0.0%	+
Other languages	0	+/-12	0.0%	+
5 to 17 years old	0	+/-12	0.0%	+
18 to 64 years old	0	+/-12	0.0%	+
65 years old and over	0	+/-12	0.0%	+
CITIZENS 18 YEARS AND OVER				
All citizens 18 years old and over	6,876	+/-282	(X)	
Speak only English	6,315	+/-409	91.8%	+
Speak a language other than English	561	+/-240	8.2%	+
Spanish	60	+/-72	0.9%	+
Other languages	501	+/-244	7.3%	+



V. West Salem
5,045 - 2019

Note: This is a modified view of the original table produced by the U.S. Census Bureau.

Note: This download or printed version may have missing information from the original table.

LANGUAGE SPOKEN AT HOME

Survey/Program:
American Community Survey
Year:
2018
Estimates:
5-Year
Table ID:
S1601

	Total		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	4,749	+/-95	(X)	
Speak only English	4,525	+/-137	95.3%	+
Speak a language other than English	224	+/-114	4.7%	+
SPEAK A LANGUAGE OTHER THAN ENGLISH				
Spanish	131 ✓	+/-90	2.8%	+
5 to 17 years old	42	+/-41	0.9%	+
18 to 64 years old	89	+/-67	1.9%	+
65 years old and over	0	+/-12	0.0%	+
Other Indo-European languages	29 ✓	+/-32	0.6%	+
5 to 17 years old	0	+/-12	0.0%	+
18 to 64 years old	29	+/-32	0.6%	+
65 years old and over	0	+/-12	0.0%	+
Asian and Pacific Island languages	57 ✓	+/-83	1.2%	+
5 to 17 years old	14	+/-21	0.3%	+
18 to 64 years old	43	+/-64	0.9%	+
65 years old and over	0	+/-12	0.0%	+
Other languages	7	+/-9	0.1%	+
5 to 17 years old	0	+/-12	0.0%	+
18 to 64 years old	7	+/-9	0.1%	+
65 years old and over	0	+/-12	0.0%	+
CITIZENS 18 YEARS AND OVER				
All citizens 18 years old and over	3,748	+/-141	(X)	
Speak only English	3,634	+/-142	97.0%	+
Speak a language other than English	114	+/-67	3.0%	+
Spanish	78	+/-61	2.1%	+
Other languages	36	+/-33	1.0%	+

