



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Common Council
DATE OF MEETING: January 14, 2020 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 7:00 P.M.

PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Rules of the City of Onalaska Common Council and its Sub Committees – Harassment Free Forum
4. **PUBLIC INPUT: (limited to 3 minutes / individual)**
5. **REPORT FROM THE MAYOR:**
 - A. Swearing in of Mayor Kim Smith
 - B. Appointment of 3rd District Alderperson to fill the vacancy created by the resignation of Boondi Iyer for the term ending April 20, 2021
 - C. Swearing in of newly appointed 3rd District Alderperson for the term ending April 20, 2021
 - D. Appointment of newly appointed 3rd District Alderperson to the following standing committees, boards, commissions, and other committees:
 1. Administrative Committee
 2. Judiciary Committee
 3. Board of Public Works (Alternate)
 4. Historic Preservation Commission (Chair)
 5. Onalaska School District Liaison
 - E. Proclamation in Recognition of Mayor Joe Chilsen
 - F. Library Statistics

RECOMMENDATIONS FOR APPROVAL AND/OR POSSIBLE ACTION FROM THE FOLLOWING COMMITTEES/COMMISSIONS BOARDS:

All items listed under the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a council member requests removal, in which event the item will be removed from the consent agenda and considered in the order of business in the non-consent agenda.

NOTICES MAILED TO:

*Mayor Kim Smith	Tena Bailey, LABA
*Ald. Tom Smith	Alex Dreshler, American Cancer Society
*Ald. Jim Olson	
*Ald. Dan Stevens	Laddie Galloway, Acme Commercial Properties, LLC
*Vacant	
*Ald. Diane Wulf	
*Vacant	
City Attorney City Administrator	
Dept Heads La Crosse Tribune	
Coulee Courier	
WKTY WLXR WLAX WKBT WXOW	Onalaska Public Library Onalaska Omni Center

*Committee Members

Date Mailed & Posted: 1-10-2020

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.

6. **Consent Agenda**

- A. Approval of minutes from the previous meeting(s)

FINANCE COMMITTEE

- B. Approve 2019 Omni Center Financials
C. Approve 2019 General Fund Financials
D. Authorization to proceed with an application for a State Trust Fund Loan (STFL) on the 2020 Capital Projects that are not eligible for General Obligation Bonds in the amount of \$542,000

ADMINISTRATIVE COMMITTEE

- E. Approval of Operator’s Licenses as listed on report dated January 8, 2020
F. Approval of Temporary Class “B” / “Class B” Retailer’s License for La Crosse Area Builders Association (LABA) for March 27-29, 2020 for LABA Home Show at the Omni Center, 255 Riders Club Road, Onalaska
G. Approval to move forward on issuance of Class “A” licenses to salons, spas, barbershops, and similar establishments

BOARD OF PUBLIC WORKS

- H. Approval of soil borings for Green Coulee Intersection Project by Braun Intertec in the amount of \$5,125
I. Approval of change order #1, #2, and #3 for the Public Works Facility Addition Project by All American Lumber Company, Inc. in the amount of \$13,343.79
J. Place on file the Wisconsin Department of Natural Resources MS4 Program Permit Evaluation Summary
K. Approval of professional engineering services for Storm Water Management Plan update and storm water modeling with Strand Associates Inc. not to exceed \$75,000
L. Approval of architecture services for City Hall Roof Project by Vantage Architects not to exceed \$13,500
M. Approval of stop sign installation on all directions at Rolling Oaks Drive and Charles Court

PLAN COMMISSION

- N. Approval of an Easement Agreement for 1785 East Main Street, Onalaska, WI 54650
O. Approval to retain R-1 Zoning for residential properties along County Road PH on the new Zoning Map
P. Approval of 2020 Plan Sub-Committee and Plan Commission Meeting Schedule

UTILITIES COMMITTEE

- Q. Approval of Shared Ride Financials
R. Approval of 3rd Quarter MTU Transit Financials

Non-Consent Agenda

7. **RECAP ITEMS PULLED FROM THE CONSENT AGENDA**

8. **FINANCE COMMITTEE**

- A. Vouchers
B. Update regarding a county notification system called RAVE / Smart 911 and the discontinuance of Code Red

