

**Board of Public Works
of the City of Onalaska**

Tuesday, November 1, 2016

1

1 The Meeting of the Board of Public Works of the City of Onalaska was called to order at 6:30
2 p.m. on Tuesday, November 1, 2016. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken with the following members present: City Engineer Jarrod Holter, Financial
6 Services Director/Treasurer Fred Buehler, Ald. Jim Binash (alternate for Ald. Barry Blomquist),
7 Mayor Joe Chilsen, Ald. Jim Bialecki

8
9 Also Present: Ald. Bob Muth, Ald. Harvey Bertrand, Assistant City Engineer Kevin Schubert

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

12
13 Motion by Mayor Chilsen, second by Jarrod, to approve the minutes from the previous meeting
14 as printed and on file in the City Clerk's Office.

15
16 On voice vote, motion carried.

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

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

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

24
25 **Item 4 – Review and consideration of snowmobile trail within the City of Onalaska for the**
26 **2016-2017 winter season, including crossing State Trunk Highway 35 at Oak Forest Drive**

27
28 Jarrod said this is a renewal of the snowmobile trail for the 2016-17 winter season, referring to a
29 map included in board members' packets that shows the trail and noting it is the same location it
30 has been for several years. It follows the Great River State Trail, runs through the alley system,
31 comes up by Ash Street and crosses State Trunk Highway 35 en route to the La Crosse River
32 State Trail. Jarrod said he had received a confirmation email from Wisconsin Department of
33 Transportation Traffic Supervisor Andrew Winga, noting WisDOT added ramps as part of the
34 new construction. Jarrod added Police Chief Jeff Trotnic has no concerns regarding the trail.

35
36 Motion by Mayor Chilsen, second by Ald. Bialecki, to approve snowmobile trail within the City
37 of Onalaska for the 2016-2017 winter season, including crossing State Trunk Highway 35 at Oak
38 Forest Drive.

39
40 Fred inquired about liability insurance report.

41
Reviewed 11/4/16 by Jarrod Holter

**Board of Public Works
of the City of Onalaska**

Tuesday, November 1, 2016

2

42 Jarrod said he has it in hand.

43

44 On voice vote, motion carried.

45

46 **Item 5 – Review and consideration of 2017 Capital Improvements Budget and Public**
47 **Hearing date of December 6, 2016 at 6:30 p.m.**

48

49 Ald. Bialecki noted the Onalaska Cemetery project is concluding for the year, with work being
50 performed on the fencing and the arch. Ald. Bialecki also noted there still are closeout costs and
51 said Jarrod has applied for a \$20,000 grant, which the city likely will receive. Ald. Bialecki said
52 the Cemetery Committee wishes to fundraise to install a sprinkler system and expressed his
53 willingness to allow the project to proceed as a capital improvement if the group fundraises for
54 it. Ald. Bialecki also noted the group has made progress in its donation account and said the city
55 will gauge this as to when it is appropriate to begin construction of an irrigation system.

56

57 Jarrod said the grant for which he had applied will be for the arch and also potentially some
58 plantings and the irrigation system. This will depend upon the bid prices.

59

60 Ald. Bialecki said, “That’s for this year yet. We’re just thinking next year now.”

61

62 Ald. Binash inquired about the irrigation system, asking if the city will be responsible for
63 providing financial assistance if the Cemetery Committee does not reach its fundraising goal.

64

65 Ald. Bialecki said the Cemetery Committee intends to fundraise for the irrigation system and
66 stated he does not believe the city can make a substantial contribution toward the project. Ald.
67 Bialecki asked Jarrod if \$100,000 is an accurate estimated cost for an irrigation system that
68 would cover the area in question.

69

70 Jarrod said he believes the irrigation system the committee wishes to install would cover “the
71 front piece” of the cemetery and told Ald. Bialecki he believes \$10,000 is an accurate estimate.
72 Jarrod said, “It wouldn’t be to replace the irrigation system in the whole cemetery.”

73

74 Motion by Ald. Bialecki, second by Mayor Chilsen, to add to the 2017 Capital Improvements
75 Budget an irrigation system for the City of Onalaska Cemetery at a cost of \$10,000 under “Other
76 Sources.”

77

78 For clarification, Jarrod said a project will be listed under “General” for \$10,000, and the total
79 cost will be listed at \$10,000. Jarrod also said \$10,000 will be labeled as “Donations” under
80 “Other Sources.”

81

82 Ald. Bialecki said someone on the Cemetery Committee will need to provide project updates.

**Board of Public Works
of the City of Onalaska**

Tuesday, November 1, 2016

3

83
84 Jarrod indicated he will do so.

85
86 Ald. Bialecki noted that Fred had received donated funds from the Cemetery Committee and said
87 he would apply them toward the fencing and arch projects.

88
89 Fred noted that the checks had been written with a memo stating “future improvements.”

90
91 Ald. Bialecki said he does not object to that, adding, “Just escrow it and we’ll apply it toward the
92 \$10,000.”

93
94 For clarification, Ald. Binash asked Ald. Bialecki if the city will pay for the balance of the
95 irrigation system if the committee does not reach its goal.

96
97 Ald. Bialecki said, “We’re not committing to anything. If they want to fundraise to put in a
98 \$10,000 irrigation system, we’re good with that.” Ald. Bialecki noted the Onalaska Cemetery is
99 an Enterprise Fund, stating it has functioned for several years on its own with little contribution
100 in property tax dollars. Ald. Bialecki said the fencing and the arch normally would have been a
101 city obligation, and he commended the Cemetery Committee for its fundraising efforts, noting
102 approximately \$165,000 had been raised toward the project.

103
104 Ald. Bialecki referred to the October 21 edition of the Onalaska/Holmen Courier Life, which
105 identified Phase III and Phase IV of the Great River Landing Project, and he asked Ald.
106 Bertrand, who sits on the Great River Landing Committee, for an explanation.

107
108 Jarrod said the Great River Landing Committee had decided at its October 13 meeting to “take it
109 slow” and see how the Great River Landing is utilized after the Board of Public Works had
110 removed \$250,000 for the Phase II design from the 2017 CIB at its October 4 meeting. Jarrod
111 said Great River Landing Committee members believe this will assist them in determining how
112 to proceed in the 2018 CIB.

113
114 Ald. Binash referred to “Aerial Photography” (Item No. 42 under Planning Department) and
115 asked if perhaps the \$25,000 budgeted for this item could be transferred to the Onalaska
116 Cemetery.

117
118 Ald. Bialecki said, “You could. But I’m also keeping in mind that it’s an Enterprise Fund with
119 its own funds from sales of lots.”

120
121 For clarification, Fred told Ald. Binash that \$10,000 would be placed under “General” and
122 “Other Sources,” while nothing would be placed under bonding.

123

**Board of Public Works
of the City of Onalaska**

Tuesday, November 1, 2016

4

124 Ald. Bialecki said he believes Ald. Binash is suggesting eliminating aerial photography.

125

126 Jarrod said there is an attempt to update aerial photography every couple of years, noting the city
127 collaborates with La Crosse County every four years. Jarrod noted that departments such as the
128 Fire Department, Planning Department and Engineering Department all utilize aerial
129 photography, and he said he hopes the city is able to collaborate with the La Crosse Airport.
130 Jarrod said, "I think if you wanted to borrow for the cemetery, I guess I'd leave that up to Fred."

131

132 Fred said he would not feel comfortable borrowing \$10,000 for the cemetery.

133

134 Ald. Bialecki noted the Cemetery Committee already had raised more than \$165,000 and
135 expressed confidence that its members will be able to raise another \$10,000. Ald. Bialecki also
136 noted that committee members had expressed concern over adequately watering the cemetery
137 during the summer months as it is difficult for city staff to consistently do so.

138

139 Motion by Ald. Bialecki, second by Ald. Binash, to hold the 2017 Capital Improvements Budget
140 public hearing at 6:30 p.m. on Tuesday, December 6, 2016.

141

142 On voice vote, motion carried.

143

144 Fred asked if this is with the understanding that the Onalaska Cemetery has been added, noting
145 that the board had not voted on that motion.

146

147 Vote on the motion to add \$10,000 to the 2017 CIB for the Onalaska Cemetery Project:

148

149 On voice vote, motion carried.

150

151 Motion by Ald. Bialecki, second by Mayor Chilsen, to hold a public hearing regarding the
152 Onalaska Cemetery Project on Tuesday, December 6.

153

154 On voice vote, motion carried.

155

156 **Item 6 – Review and consideration of no parking for snow removal at various locations**
157 **throughout the City**

158

159 Jarrod said the Street Department has brought forward areas within the city where staff has
160 difficulty removing snow. These areas either have substandard road alignments, parking issues
161 or the street is narrow. A typical city street is 37 feet, back-of-curb to back-of-curb, and Jarrod
162 noted the width of the city streets in some of these areas is 32 feet. These areas include:

163

- 164 • The area by Northern Hills Elementary School (East Avenue and Spruce Street). Jarrod

**Board of Public Works
of the City of Onalaska**

Tuesday, November 1, 2016

5

165 said staff is asking to add extra no parking spaces near the four-way intersection to
166 facilitate snow removal. Jarrod said staff currently posts temporary no parking signs
167 during there is a significant amount of snow.

