

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

Tuesday, December 2, 2014

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, December 2, 2014. 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: Ald. Jack Pogreba, Financial Services
6 Director/Treasurer Fred Buehler, Ald. Jim Bialecki, Mayor Joe Chilsen, City Engineer Jarrod
7 Holter

8
9 Also Present: Assistant City Engineer Kevin Schubert, Ald. Bob Muth, Land Use and
10 Development Director Brea Grace, Planner/Zoning Inspector Katie Meyer, Ald. Harvey
11 Bertrand, Parks and Recreation Director Dan Wick, Parks Maintenance Supervisor Mark Hanson
12

13 **Item 2 – Approval of minutes from previous meeting**

14
15 Motion by Ald. Bialecki, second by Mayor Chilsen, to approve the minutes from the previous
16 meeting as printed and on file in the City Clerk’s Office.

17
18 On voice vote, motion carried.

19
20 **Item 3 – Public Input (limited to 3 minutes/individual)**

21
22 Ald. Pogreba called for anyone wishing to provide public input.

23
24 Fred read into the record the notice of the public hearing: “Tuesday, December 2, 2014, 6:30
25 p.m. for the purpose of the Public Hearing on the proposed 2015 Capital Improvements Budget
26 for the City of Onalaska. The complete proposed budget is open for inspection in the Office of
27 the City Clerk/Finance Department at the City Hall, 415 Main Street, Onalaska, WI 54650, on
28 Monday through Friday of each week between the hours of 8 a.m. to 5 p.m. The proposed
29 capital project fund calls for the total expenditures of \$7,899,500 in project costs. The funds
30 already bonded through public hearings and available are \$713,000 plus funds from other
31 revenue sources of \$207,000 for a total of \$6,979,500. This figure consists of a \$3,250,000 safe
32 water drinking loan and \$3,729,500 in bonds and notes. In addition, there is an estimated
33 issuance cost of \$82,000 for a grand total of \$3,811,500. Dated this 7th day of November, 2014.
34 Fred Buehler, Financial Services Director/Treasurer.”

35
36 Ald. Pogreba called three times for anyone else wishing to provide public input and closed that
37 portion of the meeting.

38
39 **Consideration and possible action on the following items:**

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

Tuesday, December 2, 2014

2

42 **Item 4 – 2015 Capital Improvements Projects**

43

44 A. **6:30 p.m. Public Hearing** on 2015 Capital Improvements Projects

45

46 Fred said he would like Jarrod to discuss the safe water drinking loan as there had been a
47 discussion regarding installing a generator at Well No. 9 since the public hearing notice was
48 published.

49

50 Jarrod noted that board members' packets include the proposed 2015 Capital Improvements
51 Budget with modifications to Well No. 9 (Project No. 4). Jarrod said the design has progressed
52 to the point where there is an opinion of probable cost. Jarrod said the opinion of probable cost
53 for the project, including the generator, is slightly less than \$3 million. Jarrod said that because
54 the design is not yet ready for plans, specifications and estimates, a 15-percent contingency
55 (\$440,000) is being attached to the project. In addition, there would be a \$15,000 charge for a
56 Safe Water Drinking Loan application completed by Strand Associates, which also would charge
57 up to \$100,000 for construction administrative work. This would bring the total estimated cost
58 of the project to \$3,533,000. Jarrod pointed out this would include a \$440,000 contingency,
59 which is something he hopes will not be needed. However, Jarrod added this will not be known
60 until the bids have been submitted. Jarrod described the bidding environment as "good," noting
61 the cost of fuel has decreased. Jarrod said the city would not necessarily be bonding for the
62 entire amount if the safe water drinking loan was applied for at \$3,533,000. The city would have
63 a loan for up to that amount and only take out what would be needed to pay for the project's
64 costs. Jarrod noted a project timeline has been established and said a project bid will be brought
65 forth at the March 3 Board of Public Works meeting.

66

67 Ald. Pogreba opened the public hearing and called for anyone wishing to speak either in favor of
68 or in opposition to the 2015 Capital Improvements Projects.

69

70 **Diane Oldani Wulf**
71 **910 Orchid Place**
72 **Onalaska**

73

74 "I'm here for two items tonight on Capital Improvements. Number one is No. 58, [which is]
75 Council Chambers Audio/Video Equipment in the amount of \$80,000. I appeared before you
76 last month and respectfully requested that you add this item back in, and you did, and I thank you
77 very much for doing that. I will also give you a quick update. Since last month's meeting two
78 vendors have come in. They reviewed our system, and this coming Thursday the Technology
79 Advisory Committee will be reviewing and going forward with some type of recommendation
80 reviewing what we have before us. Secondly, also on the Capital Improvements, Item No. 21,
81 [which is] Public Works Facility Epoxy Floor Coating/Heated Storage and Mechanic Space for
82 \$80,000. I know it was deleted last month. It appeared to me staff was very disappointed it was

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

Tuesday, December 2, 2014

3

83 removed. I realize you came down from \$19 million to \$3.7 million. I've never been one to
84 want to spend money – especially my own, let alone anyone else's. I guess my concern was
85 when the Public Works Facility was originally built my understanding was that it was built to
86 withstand a number of decades, just like our City Hall was. I guess I feel that if you're going to
87 build a building you need to maintain it. If the intent was to have that building for a number of
88 decades, my past experience being on Council previously was when I toured the facility it's a
89 beautiful facility. I think the current staff maintains it very nice. They're very proud of that
90 facility and they maintain it very well. I think to not continue to maintain that would be going
91 backwards. If you choose not to fund it this year I'm very hopeful that there will be something
92 that can be done to keep it at least for another year. But I just think to not spend the money now
93 would just be going backwards. It isn't a very sexy line item; it's not like it's a piece of
94 equipment that you can drive around and touch and feel and see. It's maintenance, and so a lot
95 of times I think people may not put a lot into that. But I think if you're going to have buildings
96 you have to be willing to maintain them. It's not like we're going to buy Jarrod a big Dodge
97 Ram truck that he can drive around town and show off. It's maintaining a building that I think is
98 really, really important, and so I ask for your consideration. Thank you.”