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

Month	2019 Miles	2018 Miles	Onalaska Trips	Holmen Trips	West Salem Trips	Total 2019 Trips	Total 2018 Trips	2019 Agency Trips	2018 Agency Trips	2019 MTU Passes	2018 MTU Passes	2019 Operating Stats Hours	2018 Operating Stats Hours	Gallons	Fares	Freight Package	Agency Revenue
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
1st Qtr Total	97,658	105,926	8,305	3,581	1,895	13,781	14,567	3,122	2,654	1,914	2,019	7,646.38	7,835.90	6,618.451	\$ 31,439.75	\$ -	\$ 23,505.00
April	35,261	35,550	2,849	1,202	649	4,700	4,813	1,083	986	672	661	2,677.15	2,667.87	2,314.162	\$ 11,131.25	\$ -	\$ 7,885.00
May	36,973	36,253	2,782	1,347	597	4,726	4,988	1,164	934	644	723	2,611.63	2,737.75	2,348.994	\$ 10,614.75	\$ -	\$ 10,120.75
June	34,851	34,673	2,505	1,112	542	4,159	4,697	1,026	1,033	543	658	2,556.93	2,539.43	2,343.336	\$ 9,021.25	\$ -	\$ 6,883.25
2nd Qtr Total	107,085	106,476	8,136	3,661	1,788	13,585	14,498	3,273	2,953	1,859	2,042	7,845.71	7,945.05	7,006.492	\$30,767.25	\$0.00	\$24,889.00
Y.T.D.	204,743	212,402	16,441	7,242	3,683	27,366	29,065	6,395	5,607	3,773	4,061	15,492.09	15,780.95	13,624.943	\$62,207.00	\$0.00	\$48,394.00
July	35,348	35,142	2,655	1,009	552	4,216	4,642	1,042	954	591	556	2,666.55	2,620.92	2,539.088	\$ 9,146.25	\$ -	\$ 8,654.25
August	36,570	35,359	2,639	1,167	516	4,322	4,794	1,136	922	556	638	2,728.22	2,673.63	2,499.174	\$ 8,883.75	\$ -	\$ 8,237.50
September	36,525	32,048	2,673	1,137	479	4,289	4,210	1,069	880	545	590	2,669.23	2,477.57	2,474.385	\$ 9,202.75	\$ -	\$ 9,580.25
3rd Qtr Total	108,443	102,549	7,967	3,313	1,547	12,827	13,646	3,247	2,756	1,692	1,784	8,062.00	7,772.12	7,512.647	\$27,232.75	\$0.00	\$26,452.00
Y.T.D.	313,186	314,951	24,408	10,555	5,230	40,193	42,711	9,642	8,363	5,465	5,845	23,554.09	23,553.07	21,137.590	\$89,439.75	\$0.00	\$74,846.00
October	37,253	35,150	3,003	1,181	610	4,794	4,765	1,140	1,048	626	718	2,481.83	2,812.12	2,420.799	\$ 10,415.00	\$ 5.00	\$ 6,746.25
November	34,692	31,548	2,732	1,130	628	4,490	4,531	1,119	997	586	647	2,308.68	2,461.72	2,226.800	\$ 10,637.00	\$ -	\$ 8,462.25
December	34,846	30,545	2,959	1,009	638	4,606	4,552	990	1,009	598	581	2,429.13	2,343.99	2,308.192	\$ 10,208.00	\$ -	\$ 8,348.25
4th Qtr Total	106,791	97,243	8,694	3,320	1,876	13,890	13,848	3,249	3,054	1,810	1,926	7,219.64	7,617.83	6,955.791	\$31,260.00	\$5.00	\$23,556.75
Y.T.D.	419,977	412,194	33,102	13,875	7,106	54,083	56,559	12,891	11,417	7,275	7,771	30,773.73	31,170.90	28,093.381	\$120,699.75	\$5.00	\$98,402.75

Total 2019 Budget Hours = 31,604.50
Total 2019 Paid Driver Hours = 30,773.73
***Agency Trips are included in total trips

↓
Includes
Agency
Trips

0. *
30,773.73 *
27.05 =
832,429.40 *

219,107.50

0. *
120,699.75 +
5.00 +
98,402.75 +
219,107.50 *

FINAL

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

FINAL

Month	2018 Miles	2017 Miles	Onalaska Trips	Holmen Trips	West Salem Trips	Total 2018 Trips	Total 2017 Trips	2018 Agency Trips	2017 Agency Trips	2018 MTU Passes	2017 MTU Passes	2018 Operating Stats Hours	2017 Operating Stats Hours	Gallons	Fares	Freight Package	Agency Revenue
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	666	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	5,222	967	761	735	723	2,702.72	2,575.78	2,403.266	\$ 11,400.50	\$ -	\$ 5,628.75
1st Qtr Total	105,926	100,998	9,127	3,719	1,721	14,567	15,066	2,654	2,158	2,019	2,032	7,835.90	7,299.14	6,986.450	\$ 33,309.25	\$ -	\$ 16,082.50
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	4,886	1,033	814	658	646	2,539.43	3,006.90	2,381.988	\$ 10,516.25	\$ -	\$ 6,506.25
2nd Qtr Total	106,476	102,834	8,884	3,801	1,813	14,498	14,730	2,953	2,474	2,042	2,019	7,945.05	8,107.42	7,086.772	\$32,431.50	\$5.00	\$17,478.75
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
3rd Qtr Total	102,549	109,545	8,312	3,391	1,943	13,646	14,191	2,756	2,684	1,784	2,068	7,772.12	8,008.34	7,099.679	\$29,387.50	\$0.00	\$15,743.75
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	30,545	35,507	2,877	1,101	574	4,552	4,801	1,009	938	561	674	2,343.99	2,641.01	2,054.664	\$ 10,162.25	\$ -	\$ 6,166.25
4th Qtr Total	97,243	107,778	8,964	3,144	1,740	13,848	14,722	3,054	2,843	1,926	2,104	7,617.83	7,714.42	6,579.303	\$28,883.00	\$0.00	\$21,083.75
Y.T.D.	412,194	421,155	35,287	14,055	7,217	56,559	58,709	11,417	10,159	7,771	8,223	31,470.99	31,129.32	27,752.204	\$124,011.25	\$5.00	\$70,388.75