9. **PERSONNEL COMMITTEE**

- A. Review and consideration of expectations of the Compensation Study for 2020

10. **ADMINISTRATIVE COMMITTEE**

- A. Approval of Special Event Permit for Sole Burner for American Cancer Society on Sunday, April 26, 2020 from approximately 6am – 2pm starting at 2700 Midwest Drive, Onalaska, WI

11. **REPORT FROM CITY CLERK**

- A. Update on Spring Primary and Spring Election

12. **CLOSED SESSION**

To consider a motion to convene in closed session under Section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- Performance Evaluation of City Administrator

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

- Sanitary Sewer Service Agreement from La Crosse

To consider a motion to convene in Closed Session under Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

- IAFF, International Association of Firefighters, Local 127: Grievance 2019-3 –
RE: Part Time Emergency Medical Technicians (EMT's)
- IAFF, International Association of Firefighters, Local 127: Prohibited Practice Complaint –
RE: Part Time Emergency Medical Technicians (EMT's)

If any action is required in Open Session, as the result of the Closed Session, the Council will reconvene in Open Session to take the necessary action and/or continue on with the printed agenda

13. **REPORT FROM CITY ADMINISTRATOR**

- A. **Resolution 1-2020** - Regarding Expansion Of Options For Sanitary Sewer Services
- B. **Resolution 2-2020** - Regarding City Of Onalaska Standard Form For Regional Services Agreements

Adjournment

SIGN-UP SHEET

MEETING NAME Common Council
 DATE OF MEETING Jan. 14, 2020
 TIME OF MEETING 7pm

#4

NAME	ADDRESS	
MARCIA HORVATH	1205 COUNTY ROAD PH, ONALASKA	
Anthony Horvath	1205 County Rd PH ONALASKA	
PARK HUNTER	212 4TH AVE N. (ONALASKA UMC)	
Michael S Petersen	1216 C7# PA ONALASKA WI	
Betsy Stannard	1224 PH W ONALASKA WI	
RYAN J BEACH	1203 PTH RD PH ONALASKA WI	

#5-E

Proclamation of Thanks

TO

JOE CHILSEN

For his

SERVICE to the CITY of ONALASKA

Whereas, Joe Chilsen has served the City of Onalaska as Mayor for nearly eight years; and

Whereas, Joe Chilsen has served as a long time member on the Police and Fire Commission prior to becoming mayor; and

Whereas, Joe Chilsen worked diligently promoting business and tourism for our beautiful community, and was instrumental in the collaboration and establishment of the La Crosse County Convention and Visitors Bureau; and

Whereas, Joe Chilsen worked regionally fighting the opioid epidemic in the coulee region as a member of the La Crosse County Heroin Task Force; and

Whereas, Joe Chilsen is a dedicated educator, teaching over 10,000 students and welcoming school children to city hall; and

Whereas, 'Mayor Joe' has often reminded us that it is, 'A great day to be in Onalaska.'

Now, Therefore, I Kim Smith, Mayor of the City of Onalaska, on behalf of the citizens do recognize that the City of Onalaska will benefit for years to come from Mayor Joe's many contributions and officially thank Joe Chilsen for his dedication to the City of Onalaska.

Dated the 14th day of January, 2020

Kim Smith, Mayor
City of Onalaska

Caroline Burmaster, City Clerk
City of Onalaska

PACKET: 03035 License Packet Jan Operator

SEQUENCE: License #



ID	PERIOD	-----NAME-----		LICENSE CODE
01546	12/04/19- 6/30/21	TOOKE	TAMARA	OPRATOR OPERATORS - 2 YEAR
05077	12/16/19- 6/30/21	SPIRES	SABRINA	OPRATOR OPERATORS - 2 YEAR
06022	12/06/19- 6/30/21	EVERY	AUSTIN	OPRATOR OPERATORS - 2 YEAR
06025	12/09/19- 6/30/21	MOORE	MICHELE	OPRATOR OPERATORS - 2 YEAR
06043	12/13/19- 6/30/21	KIOUS	COURTNEY KAY	OPRATOR OPERATORS - 2 YEAR
06053	12/30/19- 6/30/21	AASEN	ZACHARY	OPRATOR OPERATORS - 2 YEAR



To: Finance and Personnel Committee
 FROM: Finance Department
 SUBJ: Payables and Approval

The following is a list of monies expended since the last Common Council meeting dated December 10, 2019. These payables include a percentage (42.934% in 2018 compared to 40.869% in 2019) of taxes collected through December 31, 2019 to the taxing entities.