99

100 Ald. Pogreba called three times for anyone else wishing to speak either in favor of or in
101 opposition to the 2015 Capital Improvements Projects and closed the public hearing.

102

103 B. Consideration, possible recommendation and possible action in regards to the 2015
104 Capital Improvements Projects

105

106 Ald. Bialecki said he wished to discuss Project No. 38 (Braund Lumber demolition) and Project
107 No. 41 (Waterfront improvements). Ald. Bialecki stated he agrees that Braund Lumber needs to
108 be razed as there are numerous safety infractions and other factors at play. Ald. Bialecki
109 addressed Item No. 41 and stated, “The issue I have, and maybe I need clarification on it, this
110 identifies TIF (new). What that suggests to me is that whatever financing here is going to be slid
111 into the TIF District. The problem I have with that is there's no increment into the TIF. So for
112 financial purposes this would be an additional tack onto next year's tax bill. I would rather have
113 those words removed because the amounts we're talking about are already incorporated into the
114 \$3.7 million loan under GOs. Does that make sense? Or tell me this is an error.”

115

116 Fred said, “I can address from prior bond issues where the City of Onalaska had TIF District
117 expenditures without increments back a few TIF Districts ago. ... When that happens it's
118 actually expensed through the TIF District while it's in what I call ‘the development stages’ in
119 the Capital Projects. Any shortage obviously is coming from the General Fund Undesignated
120 Fund Balance. At such time when the TIF District starts prospering ... and in the past we did the
121 same thing as the TIF District would not only pay the General Fund back, but they also would
122 pay back any interest that it would have lost during that period of time. We have done that from
123 prior bond issues when we did the last TIF District.”

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

Tuesday, December 2, 2014

4

124
125 Ald. Bialecki asked if the Joint Review Board is aware of this, recalling a past instance where a
126 former City of Onalaska employee had sold the city on a TIF District and there was a significant
127 shortfall that led to a tack onto the tax bill.

128
129 Fred said he is under the assumption that both Project No. 38 and Project No. 41 are part of the
130 TIF plan.

131
132 Jarrod said they are encompassed in the TIF area and stated he believes reconstruction at the
133 Braund Lumber site is included within the TIF plan.

134
135 Brea said the TIF plan calls out a detailed budget on how expenditures will be utilized. Brea said
136 she does not believe there are expenditures specifically called out for the Braund Lumber site.

137
138 Ald. Bialecki asked if the verbiage may be removed.

139
140 Brea said she does not know the intent of why it was placed there.

141
142 Fred said it was labeled as a TIF because it was located within the TIF map showing the location.
143 Fred also noted that the City of Onalaska is receiving approximately \$40,000 a year of computer
144 tax-exempt aid in the TIF District.

145
146 Ald. Bialecki asked, “A year from now, when the TIF comes due, the shortfall is from
147 Undesignated Funds. Did I hear that right?”

148
149 Ald. Bialecki was told he is correct.

150
151 Ald. Bialecki returned to the Waterfront project and said, “As this process proceeds, somewhere
152 there is going to have to be further clarification on the \$15.1 million [and] just how this strategy
153 is all going to play out. A couple of things come to mind. Tentatively what’s out there – the
154 construction, what’s intended with the land and the improvements down there – a few things
155 come to mind. One, there are a number of new programs down there, which might be good.
156 There is also going to be a crosswalk, which might be good. It will be funded. The first question
157 that comes to mind on that as that proceeds forward [is] I think that needs to go to the Parks and
158 Recreation Board because that part is probably going to fall under their auspices. Can they
159 handle that? The different activities going on down there, and even if swimming is added to that,
160 can that be handled, too? And what impact, if any, is that going to have on [the Aquatic Center]?
161 I talked to a credible Parks and Recreation Board member within the last week, and the way it
162 was explained to me is that they had all they could do this year to make their budget work under
163 the present state mandates.”

164

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

Tuesday, December 2, 2014

5

165 Ald. Bialecki noted the 2015 Capital Improvements Projects had come forward with \$19.5
166 million over the next five years and said it is likely more will be added over time. Ald. Bialecki
167 said the debt capacity the city believes it can tolerate to remain under the State of Wisconsin's
168 mandated levy limit is around \$3.7 million. Ald. Bialecki said he wants to have a good
169 understanding of what the impact of the Waterfront project will be. Ald. Bialecki referenced a
170 past Community Development Authority meeting where a suggestion had been raised to utilize
171 funding from Tourism. Ald. Bialecki said he does not believe Tourism could bear this burden
172 and added he believes the Tourism Commission should have input on this matter. Ald. Bialecki
173 also said he believes the Finance and Personnel Committee should become involved if General
174 Obligation funding is required for the Waterfront project.

175
176 Ald. Bialecki said, "As this plays out, so far, so good. But it's the design plan. I think we really
177 need to craft and show people exactly how this is going to be funded." Ald. Bialecki noted that
178 in years past the program, staffing patterns and the budget had been evaluated by the city's bond
179 consultant before projects such as the City Shop and the Aquatic Center proceeded. Ald.
180 Bialecki also said he is aware of the challenges facing the Omni Center and that he does not want
181 the Waterfront project to suffer the same fate.

182
183 Ald. Bialecki referenced General Obligation Bonds under the Street section and said he is a
184 strong advocate of updating the city's infrastructure. Ald. Bialecki noted that Jarrod had written
185 his budget projections on the proposed projects earlier this year and had supplied satisfactory
186 estimates based on the information he had at the time. However, Ald. Bialecki also pointed out
187 that fuel prices have declined sharply as of late.

188
189 Motion by Ald. Bialecki, second by Mayor Chilsen, to authorize City Engineer Jarrod Holter to
190 utilize residual funds to apply an epoxy floor coating/heated storage and mechanical bays at the
191 Public Works Facility, and also to repair any streets deemed as high priority if the bids for the
192 Public Works Department's projects listed in the 2015 Capital Improvements Budget come in
193 substantially lower than projected.