- 168 • The area on Quincy Street by the crosswalk across from Onalaska Middle School.
- 169 • The Meier Farm addition. Jarrod said he wanted to include this area even though there
170 have not been any problems due to the presence of a 32-foot wide street.
- 171 • An area on Green Street that is between Oak Avenue North and 8th Avenue South. This
172 is a 32-foot street that narrows to 31 feet, and Jarrod said city staff encounters difficulties
173 navigating snowplows on this street.
- 174 • Green Bay Street, east of 9th Avenue South.
- 175 • Fifth Avenue North, which is 32 feet wide.
- 176 • Tenth Avenue North, where it turns into Grove Street.

177
178 Jarrod said he is seeking the board's input as to whether staff should choose which streets need
179 immediate attention and then invite citizens to participate in a public hearing. Jarrod said staff
180 also can continue posting temporary no parking signs during significant snow events.

181
182 Motion by Ald. Bialecki, second by Mayor Chilsen, to bring to the floor for discussion review
183 and consideration of no parking for snow removal at various locations throughout the City.

184
185 Mayor Chilsen noted that Ald. Muth resides near Northern Hills and asked for his input.

186
187 Ald. Muth referred to the intersection of East Avenue and Spruce Street, calling it an "offset
188 intersection" and stating he does not see an issue with not allowing parking in this area year-
189 round.

190
191 Jarrod said that based on staff input, the most troublesome areas are Green Street and Green Bay
192 Street.

193
194 Motion by Ald. Bialecki, second by Mayor Chilsen, to approve parking restrictions on Green
195 Street, Green Bay Street, and the corner of East Avenue and Spruce Street.

196
197 Fred asked if the goal is to establish a public hearing regarding the passage of an ordinance.

198
199 Jarrod said he can send letters to citizens in the affected areas and give them the opportunity to
200 provide feedback at the December 6 Board of Public Works meeting.

201
202 Fred asked Jarrod if his intent is to not allow wintertime parking in the other areas.

203
204 Jarrod said staff will post temporary no parking signs if they believe there is a problem with
205 clearing snow.

Reviewed 11/4/16 by Jarrod Holter

206
207 On voice vote, motion carried.

208
209 **Item 7 – Review and consideration of bids received for the combination sanitary sewer**
210 **cleaning truck**

211
212 Jarrod said he had received two quotes for two trucks – one a Vactor truck, and the other an
213 Aquatech truck. Bruce Equipment’s base bid for the Vactor truck was \$408,748, while
214 R.N.O.W. Inc.’s bid for the Aquatech truck was \$399,950. Both had a \$75,000 trade-in. Jarrod
215 said staff had bid some alternate items, but had chosen to instead purchase them over time and
216 install them. Jarrod noted the city currently has a front hose reel Vactor unit and said the
217 Aquatech unit is made with a rear hose reel. Jarrod said R.N.O.W. told him it could install a
218 front hose reel on its vehicle. However, this is not the company’s standard installation, and
219 Jarrod said staff had expressed concern over how it would function. Jarrod said the city has had
220 a Vactor unit since 2003 and staff has been pleased with it.

221
222 Motion by Jarrod, second by Mayor Chilsen, to approve the purchase of a Vactor sewer cleaning
223 truck from Bruce Equipment at a cost of \$333,748.

224
225 Fred inquired about the hose reel.

226
227 Jarrod said the Vactor unit would have a front hose reel, which the current vehicle has.

228
229 Fred noted that Cities & Villages Mutual Insurance Company “had an issue.”

230
231 Jarrod said the issue to which Fred had referred had been resolved with the Wisconsin State
232 Patrol.

233
234 On voice vote, motion carried.

235
236 **Item 8 – Review and consideration of Change Order #1 for the 2016 Main Street Concrete**
237 **Project**

238
239 Jarrod said staff is requesting a change order for \$23,050, noting more nine-bag concrete mix
240 had been utilized during construction work at 12th Avenue South and Main Street. Jarrod
241 pointed out that even with the change order the cost is \$10,000 less than the second-lowest bid.

242
243 Motion by Ald. Bialecki, second by Mayor Chilsen, to approve Change Order #1 for the 2016
244 Main Street Concrete Project in the amount of \$23,050.

245
246 On voice vote, motion carried.

Item 9 – Pay Estimates: Fahrner Asphalt Sealers, Strand Associates, Mathy Construction, Wieser Brothers General Contractors, CPR Inc., Short Elliott Hendrickson, Braun Intertec, Fowler and Hammer, Ayres Associates, Gerke Excavating, and any other contractor/developer

**BOARD OF PUBLIC WORKS
MONTHLY ESTIMATES**

November 1, 2016

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
1. FAHRNER ASPHALT SEALERS				
City Hall/Library Parking Lot Sealcoating Construction				
Estimate #2	\$ 43,861.00	\$ -	\$ 23,883.16	\$ 12,362.82
2. STRAND ASSOCIATES				
South Kinney Coulee Lift Station Updated Design				
Estimate #13	\$ 10,000.00	\$ 24,100.00	\$ 24,095.85	\$ 9,209.98
3. MATHY CONSTRUCTION				
2016 Pavement Project Construction				
Estimate #5	\$ 1,467,229.50	\$ 23,436.00	\$ 1,162,825.36	\$ 201,617.24
4. WIESER BROTHERS GENERAL CONTRACTORS				
Great River Landing – Phase 1 Construction				
Estimate #6	\$ 2,122,178.26	\$ 23,524.84	\$ 945,081.98	\$ 450,829.31
5. STRAND ASSOCIATES				
Misc. Services – SCADA & Stormlift				
Estimate #2 – FINAL	\$ 2,000.00	\$ -	\$ -	\$ 1,666.11
6. CPR INC.				
Main Street Concrete Project				

**Board of Public Works
of the City of Onalaska**
Tuesday, November 1, 2016
8

288	Construction				
289	Estimate #2	\$ 162,987.50	\$ 23,050.00	\$ 154,096.31	\$ 26,519.19
290					
291	7. SEH INC.				
292	Riders Club Rd. & PH				
293	Design				
294	Estimate #16	\$ 148,348.18	\$ -	\$ 129,050.88	\$ 22,484.63
295					
296	8. SEH INC.				
297	Phase 1 – Waterfront	\$7,100 (CSM)			
298	Design/Construction	\$74,450 (Constr.)			
299	Estimate #12	\$ 147,400.00	\$39,800 (Constr.)	\$ 248,932.83	\$ 9,469.43
300					
301	9. BRAUN INTERTEC				
302	Great River Landing – Phase 1				
303	Construction				
304	Estimate #4	\$ 6,675.00	\$ -	\$ 6,471.25	\$ 1,089.50
305					
306	10. FOWLER & HAMMER INC.				
307	2016 Miscellaneous Concrete Project				
308	Construction				
309	Estimate #5	\$ 118,262.50	\$ -	\$ 96,428.84	\$ 12,247.60
310					
311	11. AYRES ASSOCIATES (02632)				
312	I-90 Sanitary Sewer				
313	Design				
314	Estimate #8	\$ 48,600.00	\$ -	\$ 13,348.74	\$ 1,056.14
315					
316	12. GERKE EXCAVATING				
317	2016 Utility				
318	Estimate #5	\$ 682,945.97	\$ -	\$ 582,885.96	\$ 43,986.21
319					
320	13. DYNAMIC CONCRETE RESURFACING				
321	Public Works Facility				
322	Fluid Applied Floor				
323	Construction				
324	Estimate #2 – FINAL	\$ 87,244.60	\$ 50,298.44	\$ 27,136.00	\$ 110,407.04
325					

Motion by Ald. Bialecki, second by Mayor Chilsen, to approve the revised list of 13 pay estimates dated October 31, 2016.

329 On voice vote, motion carried.

330

331 **Item 10 – Closed Session**

332

333 To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin
334 Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the
335 investing of public funds or conducting other specified public business whenever competitive or
336 bargaining reasons require a closed session:

337

- 338 • Sanitary sewer agreement

339

340 If any action is required in Open Session, as the result of the Closed Session, the Board of Public
341 Works will reconvene in Open Session to take the necessary action and/or continue on with the
342 printed agenda.

343

344 Motion by Ald. Bialecki, second by Mayor Chilsen, to convene in Closed Session.

345

346 On roll call vote: Ald. Jim Binash – aye, Mayor Joe Chilsen – aye, City Engineer Jarrod Holter –
347 aye, Financial Services Director/Treasurer Fred Buehler – aye, Ald. Jim Bialecki – aye. In
348 Closed Session.

349

350

351 Recorded by:

352

353 Kirk Bey