The total is:	<u>\$13,830,230.88</u>
12/06/2019 PY Packet 1103 - Ty Edwards PT Payroll	\$135.76
12/16/2019 AP Packet 2749 - December 2019 (including ACH)	\$104,194.34
AP Packet 2751 - ONA FF Assoc.	\$200.00
12/17/2019 AP Packet 2753 - Deferred Payables	\$47,440.02
12/20/2019 PY Packet 1110 - City Payroll	\$162,373.59
PY Packet 1109 - Comp Payout	\$6,282.80
AP Packet 2748 - Comp Payout Drafts	\$3,059.32
PY Packet 2752 - City Payroll Drafts	\$100,717.76
AP Packet 2753 - Deferred Payables	\$47,440.02
12/23/2019 AP Packet 2754 - Adoni Networks	\$11,326.70
AP Packet 2757 - Tax Refunds Set #1	\$1,123.99
AP Packet 2758 - December 2019	\$129,062.87
AP Packet 2759 - Northern States Power	\$24,608.46
12/26/2019 AP Packet 2760 - MCS Networks	\$191,987.23
12/31/2019 UB Packet 2342 - Refund	(\$38.67)
01/03/2020 AP Packet 2766 - 2020 Payables	\$195,512.55
AP Packet 2764 - 2019 Payables (including ACH)	\$100,328.30
01/03/2020 PY Packet 1117 - City Payroll	\$156,161.52
PY Packet 1127 - Missed On Call for F. Fischer	\$297.13
AP Packet 2773 - Missed On Call for F. Fischer Drafts	\$103.87
AP Packet 2771 - City Payroll Drafts	\$100,503.83
AP Packet 2772 - Deferred Payables	\$12,881.89
01/06/2020 AP Packet 2770 - VOID	(\$7,989.47)
AP Packet 2768 - REISSUE	\$7,989.47
AP Packet 2767 - December 2019	\$595.00
01/07/2020 AP Packet 2778 - 2019 Tax Refund Sets # 2,3, & 4	\$23,332.59
01/15/2020 AP Packet 2785 - January Tax Settlements	\$11,102,226.19
AP Packet - December 2019 (including ACH)	\$976,598.72
AP Packet - January 2020 (including ACH)	\$331,775.10
Total	<u><u>\$13,830,230.88</u></u>
Finance Committee Signatures	

now joined with
Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP
380 Jackson Street, Suite 300
St. Paul, MN 55101
651.223.3000
651.223.3046

August 12, 2018

Mr. Eric Rindfleisch
City Administrator
City of Onalaska
415 Main Street
Onalaska, Wisconsin 54650

Re: Proposal to Conduct a Classification and Compensation Study

Dear Mr. Rindfleisch:

Baker Tilly is pleased to submit our work plan to conduct a classification and compensation study for the City of Onalaska.

Our firm has assisted numerous jurisdictions in the Midwest and throughout the United States in addressing their classification, compensation and human resources issues, and in performing specialized management studies. We have created an extensive management consulting services practice that provides in-depth study and analysis on a variety of topics. Baker Tilly has the staff, facilities and expertise in assisting and advising local governments on critical and important human resources issues. Our vast experience in the areas of human resources administration will be an advantage to your organization.

We look forward to working with the City of Onalaska and its employees on this important project.

Respectfully submitted,

Ann S. Antonsen

Ann S. Antonsen
Director

Work Plan

Classification and Compensation Study

Baker Tilly will assist the City in developing a classification and compensation system which meets the goals established by the City and that can be maintained by the City. The system Baker Tilly will develop will:

- Establish fair and equitable compensation relationships between positions within the City
- Reflect relevant market conditions outside the organization
- Apply to all City positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Provide a strategic plan for implementation and provide for ongoing maintenance in accordance with best practices

Proposed Services. As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be collaborating with a firm able to strategically join forces with clients. We offer the requisite depth of experience, knowledge, and skills to effectively meet the City's needs. The City of Onalaska will receive a solution tailored to your needs and objectives from our coordinated process.