194
195 Fred noted that when one enters the bond market, resolutions are broken down into Public Works
196 Facilities, Parks Projects, Fire Department Projects, and Police Projects. Fred noted that
197 resolutions cannot be "co-mingled."

198
199 Ald. Bialecki said, "My resolution only applies to the Public Works Department as applied to
200 doing additional streets and the floor [at the Public Works Facility] with residual funds from the
201 bond issue."

202
203 Fred noted that funds bonded under the Street Department may only be utilized for streets and
204 roads. Fred said Jarrod may write an alternate in his bids to allow him to obtain additional bids
205 for the additional streets. However, Fred said he believes the funds must be separated as there

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

Tuesday, December 2, 2014

6

206 are two separate resolutions at play.

207

208 Jarrod asked, "Because the floor in the Public Works Facility was split between Water, Sewer,
209 Storm Sewer and General Fund: Streets, we would have to come in under on all four of those
210 areas in order to be able to fund the floor?"

211

212 Fred told Jarrod he is correct.

213

214 Ald. Bialecki said he is agreeable to this.

215

216 In response to a question by Ald. Pogreba, Jarrod said the Public Works Facility flooring was not
217 put into the General Fund Budget, but rather the Capital Improvements Budget.

218

219 Fred said he had taken the proposed 2015 Capital Improvements Budget that had been advertised
220 to the city's bond counsel, who stated that Project Nos. 52, 53, 54, 57 and 58 do not meet the
221 requirements for bonds. Therefore, the City of Onalaska must either do a note or a state trust
222 fund loan. Fred said the total would be \$992,200 and expressed concern over the fact that
223 Project No. 21 might not qualify for bonds and therefore might have to be routed to a state trust
224 fund loan. Fred noted the interest rate of a state trust fund loan is 3 percent, compared to 3.16
225 percent for a General Obligation Corporate Purpose Bond. Fred also noted that the sum of
226 \$992,200 for a state trust fund loan is over five years at a rate of 3 percent and said the interest
227 rate will be higher than that of a bond if it extended beyond five years.

228

229 Ald. Pogreba said he agrees with Fred about directing any extra funds saved from street projects
230 toward the epoxy floor at the Public Works Facility. However, Ald. Pogreba also said that while
231 he understands the need for the epoxy floor, he would prefer moving Project No. 21 to the 2016
232 Capital Improvements Budget as it is a new item and the 2015 CIB has risen so high. Ald.
233 Pogreba referenced Project No. 10, the reconstruction of Green Street, noted it had been deleted
234 and said he believes this would be a project worth seeking a bid for if any funds are saved from
235 the street projects included in the 2015 CIB.

236

237 For clarification, Fred noted the board is not increasing the amount to borrow. Fred said if
238 Jarrod writes up an alternate project and the projects included in the 2015 CIB come in lower
239 than anticipated he would have the authority to address the alternate project.

240

241 Ald. Pogreba noted the motion on the floor states the epoxy floor at the Public Works Facility
242 would receive top priority, followed by a street project.

243

244 Fred said the motion on the floor complicates the issue because the resolutions designate street
245 projects exclusively as street projects.

246

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

Tuesday, December 2, 2014

7

247 Motion and second withdrawn.

248

249 Ald. Pogreba said that as a department head Jarrod has access to the funds and any excess funds
250 may be approved when Jarrod goes out for bids and comes before the Board of Public Works.

251

252 Jarrod referenced the East Main Street project included in the 2014 CIB, noting this project had
253 included the mill and overlay project from Esther Drive to Marcou Road. Jarrod said that project
254 had been bid with an alternate of doing the mill and overlay up to Theater Road and noted this
255 had been awarded with the project because the project had cost less than anticipated to rebuild
256 East Main Street from Theater Road to United States Highway 53. Jarrod said, "We were able to
257 get more done with the money we had bonded. That's a perfect example of how I would craft
258 this next year's project to do the same thing."

259

260 Fred noted that Jarrod had referred a street project to a street project and said jumping from a
261 street project to an epoxy floor is not the same. Fred said, "I don't see how we could add this
262 project unless you added \$80,000 to this list."

263

264 Jarrod said, "The only way it could get added that I would see is if the Water, Sanitary Sewer,
265 Storm Sewer and the General Fund: Street portion of the Capital Improvements Budget all came
266 in at a set number under. We would have to bring it back through, do a public hearing again to
267 do an amendment to the 2015 Capital Improvements Budget to use excess funds for that project.
268 I would guess that is probably the only way it can be done."

269

270 Fred said Jarrod is correct.

271

272 Motion by Jarrod, second by Ald. Bialecki, to change the total of Project No. 4, Well No. 9
273 filtration plant construction (b), to \$3,533,000. This is an increase of \$283,000.

274

275 Jarrod noted the contingency for the project is more than \$400,000 and said he believes the
276 project will come in at the amount stated in the budget.

277

278 On voice vote, motion carried.

279

280 Ald. Pogreba reopened the public hearing and called for anyone wishing to address the changes
281 made to the 2015 Capital Improvements Budget.

282

283 Ald. Pogreba called three times for anyone wishing to address the changes made to the 2015
284 Capital Improvements Budget and closed the public hearing.

285

286 Motion by Ald. Bialecki, second by Mayor Chilsen, to approve the 2015 Capital Improvements
287 Budget.

288

289 On voice vote, motion carried.

Reviewed 12/5/14

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

Tuesday, December 2, 2014

8

290

291 **Item 5 – Review and consideration of sediment/water runoff at 1558 West Young Drive**

292

293 Motion by Ald. Pogreba, second by Ald. Bialecki, to table until the February 3 Board of Public
294 Works meeting review and consideration of sediment/water runoff at 1558 West Young Drive.

295

296 On voice vote, motion carried.

297

298 **Item 6 – Review and consideration of 2015 Comprehensive Plan Update, Chapter 4 --**
299 **Transportation**

300

301 Ald. Bialecki noted that he, Mayor Chilsen and Jarrod all had gone through this process at the
302 Plan Commission level and said he is unsure if they have any further questions.