Total 2018 Budget Hours = 31,604.50
 Total 2018 Paid Driver Hours = 31,170.90
 ***Agency Trips are included in total trips

194,405.00

Buehler, Fred

From: Koterwski, Tim <KoterwskiT@cityoflacrosse.org>
Sent: Friday, May 29, 2020 9:10 AM
To: Buehler, Fred
Subject: Onalaska 1st Quarter

Good Morning Fred,

Here are the first quarter numbers requested. These numbers are not complete due to COVID 19. The pass revenue will need to be updated when our supervisor can go out and collect the passes from our outlets, I will the update the pass revenue and get this information to you.

LA CROSSE MUNICIPAL TRANSIT UTILITY	2020
ONALASKA SERVICE AREA	

Includes Route 9 - Onalaska Route, other bus routes serving Onalaska destinations, and an estimate of the ADA Paratansit riders with Onalaska destinations.

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2020	2019	% Chng
Adult Tokens	83				83	355	
Youth Tokens	8				8	25	
# of Special Fares	58				58	186	
Cash	\$1,002				\$1,002	\$4,272	
Farebox Revenue	\$1,188				\$1,188	\$5,002	
Pass Revenue	\$898				\$898	\$8,557	
Total Revenue	\$2,086				\$2,086	\$13,559	
Farebox Passengers	702				702	3,221	
Adult Monthly Passes	690				690	3,328	
Youth Monthly Passes	267				267	551	
D&S Monthly Passes	681				681	3,888	
Work's Passes	86				86	386	
WWTC Passes	139				139	676	
Viterbo Passes	10				10	116	
UWL Passes	68				68	504	
Special Fares	512				512	900	
Total Farebox Passengers	3,155				3,155	13,570	
Transfer Passengers	477				477	2,229	
Free Fare Passengers	95				95	408	
Total Route 9 Passengers	<u>3,727</u>		<u>0</u>		<u>3,727</u>	<u>16,873</u>	<u>-78%</u>
Rt. 5 & Rt. 8 Passengers *	8,799				8,799	41,068	-79%
Paratransit Passengers **	221				221	1,161	-81%
Transfers from OHWSPT ***	163				587	714	-18%
Total Onalaska Passengers	<u>12,910</u>			<u>0</u>	<u>12,910</u>	<u>59,816</u>	<u>-78%</u>

Revenue Hours	562				562	2,171	-74%
Total Hours	649				649	2,506	-74%
Revenue Miles	9,581				9,581	136,834	-93%
Total Miles	10,703				10,703	41,169	-74%
Passengers per Hour	7.26	#DIV/0!	#DIV/0!	#DIV/0!	22.97	27.55	
Passengers per Mile	0.41	#DIV/0!	#DIV/0!	#DIV/0!	1.35	1.62	
Total Cost Per Passenger	\$5.27	#DIV/0!	#DIV/0!	#DIV/0!	\$21.10	\$4.55	
Onalaska Cost Per Passenger #	\$0.92	#DIV/0!	#DIV/0!	#DIV/0!	\$3.67	\$0.79	

Stay Safe Stay Healthy,

Tim Koterwski

Transit Supervisor

ADA Coordinator

(608) 789 - 7375

La Crosse Municipal Transit Utility

2000 Marco Drive

La Crosse, WI 54601

Phone (608) 789 - 7350

Fax (608) 789 - 7374