The services to be provided by Baker Tilly include:

- Meetings conducted with administration, department heads and other relevant staff to gain an understanding of the needs and expectations of the City and to collect information on the City and department structure, operations and staffing
- Conduct employee orientation meetings; employees and supervisors complete Position Analysis Questionnaires (PAQs)
- Review job descriptions
- Evaluate positions to determine internal comparability of City positions
- Determine FLSA status of City positions
- Develop and conduct a comprehensive salary and benefits survey of comparable organizations selected in conjunction with the City. Survey information is requested directly from the selected participants. Baker Tilly does not rely on published survey information for public sector participants; this information is used to supplement information collected directly from the selected survey participants. We will use a variety of resources to collect relevant private sector information. Summaries of City positions are included in the survey instrument to ensure comparability of positions.
- Provide recommendations for revisions to the City's current compensation plan, including options for implementation based on the City's financial resources that will enable the City to recruit and retain qualified employees, is competitive in the established market, eliminates compression and ensures fair and equitable internal compensation of City positions
- Provide a manual and training of key City employees on maintaining the classification and job evaluation system and the compensation plan, how to place new positions within the classification, evaluation and compensation system and how to ensure the system remains internally equitable and competitive with the City's established market
- Presentation of study findings and final report to the City.

Baker Tilly has been providing classification, compensation and benefits consulting services for more than 25 years. During that time, we have developed significant and specialized expertise in performing classification and compensation studies consistent with the scope of services requested by the City. Our clients range from those who have as few as three employees to those who have over 3,000 employees. We have completed hundreds of similar classification and compensation studies in the last five year period.

Baker Tilly works specifically for local government entities including villages, cities, counties, towns, libraries, public agencies and some non-profit organizations. The project team for this study has significant experience working on similar projects throughout the United States. The lead consultant and Project Director for this study has been conducting comparable compensation studies for more than twenty-five years. Ann and her colleagues bring practical, realistic and creative solutions to the challenges faced by public entities just like the City of Onalaska.

Baker Tilly bases our studies on the following guiding principles:

- Classification and compensation studies should include employee involvement and promote transparency to ensure that, at the commencement of the project, ambassadors are created who will build confidence in the process at all levels in the organization.
- As the classification and compensation systems are the foundation of all other human resources (HR) programs, they must be strategically structured to achieve City HR and operational goals.
- Position classification should be a defensible process. The assignment of positions into pay grades should be based on a quantifiable system of job evaluation.
- Compensation surveys should include relevant benchmark organizations. Who does the City compete with for talent? Are the demographic characteristics similar? Is there consistency in the services provided? What is the appropriate competitive position?

Project Initiation. The Baker Tilly Project Director will meet with the City's designated project manager and/or team for this project, and other appropriate personnel to establish working relationships and to finalize a comprehensive work plan and timetable. At this meeting, we will request that the project Administrator provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, the City's personnel policies and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities. The purpose of the meeting is to:

- a. Introduce the Project Director and the consulting team
- b. Discuss the background and experience of Baker Tilly and the consulting team
- c. Discuss, in detail, the methodology to be used in conducting the study; the role of the consulting team and management and employees; and the amount and type of employee participation
- d. Ascertain the major issues the City wants the study to address
- e. Review the project schedule and determine significant milestones
- f. Determine the frequency and content of status reports
- g. Discuss methods of communicating the status of the study to employees

In order to assess the existing classification plan, organizational structure and any related compensation issues, Baker Tilly will meet individually with department heads to become familiar with department structure and changes in structure and positions, service provision, department and staffing issues, any concerns with the

assignment of positions in the current compensation plan and any other issues that may need to be addressed during the course of the study.

Data Collection. Success in a classification and compensation review requires meaningful employee involvement and transparency, employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about the study and why it is being conducted, be given opportunities for employee involvement throughout the process, learn the expected outcomes, as well as have the opportunity to ask questions and express concerns.

Baker Tilly will conduct an employee informational meeting to introduce the study, explain study procedures and answer any questions employees may have about the process. These meetings will be scheduled and conducted to ensure that all employees have the opportunity to attend and so as not to disrupt operations.