303

304 Jarrod said he has examined the document, which has been compiled by Short Elliott
305 Hendrickson, and described it as “well-rounded.”

306

307 Ald. Pogreba referred to the bicycle trails on the abandoned railroad and asked if it is possible
308 the tracks eventually will be put back into service. Ald. Pogreba also noted that 60 trains per day
309 are expected and asked if this was examined as an increase.

310

311 Jarrod said ownership of the abandoned railroad tracks, which now are State of Wisconsin trails,
312 has been transferred to the Department of Natural Resources. Jarrod also noted that there are
313 sections within the City of Onalaska where the old railway bed is privately owned and cited the
314 example of the site where Hardees used to be located. Jarrod said the city for years has been
315 selling remnants of land where the railway used to be, adding he believes it would be very
316 difficult at this time to resurrect the railroad system from years past. Jarrod said the estimate of
317 60 trains passing through the city daily was provided by Burlington Northern Santa Fe.

318

319 Motion by Ald. Bialecki, second by Mayor Chilsen, to approve the 2015 Comprehensive Plan
320 Update, Chapter 4 – Transportation.

321

322 On voice vote, motion carried.

323

324 Katie thanked the board for reviewing the Transportation chapter and welcomed any comments
325 from its members. Katie also noted that the Community Facilities and Utilities chapter will
326 come before the Board of Public Works at its January 6 meeting.

327

328 **Item 7 – Review and consideration of access and Wisconsin Department of Transportation**
329 **driveway permit for land adjacent to N5096 State Trunk Highway 35 (Tax Parcel #10-**
330 **1151-0)**

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

Tuesday, December 2, 2014

9

331
332 Jarrod noted board members' packets contain a map that includes the Schuppel property. Jarrod
333 also noted that this item had gone before the Parks and Recreation Board at its November 24
334 meeting and that the property in question is approximately 4 acres. Jarrod said that when the city
335 acquired the parcel that now includes Van Riper Park and the Aquatic Center it also acquired the
336 property with a 30-foot strip leading to State Trunk Highway 35, and also a 30-foot strip along
337 the frontage of the 4-acre property. Jarrod said he had been approached by an individual (Ryan
338 Wessel) who has expressed an interest in purchasing the Schuppel property. Ryan is requesting
339 from the Wisconsin Department of Transportation to acquire driveway access to STH 35. Jarrod
340 referred to an email from WisDOT included in board members' packets that states that since this
341 property is not fronting on STH 35 the City of Onalaska owns the frontage and Ryan cannot
342 apply for the driveway permit. Jarrod said Ryan told him he intends to purchase the Schuppel
343 property and utilize an alternate driveway. However, Jarrod said he is seeking direction from the
344 board as to whether the city should sell to Ryan the front of the northwest corner abutting the
345 parcel and also the front 30 feet. Doing so would allow Ryan to gain access to STH 35. Jarrod
346 referred to a 30-foot access easement and noted that the city has access off Kramer Road. Jarrod
347 said staff would look into trading any land the city might need to ensure that the park facility was
348 whole and then selling it up front. Jarrod said he is seeking input from the board as to whether
349 the city should enter into negotiations with the area in question.

350
351 Ald. Bialecki asked what impact this would have on the city or the potential owner when
352 WisDOT eventually widens STH 35.

353
354 Jarrod noted that WisDOT has STH 35 staked for the road widening. Currently STH 35 has two
355 12-foot lanes with a 4-foot shoulder. The new roadway section is being designed with a 16-foot
356 two-way left-turn lane, two 12-foot travel lanes and two 10-foot shoulders. The roadway will be
357 approximately 14 feet wider in each direction, plus the slope. Jarrod said Ryan has been in
358 contact with WisDOT, which in turn informed him the proposal would work with what WisDOT
359 is planning for STH 35.

360
361 Fred asked Jarrod to show him on the map where the water from the pool is drained.

362
363 Jarrod said both he and Dan had visited the site and pointed out on the map a large retaining
364 pond. Jarrod also pointed out an overflow pipe that he said would overflow if it were to fill up.

365
366 In response to a question by Fred, Jarrod referred to parcels owned by the city as well as a front
367 portion that is not located within the City of Onalaska limits. Jarrod also referred to a side
368 portion that is located within the City of Onalaska limits.

369
370 Ald. Bialecki asked Jarrod if he knows what is intended for the Schuppel property.

371

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

Tuesday, December 2, 2014

10

372 Jarrod said Ryan is planning on constructing storage units.

373

374 In response to a question by Ald. Pogreba, Jarrod said he had contacted Ryan via email and told
375 him the city would want to retain an area as a safeguard measure for the pond so any overflow
376 would go onto city-owned land. Jarrod said the city would relinquish ownership of the area that
377 would allow a driveway to be installed.

378

379 In response to a question by Ald. Pogreba, Jarrod said that when the city purchased the land on
380 which Van Riper Park is located the purchase included the area from the ball diamond to Kramer
381 Road.

382

383 Ald. Pogreba said he would like to see the Schuppel property come under the City of Onalaska
384 tax roll because it is surrounded by city property and is an island.

385

386 Jarrod noted that the frontage is not located in the City of Onalaska, and also that the property is
387 surrounded by the city's corporate limit on three sides.

388

389 In response to a question by Fred, Jarrod said WisDOT has stated it will allow a new driveway
390 access in conjunction with the one that already exists.

391

392 Jarrod said it will be necessary for the board to make a motion to approve proceeding with
393 negotiations, adding that City Attorney Sean O'Flaherty will need to participate in the process.
394 Jarrod also said it will be necessary to participate in negotiations so an agreement can be brought
395 back before the Board of Public Works.

396

397 Fred said he is not comfortable approving an access.

398

399 Ald. Bialecki said he agrees with Fred and asked if this item can be listed in Open Session at the
400 December 9 Common Council meeting.

401

402 Fred said this matter likely can be discussed in Closed Session.

403

404 Ald. Bialecki said Jarrod is simply seeking authorization to proceed with negotiations and that it
405 is not necessary to discuss this matter in Closed Session.

406

407 Jarrod said he can speak to Sean and determine if this item can be reworded for the Common
408 Council meeting.

409

410 Ald. Pogreba asked if this item would be placed under the Board of Public Works or the Mayor's
411 Report.

412

413 Mayor Chilsen said this can be determined later.

414

415 **Item 8 – Review and consideration of 3rd Avenue South reconstruction project including**
416 **possible addition of bike lanes and street width**

417

418 Jarrod noted board members’ packets include cross sections with the proposed 2015 CIB going
419 forward. The Engineering Department is currently working on designs of possible projects to be
420 bid out for the 2015 Street and Utility Construction Project contracts. Jarrod said Kevin is
421 working on designs of the roadway. One of the projects is 3rd Avenue South between Main
422 Street and Green Street. Jarrod noted board members’ packets also include the La Crosse Area
423 Planning Committee Bicycle Facility Bicycle Route Map. Jarrod noted 3rd Avenue South is
424 listed as a bicycle route within the City of Onalaska and said there should be a bicycle facility
425 within the roadway section. Jarrod referred to the cross sections included in board members’
426 packets and noted that the roadway currently is 41 feet in width from back of curb to back of
427 curb. Jarrod noted the typical city street is 37 feet wide, and also noted that within the 41 feet of
428 3rd Avenue South there are two 12-foot traffic lanes, 6 feet of parking, the gutter pan and curb
429 head within the cross section.

430

431 Jarrod said, “If we wanted to add a bike facility we could add a designated bike lane. If we did
432 that, that’s the middle cross section. The cross section we have today has two 12-foot travel
433 lanes, 6 feet of parking, plus the gutter. If we went to 43 feet in width we could have two 11½-
434 foot travel lanes, a designated bike lane on one side, a designated bike lane between the travel
435 lane and a parking lane so we would have parking on one side of the street.”

436

437 Jarrod noted that it is now possible to have a 14-foot travel lane that can be marked with a
438 “sharrow” symbol, which is a bicycle symbol with three arrows on it. This means motorists are
439 sharing the travel lane with bicyclists. Jarrod said there is a minimum 14-foot lane that comes
440 with the designation and noted the width of 3rd Avenue South could be expanded to 45 feet and
441 include two 14-foot lanes and 6 feet of parking on each side. Jarrod said boulevards would be
442 reduced in width from 7½ feet to 5½ feet. However, Jarrod also noted doing so would mean
443 every tree along the boulevard would be lost if 3rd Avenue South is widened to 45 feet. Jarrod
444 said there are some elevation issues with the existing sidewalk in the area of 3rd Avenue South
445 and Green Street. Narrowing the boulevard will result in making the grass terrace steep in
446 certain sections as well as force the removal of trees.

447

448 Jarrod said, “If we are proposing to keep the existing option with no bike facility, we probably
449 would not have to have any kind of public contact until we do the actual project because we’re
450 replacing everything in kind. ... If we choose to take parking off one side and go with what I call
451 ‘Option B’ of the 43-foot wide roadway we probably should have the citizens in at the next
452 Board of Public Works meeting to discuss that. If we go with Option C, which would be a wider
453 cross section, the parking would stay on but we would send out a letter after that being said to all

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

Tuesday, December 2, 2014

12

454 the abutting property owners to explain to them what the proposed changes would be in the
455 roadway.”

456

457 Jarrod noted that in the future the State of Wisconsin bicycle trail could come up from Main
458 Street, cross at the traffic signal located at STH 35 and Main Street, turn onto 3rd Avenue South
459 and proceed to the Library. Jarrod said, “If there is a street facility within the city that is on bike
460 plans and has a reason for bike lanes, this is one of the most conducive ones we have within the
461 city that does not presently have any bike facilities. We felt it was prudent to bring it forward for
462 discussion at this time because of the reconstruction.”

463

464 Ald. Pogreba said he was comfortable with installing two 14-foot travel lanes until Jarrod
465 informed the board it would be necessary to remove the mature trees along the boulevards.

466

467 Jarrod said he will be bringing to the January 6 Board of Public Works meeting a letter from the
468 Onalaska Bike Association, which had submitted a request to include “sharrows” on 4th Avenue
469 and East Avenue that would run from Main Street to Sand Lake Road. Jarrod noted the
470 Onalaska Bike Association has designated this route as a priority and pointed out that the
471 proposal would be for the section of 3rd Avenue South between Green Street and Main Street. It
472 still would be necessary to determine how to proceed on 3rd Avenue South between Green Street
473 and Wilson Street, and then extend bicycle lanes to Oak Forest Drive. Jarrod noted that in
474 approximately 2004 the city created a bicycle facility on Sand Lake Road. There are on-street
475 bicycle lanes from Redwood Street to Well Street. Jarrod noted the local business community
476 stated it wanted to retain parking in the vicinity of Well Street. Jarrod also noted that the citizens
477 residing in the area from Main Street to Green Street and up to Wilson Street expressed their
478 wishes to retain their parking. Jarrod said that while the city striped a white delineation line, it is
479 not an approved bicycle facility.

480

481 Ald. Pogreba said it is necessary to keep parking on both sides of 3rd Avenue South due to
482 alternate side parking in the winter months.

483

484 Jarrod said individuals who live in areas where there is parking on only one side of the street are
485 not required to follow alternate side parking during the winter months. Jarrod noted one such
486 area is 12th Avenue South south of Wilson Street and said there are instances where automobiles
487 are not moved during the winter months and city staff must post ‘No Parking’ signs at certain
488 times during the winter months so the area may be cleared of snow.

489

490 Fred inquired about the estimated costs of Project No. 17, including the bicycle lanes.

491

492 Jarrod said the bicycle lane facility, depending on which one is chosen, would add either 2 feet
493 or 4 feet of pavement and rock beneath the road, which the project estimate could consume.
494 Jarrod added there is no funding coming in for the bicycle lanes.

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

Tuesday, December 2, 2014

13

495
496 Jarrod said, “This street [3rd Avenue South], with our Complete Streets Policy and with what we
497 have shown with public input, is one that ... This is the street to have a bike lane on, in my
498 opinion. If we’re going to have bike lanes in our city, being on the La Crosse Area Planning
499 Committee Bike Route Map and with the different reasons that I’ve listed ... I think it also works
500 in the Comprehensive Plan. The reason I’m here today is it’s obviously a tough choice. Do we
501 put the ‘sharrow’ in? I agree with Jack; it’s a great option. The problem is now we have a
502 narrower boulevard. We have to take down the trees.”

503
504 Fred said he would be opposed to Option C on the basis that property owners would not only
505 lose their trees, but they also would have snow from the street pushed on their sidewalk due to
506 the narrower boulevards.

507
508 Jarrod said he cannot guarantee that the trees would remain as part of Option B because the road
509 width would be increased by 1 foot on each side. Jarrod said Option A is keeping the road as is
510 and noted doing so would not allow for a WisDOT bicycle facility to be placed in the roadway.
511 Jarrod corrected himself by stating a bicycle facility could be installed if parking was eliminated
512 on both sides of the road. However, Jarrod noted that parking already is challenging on the first
513 block of 3rd Avenue South in the commercial district downtown.

514
515 Ald. Bialecki said he believes the homeowners on 3rd Avenue South will express their opinions
516 over the prospect of losing parking on their street.

517
518 Jarrod cited the example of County Trunk Highway SS, noting the road was wide enough at 45
519 feet that parking was allowed on one side while a bicycle facility was installed.

520
521 Ald. Bialecki noted many of the dwellings along 3rd Avenue South and 4th Avenue South are
522 traditional homes and expressed reluctance to see residents’ trees and parking removed.

523
524 Mayor Chilsen also expressed reluctance over having healthy trees removed.

525
526 Brea noted the state bike trail coming from Trempealeau essentially ends at Main Street and said
527 there is a lack of a clear route to the Oak Forest Drive bicycle trail. Brea said, “If we’re not
528 going to funnel bike traffic down 3rd Avenue South or 4th Avenue South, then we have to design
529 it in along the Waterfront, along Court Street. Then we’d be looking at crossing somewhere else
530 along Highway 35. Main Street was designed with pedestrian crossing in mind, so if we’re
531 looking at crossing at Irvin Street or somewhere else we don’t have a traffic light until we get
532 down to the Dairy Queen intersection. This isn’t the best intersection because, as the
533 snowmobile club has brought forward, coming up that extension that is just west of Highway 35
534 presents some challenges. I want that factored in the discussion – somehow we have to fix this
535 missing link.”

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

Tuesday, December 2, 2014

14

536

537 In response to a question by Ald. Pogreba, Jarrod said Court Street is a 20-foot right of way.

538

539 Fred said there had to have been discussion about potentially placing a bicycle lane along STH
540 35 when it was reconstructed in 2012.

541

542 Jarrod noted there is an on-street bicycle facility on STH 35. Jarrod said that while it is possible
543 to route bicyclists to STH 35, he also noted there are 20,000 cars a day on this corridor.

544 Meanwhile, there are approximately 3,500 to 5,000 motorists per day along 3rd Avenue South.

545

546 Ald. Bertrand, who is an avid bicyclist, said he understands there is an expense associated with
547 creating bicycle lanes, but added he would like to see them installed.

548

549 Ald. Pogreba asked Ald. Bertrand if he would feel comfortable riding his bicycle in the
550 designated area along STH 35, which is from Main Street to Dairy Queen.

551

552 Ald. Bertrand said he would not feel comfortable doing so, adding he does typically does not ride
553 in that direction.

554

555 Jarrod noted that STH 35 has a designated bicycle lane on each side. Jarrod also noted that the
556 city is expecting STP Urban Funding for Riders Club Road and said the city will be required
557 either to install a bicycle facility on this roadway or return the funding. Jarrod noted there are
558 instances where WisDOT will narrow a boulevard and install a bicycle facility. Jarrod said in
559 this instance local funds are being utilized and stated, "The reason we're here tonight is if we go
560 down there and we do not offer public input and I do not get direction and Kevin goes down
561 there with a paint can come April 15 before the project starts and people figure out what's
562 happening, we will get phone calls."

563

564 Ald. Bialecki said he would like to see a public hearing held and stated, "Quite frankly, we're
565 talking 3rd Avenue South, but in the future we're looking at 4th Avenue South. [When it comes
566 to] traditional homes I'm apprehensive to take their trees away, narrow their boulevards and
567 possibly eliminate parking on both sides. There's really nowhere else to park there. Take it to a
568 public hearing, but include both areas."

569

570 For clarification, Fred said that the city is not stating it will install bicycle lanes, but rather is
571 asking for public input regarding this topic.

572

573 Ald. Bialecki said the individuals who worked on this plan years ago had the best of intentions.
574 However, Ald. Bialecki also noted there is a portion of the community that would be affected by
575 the installation of bicycle lanes and he wants their input.

576

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

Tuesday, December 2, 2014

15

577 Fred said he is uncomfortable stating the city is installing bicycle lanes, adding he believes there
578 should be a public hearing for a consensus.

579

580 Ald. Pogreba said it will be necessary to approve a public hearing both at the Board of Public
581 Works and at the Common Council and asked how to word such a request.

582

583 Fred asked Jarrod which areas he would consider as potential locations for bicycle lanes.

584

585 Jarrod said one area that could contain a potential bicycle lane is 3rd Avenue South from Main
586 Street to Oak Forest Drive. Jarrod said another area that could be explored is 4th Avenue
587 South/East Avenue. Jarrod said another option would be to take no action at this time and he
588 could bring back a proposal to the January 6 Board of Public Works meeting. Jarrod suggested
589 inviting the public for the construction project and gather feedback at that time.

590

591 Ald. Pogreba said this means Jarrod would not be sending a letter to the individuals residing on
592 3rd Avenue South.

593

594 Jarrod said, "If we have a public meeting on the project itself, which could include the whole
595 project, we need to have ... If we want to include the public on the public meeting we need to
596 describe some token what we're having a public meeting about. We can't just say, 'We're
597 having a public meeting and we're going to be redoing your street' and not state anything that
598 we're going to have done because no one will show up. No one will attend and then they'll
599 come back and say, 'You didn't tell us you're going to take half of our boulevard.'"

600

601 Ald. Pogreba said he believes the notice should state a construction project possibly could
602 include smaller boulevards, no parking, the creation of bicycle lanes, and the removal of mature
603 trees.

604

605 Jarrod said a decision regarding this section of roadway should be made at the January 6 Board
606 of Public Works meeting.

607

608 Ald. Bialecki said he believes this discussion should have taken place either in September or
609 October.

610

611 Jarrod suggested delaying the bid of the project.

612

613 Fred said he is uncomfortable with making a motion because he is uncomfortable stating the city
614 favors installing bicycle lanes when there has not been an opportunity for the public to provide
615 input. Fred suggested perhaps including an agenda item on the January 6 Board of Public Works
616 meeting agenda that would allow a consensus hearing for the individuals living in the affected
617 areas.

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

Tuesday, December 2, 2014

16

618
619 Jarrod said the board could hold a public informational meeting at the January 6 Board of Public
620 Works meeting regarding the available options for 3rd Avenue South between Main Street and
621 Green Street. Jarrod said he could mail a letter to property owners residing on 3rd Avenue South
622 between Main Street and Green Street.

623
624 **Item 9 – Review and consideration of Pearl Street reconstruction including street width**

625
626 Jarrod said Pearl Street would be widened between 4th Avenue North and 6th Avenue North and
627 noted there presently is 50 feet of street right of way. This is considered a substandard right of
628 way in the City of Onalaska. Jarrod said a sidewalk was installed on each side when the street
629 was installed. A typical section of the street is approximately 35 to 36 feet, and the boulevard is
630 2 feet on each side. Jarrod said this project could include widening the boulevard and noted the
631 proposal is for a 34-foot wide street. Jarrod said it still would be possible to accommodate on-
632 street parking at that width. Jarrod noted there are 32-foot roadway widths located in the Meier
633 Farm and La Crosse Country Club areas. Jarrod said, “I think with the 50-foot road right of way
634 and the sidewalk on both sides it would be beneficial to add a little bit of room to the boulevard
635 in this area and sacrifice some of the street.” Jarrod added this area contains undeveloped land as
636 well as larger corner lots, so there is not a high density of homes with on-street parking.

637
638 Ald. Bialecki asked if the residents in this neighborhood are aware of this proposed project,
639 which he noted might benefit them.

640
641 Jarrod said the residents would receive a letter informing them of the proposed project and
642 predicted they would react positively.

643
644 Fred asked if a public hearing would be held, noting it is possible that residents will not
645 additional boulevard space.

646
647 Jarrod noted there currently is 50 feet of city right of way and said the project would give
648 residents an extra foot of grass to mow on the boulevard. Jarrod said the project would be
649 brought back to the Board of Public Works if public input arose from the letter sent to the
650 affected residents.

651
652 Ald. Bialecki inquired about the project’s timeframe.

653
654 Jarrod said it is the same as the 3rd Avenue South project.

655
656 Ald. Pogreba asked if this item should be placed on the December 9 Common Council agenda
657 for a January public hearing.

658

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

Tuesday, December 2, 2014

17

659 Ald. Bialecki said he doubts there will be negative feedback regarding this project, adding he just
660 wants the residents in the affected area to be aware of it.

661
662 Ald. Pogreba said the city can send letters to the residents in the affected area and they may
663 come forward with any questions or comments they might have at the January 6 Board of Public
664 Works meeting.

665
666 Motion by Ald. Bialecki, second by Fred, to approve Pearl Street reconstruction, including street
667 width, with the understanding that a letter be sent to residents in the affected area within the next
668 seven days.

669
670 On voice vote, motion carried.

671

672 **Item 10– Review and consideration of contracted sanitary sewer televising**

673

674 Jarrod noted that board members’ packets include two proposals, and also noted that a third
675 proposal has been solicited. Visu-Sewer, which has performed work within the city, submitted a
676 proposal for \$1.26 per foot. Flow-Rite Pipe & Sewer submitted a proposal for 50 cents a foot for
677 televising. Jarrod noted Green Bay Pipe & TV submitted a proposal for 55 cents a foot with a
678 \$700 mobilization charge. Jarrod noted the 2014 Budget includes \$24,000 for sanitary sewer
679 televising. This also is the case with the 2015 Budget.

680

681 Motion by Jarrod, second by Ald. Bialecki, to approve Flow-Rite Pipe & Sewer for sanitary
682 sewer televising at a cost of \$45,000 from the 2014 and 2015 budgets.

683

684 On voice vote, motion carried.

685

686 **Item 11– Review and consideration of Professional Engineering Services for South Kinney**
687 **Coulee Lift Station**

688

689 Jarrod said this item had been removed from the 2015 CIB at the November 4 Board of Public
690 Works meeting for further review with La Crosse County for the flow coming into the lift
691 station. Jarrod said the design of this facility was done in conjunction with the storm lift station
692 from approximately 2010. Jarrod said he had returned to Strand Associates and solicited what
693 would be necessary to update the plans to current standards. Jarrod noted Strand Associates had
694 updated current drawing specifications to reflect current document conditions. This is included
695 in the not to exceed \$10,000 amount. Jarrod noted that billing would be hourly and said he
696 believes Strand Associates must perform a justification. Jarrod added this would be funded out
697 of Sanitary Sewer Utility Operating Expenses.

698

699 In response to a question by Ald. Pogreba, Jarrod said the electrical engineering portion must be

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

Tuesday, December 2, 2014

18

700 updated for the standards, adding that this is not an area of expertise either for him or for Kevin.

701

702 Fred asked how Professional Engineering Services were arrived at.

703

704 Jarrod said these are the duties Strand Associates, which did the initial design, performs.

705

706 Motion by Fred, second by Ald. Bialecki, to approve Professional Engineering Services for
707 South Kinney Coulee Lift Station to Strand Associates in an amount not to exceed \$10,000.

708

709 On voice vote, motion carried.

710

711 **Item 12– Review and consideration of Snow and Ice Control Policy**

712

713 Jarrod noted city staff already has plowed five times and that salt consumption already has
714 occurred. Jarrod referenced page 4 of the policy and stated that normally 2 inches of snow is
715 required before the city streets are plowed. Jarrod also noted that there is no “bare street policy,”
716 which means the city’s side streets will not be bare at all times. Jarrod pointed out that Dan’s
717 department performs all winter sidewalk and path maintenance within the city. Jarrod noted he
718 had distributed to board members a memo from Dan and asked that the following be added under
719 Section 6 of the Snow and Ice Control Policy:

720

- 721 • Every effort will be made to stay off sidewalks abutting private property and snow
722 removal will end at the property line.
- 723 • City will maintain paved trails and other paved paths 8 feet in width and greater.
- 724 • City equipment may cross onto sidewalks abutting private property to maintain the safety
725 of our operator and equipment. Examples of this are East Main Street and Sand Lake
726 Road by Hilltopper Park.

727

728 Jarrod noted there have been requests by citizens residing on Marcou Road to perform
729 maintenance on their sidewalk because city staff clears snow in the Town of Medary section.
730 Jarrod said the city has no authority to ask citizens in the Town of Medary to remove snow and
731 stated, “We’ve been reevaluating where we’ve been at and we’ve been looking at areas and what
732 we’ve been doing. We just want to consolidate to a more standard policy where we’re just going
733 to do in essence what is abutting city properties unless there’s a safety concern that we can show
734 we need to be doing more.”

735

736 Ald. Bialecki suggested alerting the Town of Medary that the city is clearing snow in the
737 township area located along East Main Street.

738

739 In response to a question by Ald. Pogreba, Jarrod said the city is clearing between 1½ and 2
740 miles of city sidewalk along East Main Street from Esther Drive to State Trunk Highway 16.

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

Tuesday, December 2, 2014

19

741 Jarrod said this section is challenging as there is only 2½ feet of boulevard and staff is plowing
742 two lanes of snow across onto the sidewalk.

743

744 In response to a question by Ald. Pogreba, Jarrod said he recommends not clearing any snow
745 from the sidewalk on Marcou Road other than what is located in the Town of Medary. Jarrod
746 said the city likely will clear snow from a 50-foot section located within the city.

747

748 Ald. Pogreba noted the citizens residing along Marcou Road were told at the time the sidewalk
749 was approved that the city would look into assisting them with snow removal. Ald. Pogreba said
750 he believes the city should give the residents along Marcou Road a set term – say, five years – in
751 which the city will assist with snow removal.

752

753 Jarrod noted that the city constantly orders in sidewalks and said this policy had been brought
754 forward this evening because the city was not being consistent. Jarrod said, “We’re always
755 trying to reevaluate our practices and trying to be the most efficient we can. With the miles of
756 city sidewalk, you add two houses here and two houses there and it ends up being half a mile or a
757 mile more of sidewalk, which takes actual time.” Jarrod noted a second Toolcat has been
758 budgeted for and said this vehicle is more adept in going on and off the curb. Jarrod said the
759 betterment of the city’s fleet and equipment allowed the policy to be tightened and also allows
760 city staff to do what it should be doing.

761

762 Dan noted there have been instances where the city has had to pay claims because the city
763 equipment has been bigger than the sidewalk.

764

765 Motion by Fred, second by Ald. Bialecki, to approve the Snow and Ice Control Policy with the
766 additional memorandum added to it.

767

768 On voice vote, motion carried.

769

770 **Item 13– Review and consideration of Well #9 project bid and financing timeline**

771

772 Jarrod noted board members’ packets include an email timeline that outlines a possible proposed
773 bidding schedule. Jarrod said the only alteration he would make would be to have the Bidder’s
774 Proof of Responsibility submittal due at the February 3 Board of Public Works meeting. Bids
775 would be opened on February 18. The Board of Public Works would approve the winning bid at
776 its March 3 meeting, and the Common Council would award the bid at its March 10 meeting.
777 The contract would be signed in April. Jarrod noted that he and Fred will be bringing forward
778 resolutions for the Safe Drinking Water Loan at the January 6 Board of Public Works meeting.
779 The intent to apply and scoring will be submitted by December 31. Fred will be looking into
780 interim financing to carry the project until such time the Safe Drinking Water Loan would
781 become available.

824					
825	5. STRAND ASSOCIATES				
826	Well #9 – Reconstruct/Filter				
827	Design				
828	Estimate #3	\$ 132,700.00	\$ -	\$ 48,600.00	\$ 41,200.00
829					
830	6. FAHRNER ASPHALT				
831	Saw/Seal – City Wide				
832	Estimate #1	\$ 20,000.00	\$ -	\$ -	\$ 17,178.50
833					
834	7. CHOSEN VALLEY TESTING				
835	Well #9 – Design				
836	Geotechnical Services				
837	Estimate #1	\$ 3,065.00	\$ -	\$ -	\$ 3,065.00
838					
839	8. FAHRNER ASPHALT				
840	Fiber Patching – City Wide				
841	Estimate #3	\$ 51,120.00	\$ -	\$ 24,689.54	\$ 16,273.20
842					

843 Motion by Jarrod, second by Ald. Bialecki, to pay the eight estimates as distributed on December
844 2, 2014.

845
846 On voice vote, motion carried.

847
848 **Adjournment**

849
850 Motion by Ald. Pogreba, second by Ald. Bialecki, to adjourn at 8:09 p.m.

851
852 On voice vote, motion carried.

853
854
855 Recorded by:
856
857 Kirk Bey