Baker Tilly will introduce the Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to provide input on education, training, certifications, licenses and experience requirements of the position and provide input on the various job factors which apply to their position. Employees will also identify the specific physical requirements and working conditions of their position to assist in the consultant's review for compliance with the Americans with Disabilities Act (ADA). Baker Tilly will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide the information to be used during the job evaluation process and to assist in the collection and analysis of wage data from comparable organizations. Baker Tilly will also review each position's designation under the Federal Fair Labor Standards Act (FLSA).

Baker Tilly has developed an innovative and proprietary *online* PAQ. Any employee who is comfortable using a smartphone, tablet or computer will find the online instrument very user-friendly and efficient.

We find most organizations have at least 90% of their workforce positioned to utilize the online PAQ, and its use adds great value and efficiency to our studies. For a small subsection of employees, we can accommodate handwritten hardcopies when necessary.

During the informational meeting(s), we will also explain the supervisors' roles in completing and signing off on the PAQs. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Baker Tilly will conduct job audits (as necessary) to obtain more information. Audits will be scheduled to minimize disruption to City operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Market Survey. In order to determine appropriate salary levels of positions in the workforce and to address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of the City's total compensation package can be reviewed in comparison to the City's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with City management, elected officials and designated staff in identifying the appropriate comparables. Baker Tilly will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City of Onalaska, relate to those organizations with which the City is competing for employees and represents the appropriate labor market.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the staff in determining the appropriate labor market for positions.

Job Evaluation. While salary and benefits survey data will assist the City in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE®) System. The SAFE® system is a unique job evaluation method designed to measure job factors that apply specifically to local government. This system has been successfully used for many years throughout the Country, is periodically updated to account for changes in technology, etc., and has been reviewed by the United States Circuit Court, in conjunction with an Equal Employment Opportunity (EEO) suit, and found acceptable to the Court. The system has also been accepted by the State of Wisconsin under the Local Government Pay Equity Act.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among classes and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each position will be evaluated and placed within the proposed compensation plan based on the job evaluation system and the market rates paid by survey participants.

The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Education and Experience
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

This system can be maintained by the City. Baker Tilly provides training to individuals assigned by the City to this task on utilizing the SAFE System to evaluate newly created positions or re-evaluate revised positions.

Development of the City's Compensation Philosophy and Policy. A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying

where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

- A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion. As part of the study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:
- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allows the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, the City officials and the public

Development of Compensation Plan and Implementation Options. Based on the market wage and benefits data analysis and the job evaluation system, Baker Tilly will propose revisions to the City's compensation plan or develop a new plan for the City. The compensation plan will be developed or revised in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. The proposed plan will incorporate market conditions, recognize the tenure of current employees and coordinate with labor agreements, if applicable, in effect in the City. Baker Tilly will review options with the City to address the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the City remains competitive with the labor market and that the plan is internally equitable.

Baker Tilly will propose a plan to implement the study recommendations that coincide with the financial and budgetary requirements of the City of Onalaska and the needs of employees. Estimates of the cost of implementation will be provided.

Timeline. Baker Tilly takes pride in meeting its time commitments. The schedule to commence this project coincides with Baker Tilly's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study for the City of Onalaska. Baker Tilly is prepared to initiate

the study within three (3) weeks after receiving the official notice to proceed and will complete the study within six (6) months after project initiation.

There are factors that impact meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of the data from the survey participants when requested, the availability of employees to complete position analysis questionnaires and participate in interviews and the timely receipt of feedback and comments on the submitted preliminary data.

Cost. Baker Tilly will perform the tasks as outlined in this work plan for the professional fee of \$24,375, including expenses such as travel, etc. This fee includes 57 full-time and 8 part-time positions (approximately 107 employees), review of job description format, job evaluation (internal equity), comprehensive market survey, compensation plan and implementation options and two (2) on-site meetings.

Baker Tilly is willing to work with the City to modify the work plan to meet the City's needs and budget. If the City decides to modify the proposed work plan, Baker Tilly will adjust the proposed fee appropriately.

RESOLUTION 1-2020

**RESOLUTION REGARDING EXPANSION OF OPTIONS
FOR SANITARY SEWER SERVICES**

WHEREAS, the City of Onalaska has developed standards for entering into municipal services agreements regional services agreements; and

WHEREAS, since 2017, the City of Onalaska and the City of La Crosse have been discussing an extension of the sanitary sewer service agreement that has been in place between the cities for more than 70 years; and

WHEREAS, as a prerequisite to extension of the sanitary sewer service agreement, the City of La Crosse has added the requirement that the City of Onalaska make an annual payment of a regional services fee in order to support services provided by the La Crosse including its library, the La Crosse Center, La Crosse Parking Utilities, Streets, and the La Crosse Park and Rec Department; and

WHEREAS, the City Council of the City of Onalaska has determined that the demand for a regional service fee for services that are also provided by the City of Onalaska to its residents fails to meet the City of Onalaska's standards for an intergovernmental agreement; and

WHEREAS, the City of La Crosse has stated that if Onalaska does not enter into a 20-year intergovernmental agreement which includes the payment of a regional services fee through the full use of the rate of return, on or before March 1, 2020, the City of La Crosse will change its facilities plans for the La Crosse Sewer Treatment Plant such that La Crosse will not continue to provide sewer services to Onalaska; and

WHEREAS, as the City Council of the City of Onalaska has recognized that it is paramount to provide sanitary sewerage treatment services as a necessary municipal service;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Onalaska that the City of Onalaska shall designate Ten Thousand Dollars (\$10,000.00) to hire a consultant to do a study regarding the building of a sanitary sewer treatment plant for the City of Onalaska; and

BE IT FURTHER RESOLVED, that the City of Onalaska shall designate Five Thousand Dollars (\$5,000.00) to pay for a regional services study in La Crosse County commissioned by the City of Onalaska or the Mississippi Valley Planning Commission; and

BE IT FURTHER RESOLVED, that the city staff are directed to continue to work with the City of La Crosse and other local municipalities to work toward a reasonable agreement with the City of La Crosse regarding the future provision of the sanitary sewer services.

Dated this ____ day of _____, 2020.

CITY OF ONALASKA

By: _____
Kim Smith, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

RESOLUTION 2-2020**RESOLUTION REGARDING CITY OF ONALASKA STANDARD FORM FOR REGIONAL SERVICES AGREEMENTS**

WHEREAS, the primary function of the City Council of the City of Onalaska is to serve the citizens of Onalaska and to provide high quality municipal services in an efficient and cost-effective manner to such citizens; and

WHEREAS, the City Council of the City of Onalaska has determined that in recognition of the growth within La Crosse County, there are some municipal services that can most efficiently and effectively be provided to the citizens of Onalaska by the City of Onalaska entering into cooperative agreements with other municipalities within the County for sanitary sewer; and

WHEREAS, the City Council of the City of Onalaska recognizes the formation and operation of La Crosse County Convention and Visitors Bureau (LCCVB) as an example of effective regionalization and intergovernmental cooperation; and

WHEREAS, as the City Council of the City of Onalaska has determined that a successful provision of regional services and intergovernmental agreements is based on three primary factors: 1) equitable funding; 2) shared governance; 3) mutual benefit to all participants; and

WHEREAS, the State of Wisconsin and the County of La Crosse have encouraged the City of Onalaska to consider regionalization and entry into intergovernmental agreements for regional services; and

WHEREAS, as the City Council of the City of Onalaska has determined that the City should develop standards for entry into intergovernmental agreements for regional services agreements;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Onalaska that the City of Onalaska shall ensure that the following four criteria are properly met when determining whether to enter into any intergovernmental or other agreement regarding regional services: 1) are the rights of the citizens of the City of Onalaska being protected; 2) is the cost of the services being allocated reasonably among the parties; 3) does the City of Onalaska have reasonable governance and/or supervision of the regional service; 4) is the general welfare of the City of Onalaska increased by the City of Onalaska entering into a regional services agreement; and

BE IT FURTHER RESOLVED, upon presentation of any proposed regional services agreement to the City Council of the City of Onalaska or any of its sub-committees that city staff provide a report addressing each of the enumerated items.

Dated this ____ day of _____, 2020.

CITY OF ONALASKA

By: _____
Kim Smith, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED: