



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Common Council
DATE OF MEETING: May 12, 2020 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main Street
TIME OF MEETING: 7:00 P.M.

AMENDED

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

Meeting Link: <https://zoom.us/j/99310754287?pwd=SHJweW9wcFBwQUhYkhaMIN3REI5UT09>

- **Phone Number: 1-312-626-6799**
- **Meeting ID: 993 1075 4287**
- **Password: 54650**

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. Community Update on COVID-19
 - B. Mayoral Proclamation for Emergency Order No. 3
 - C. Mayoral Proclamation for Emergency Order No. 4
 - D. **Resolution 25-2020** – To Amend The City of Onalaska Fee Schedule As It Relates to Liquor License Fees

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	
*Ald. Tom Smith	
*Ald. Jim Olson	
*Ald. Dan Stevens	
*Ald. Diane Wulf	
*Ald. Steven Nott	
*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: 5-7-2020

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 2020 Omni Center Financials
C. Approve 2020 General Fund Financials
D. Approve Gundersen Health System Parking Ramp Financial for 1st Quarter 2020

PERSONNEL COMMITTEE

- E. Update from Human Resources on staff vacancies – (For Information Only)
F. Authorization to replace, post and advertise the City Clerk position, and if promoted within the department, a Deputy City Clerk position
G. Approval of job description: City Clerk

BOARD OF PUBLIC WORKS

- H. Approval of chemical rehabilitation of Well #9 by CTW Corporation in the amount of \$64,660
I. Approval of 2020 Unidirectional Flushing Plan update by Short Elliot Hendrickson in the amount of \$18,200
J. Approval of 2020 Wastewater Feasibility Study by Short Elliot Hendrickson in the amount of \$24,500
K. Approval of Change Order #1 for 2019 Cured In Place Pipe Project by Visu-Sewer, Inc. in the amount of \$27,243

PARKS, RECREATION & LIBRARY BOARD

- L. Approve the Omni Center Arena #2 Chiller repairs to Trane at a cost not to exceed \$5,584.00

Non-Consent Agenda

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

8. **FINANCE COMMITTEE**

- A. Vouchers
B. WI Department of Transportation Bureau of Transportation Safety (BOTS) is offering a 75/25 match relating to speeding and other traffic violations
C. Authorization to replace a door / frame at 1321 Rosewood Trail not to exceed \$4,840

9. **PERSONNEL COMMITTEE**

- A. Approval of changes to Policy 6.08 Employee Attire

10. **JUDICIARY COMMITTEE**

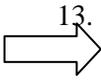
- A. **Ordinance 1669-2020** to amend Title 1 of the Code of Ordinances of the City of Onalaska relating to general provisions for use and code of ordinances

11. **ADMINISTRATIVE COMMITTEE**

- A. Approval of Operator's Licenses as listed on report dated May 7, 2020.

12. **BOARD OF PUBLIC WORKS**

- A. **Resolution 24-2020** – Resolution for authorizing participation in the Wisconsin Water and Wastewater Agency Response Network (WIWARN)
B. Review and consideration of bids received for 2020 City Hall Roof Replacement project



13. **PARKS, RECREATION & LIBRARY BOARD**

- A. Update and decision on plans moving forward:
- 1) Aquatics
 - 2) Recreation

14. **CLOSED SESSION**

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 require a closed session:

- IAFF, International Association of Firefighters, Local 127
- OPPA, Onalaska Professional Police Association, Memorandum of Understanding Recruits
- Discussion and negotiation regarding the proposed Sanitary Sewer Agreement with the City of La Crosse

And 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: Prohibited Practice Complaint – RE: Part Time EMT's

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

Adjournment



#5-B

Mayoral Proclamation for Emergency Orders No. 3:

Whereas, the United States of America and the State of Wisconsin have been affected by the worldwide pandemic of the novel coronavirus disease (COVID-19), which is a dangerous respiratory illness that can spread from person to person; and

Whereas, the COVID-19 pandemic and its prevalence in the southwestern Wisconsin region and throughout the United States constitutes a public health emergency; and

Whereas, pursuant to City of Onalaska Ordinance 5-5-5 the Mayor may proclaim, promulgate and enforce orders, rules and regulations;

Now therefore, as Mayor of the City of Onalaska, I do hereby proclaim and order as follows:

City Meetings:

The Common Council and its committees, commissions, subcommittees and boards may meet remotely during the duration of this Public Health Emergency provided sufficient notice and public input is allowed pursuant to the guidelines set forth by the Wisconsin Department of Justice's Office of Open Government. Standing Committees are encouraged to meet remotely during this timeframe and other committees, commissions and boards may meet as needed where technology and quorum allows.

Opening of City Buildings & Recreational Spaces

City of Onalaska buildings shall remain closed. The City of Onalaska shall follow the orders and guidance of the State of Wisconsin and La Crosse County Health Department as it relates to the opening of public buildings and recreational spaces. For the most up to date information regarding the status of recreational spaces, residents should visit the City website, Onalaska Parks and Recreation Facebook page, or call the Park & Recreation Department at 608-781-9560.

Dated this 20th day of April, 2020.

Seal: Kim Smith, Mayor
Attest: City of Onalaska

Caroline Burmaster, City Clerk





#5-C

Mayoral Proclamation for Emergency Orders No. 4:

Whereas, the United States of America and the State of Wisconsin have been affected by the worldwide pandemic of the novel coronavirus disease (COVID-19), which is a dangerous respiratory illness that can spread from person to person; and

Whereas, the COVID-19 pandemic and its prevalence in the southwestern Wisconsin region and throughout the United States constitutes a public health emergency; and

Whereas, pursuant to City of Onalaska Ordinance 5-5-5 the Mayor may proclaim, promulgate and enforce orders, rules and regulations;

Now therefore, as Mayor of the City of Onalaska, I do hereby proclaim and order as follows:

Direct Seller's Permit:

The City of Onalaska shall suspend the issuance of Solicitor/Direct Seller Permits until further notice.

Special Event Permits

The City of Onalaska shall suspend the issuance of Special Event Permits for new events. New events shall be any event that has not been held in the City of Onalaska within the last three (3) calendar years. Special Event Permits for repeat or annual events shall be reviewed by the applicable City Departments and approved by the City Administrator and Mayor. Applicants should submit their event application at least two weeks prior to their event to allow time for review but should continue to work with City staff related to any changes that may occur after submittal. All Special Event Permits issued shall be conditioned on following the State of Wisconsin and/or County of La Crosse guidelines for public assembly in place at the time of the event.

Dated this 7th day of May, 2020.

Seal: Kim Smith, Mayor
Attest: City of Onalaska

Caroline Burmaster, City Clerk





RESOLUTION NO. 25-2020

A RESOLUTION TO AMEND THE CITY OF ONALASKA FEE SCHEDULE AS IT RELATES TO LIQUOR LICENSE FEES

WHEREAS, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

WHEREAS, on March 24, 2020, Wisconsin Department of Health Services Secretary-Designee Andrea Palm, at the direction of Wisconsin Governor Tony Evers, issued Health Order #12 ordering all individuals in Wisconsin to stay at home with the exception of essential services, travel and activities to mitigate the spread of COVID-19; and

WHEREAS, pursuant to Health Order #12, all bars and restaurants were ordered to remain closed with limited exceptions for curbside and delivery services; and

WHEREAS, on April 16, 2020, Wisconsin Department of Health Services Secretary-Designee Andrea Palm, at the direction of Wisconsin Governor Tony Evers, issued Health Order #28 extending the Safer at Home Order #12 until May 26, 2020 thereby extending the period of time for which bars and restaurants must remain closed; and

WHEREAS, the City of Onalaska declared a public health emergency on March 19, 2020 under Resolution 20-2020 pursuant to the emergency power of the governing body and Chief Executive Officer conferred under Wisconsin Statute Sections 323.11 and 323.14(4), Chapter 323, Onalaska Code of Ordinances Sections 2-2-3, and all other applicable and/or pertinent provisions of state, federal, and/or law, which includes the general authority to order, by ordinance, resolution, and/or proclamation whatever is necessary and expedient for the health, safety, peace, tranquility welfare and good order of the city; and

WHEREAS, the City of Onalaska is focused on protecting the welfare and good order of the City of Onalaska community, which includes the businesses that form our community and drive our local economy; and

WHEREAS, the current public health emergencies, and especially the closures and operational directives ordered by Health Order #12 and Health Order #28 pose a substantial threat to the welfare and good order of the City of Onalaska business community and local economy; and

WHEREAS, to protect the Onalaska community, including its local businesses, the City of Onalaska seeks to amend its fee schedule for the Renewal Liquor License Fees for 2020-2021 license year as indicated herein and amend the City's Fee Schedule for this time period.



NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Onalaska establishes the following reduced fee schedule with respect to Liquor License Fees applied for on or before August 1, 2020 for the 2020-2021 license year:

Class B Liquor	\$50.00
Class B Beer	\$10.00

Any fees over these amounts already paid for the 2020-2021 license year will be refunded to the applicant.

Dated this ____ day of May, 2020.

CITY OF ONALASKA

BY: _____
Kim Smith, Mayor

Caroline Burmaster, City Clerk

Passed:
Approved:
Published:

Marcon, JoAnn

From: Smith, Kim
Sent: Saturday, May 9, 2020 10:49 AM
To: Smith, Kim
Cc: Burmaster, Cari; Marcon, JoAnn; Rindfleisch, Eric; Jackson, Amanda
Subject: Local support for closed businesses
Attachments: Beer and Liquor Class B.pdf

Dear City of Onalaska Alderpersons,

Please note that I have asked to have Resolution 25-2020 be placed on the Common Council Agenda under Mayors Report. This Resolution reduces city fees for some of the specific businesses that have been forced to shut down due to the government health emergency order. While this small gesture will not likely have a large impact on these businesses, it is a showing of good will to those sharing our community. This is a fee invoice that we (the City) are sending out to them right now, while they are either shut down or operating in a limited manner. The businesses included are attached.

There were several misunderstandings surrounding the similar resolution that was brought forward last month. First, I did not realize the council action would need to be done by resolution. Because the fees are currently approved by resolution, any change (even if temporary) would need to be recorded as a resolution. Our city attorney attempted to draft a resolution with the information she had available. It was the intention that this be a framework and adjustments could be made at council.

Secondly, our routine processes are disrupted due to the shutdown. Normally, this type of discussion would go through the committee process for refinement (or disqualification) and then to council for further debate. The meeting cycle last month did not include committee meetings, so this went straight to council in an unrefined format.

Additionally, the original resolution included businesses that were not shut down due to government order. Those are not included in this version. There was concern that this would 'open the flood gates' of requests to waive fees. The fact is that the only other city fees associated with the businesses that are shut down are the weights and measure fees, and that money is not held in the city for administrative costs, but used to pay a third party to conduct the testing.

And finally, I am still finding my role as Mayor at meetings. Policy decisions are the purview of the council, and I don't want to impose on that. However, I do have many years of experience and a unique viewpoint that I hope can continue to help guide the council to serve the common good.

All that being said, I think it is important to show these businesses our support. We don't know what the city finances are going to look like this year. We are all operating with many unknowns. But I do know that the vitality our community relies on these businesses. A shared sense of good will, that we are all in this together, will help demonstrate our intention of rebuilding our local economy together. Being united in our community will help overcome the challenges this pandemic response has presented.

Thank you for your consideration, Mayor Kim Smith

Class B Liquor Licenses, City of Onalaska

AMERICAN LEGION POST 336	731 Sand Lake Road
ANGELINI'S RISTORANTE	1427 State Road 35
APPLEBEE'S NEIGHBORHOOD GRILL & BAR	9364 State Road 16
BLUE MOON RESTAURANT & LOUNGE	716 2nd Avenue North
BUFFALO WILD WINGS	3132 Market Place, Suite 100
CEDAR CREEK COUNTRY CLUB	2600 Cedar Creek Lane
CIATTI'S RESTAURANTS	2846 Midwest Drive
COULEE GOLF BOWL	100 Green Coulee Road
CROOKED PINT ONALASKA	9348 State Road 16 #232
DAVID REAY'S MODERN DINER & TAVERN	214 Main Street
IL LUIGI ITALIAN RESTAURANT	235 Sand Lake Road
LA CROSSE COUNTRY CLUB	300 Marcou Road
LOST ISLAND WINE	570 Theater Road, Suite 100
MANNY'S MEXICAN COCINA INC.	301 Hampton Court
MARY CODY'S RESTAURANT	205 Main Street
NUTBUSH CITY LIMITS BAR & RESTAURANT	1033 2nd Ave S
OLIVE GARDEN ITALIAN RESTAURANT #1492	9413 State Highway 16
ONALASKA OMNI CENTER	255 Riders Club Road
OUTBACK STEAK HOUSE	311 Hampton Court
SEÑOR VILLA	425 2nd Avenue South
SHOGUN ONALASKA INC	1227 Crossing Meadow Dr
STONEY CREEK INN OF LA CROSSE	3060 S. Kinney Coulee Road
UNWINE'D LLC	201 Main Street
WHARF LOUNGE	103 10th Avenue South

Class B Beer Only Licenses, City of Onalaska

BURRACHOS	9432 State Highway 16, Ste 100A
CHINA INN	9348 State Highway 16 #110
LA CROSSE ARCHERY	1231 Oak Forest Drive
ROCKY ROCOCO PAN STYLE PIZZA	1239 Crossing Meadows Drive
WHARF LOUNGE 2	103 10th Avenue South, Suite 4



#6-E

CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9504 • www.cityofonalaska.com

To: Common Council

From: Hope Burchell, PHR, SHRM-CP
HR Director

Date: April 29, 2020

RE: Update on Recruitment and Open Positions within the City of Onalaska

Fire Chief – With the resignation of the Fire Chief we are now in the process of recruiting for a new Fire Chief. The Police and Fire Commission (PFC) have approved the hiring timeline to complete the process as open until filled with a first review of applications June 1st. Meetings with PFC will begin starting the first week of June moving forward from there. Advertising will be completed through various methods such as: International and Regional Chief's Association's, League of Municipalities, and other various online advertising.

City Clerk – With the upcoming retirement of the City Clerk we are looking for approval from the Council to allow for the hiring process to begin sooner so that the City Clerk may train her replacement. We are looking to post the position for two weeks and should the position be filled internally, we would then request to fill the Deputy City Clerk position and request this position be allowed training while the City Clerk and Deputy City Clerk are here as this would allow for the maximum allowance for training opportunities. There is a very short window for training with the upcoming Presidential election coming up this fall and the unknown COVID-19 impact that may occur again this fall.

Police Department Openings – Currently we are down one officer and are working to establish an eligibility list. The testing at the Technical College for physical readiness has been scheduled for May 22nd (along with the written exam) and the recruitment process is again moving forward. This does not include the three additional positions that were approved to fill in 2020.

Fire Department Openings – Currently we are down two firefighters. The PFC completed interviews last week and in coordination with Acting Chief Gudie made selections for the candidates. We have made conditional offers to the top two applicants and the remaining seven (7) have been placed on an eligibility list. This does not include the three additional positions that were approved to fill in 2020.

Administrative Assistant/Paralegal – Due to the COVID-19 pandemic we have postponed the interviewing and hiring process for this position as there is no way to train when staff aren't in the building to do so. This continues to be postponed until the building opens again.

Office Clerical Support-Inspection – This position has been filled with Lisa Schmidt from the Finance department who will start May 6th.

Office Clerical Support – Finance – With Lisa moving from Finance to Inspection, this means that we now have an opening in the Finance department in a similar position (Office Clerical Support – Finance) which we will move forward to hire as they continue to process bills and will need to get this person trained before tax, utility billing and election season is upon us.

Building Inspector – Mac McGuire has given his notice of retirement. Katie is working with the contracted inspection service GEC regarding assisting with additional inspections. At this time, we are not looking to replace this position in house.

We have various seasonal and part-time positions opening right now, but some of this is delayed due to COVID-19. What this means is that when COVID-19 “lets up” we will have an influx of applications and recruitment in the Parks & Recreation, Police, Fire, Clerk, Finance, Administration and the HR department will be overwhelmed with recruitments.

General Contract Terms General

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and _____ ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wise-Grants System. Amended activity may not commence prior to BOTS approval.

Failure to perform planned activity may be considered grounds for termination of funding.

4. Audit and Maintenance of Records

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-8507) and the Single Audit Requirements of 2 C.F.R. §200, Subpart F (A-133 Single Audit Requirements). If Grantee government subdivision is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearing House. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

5. Monitoring by the State

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant.

6. Payment of Funds by the State

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of actual hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described within the grant application. All expenses for which Grantee

General Contract Terms General

seeks reimbursement must be documented in the Project Activity Reports .

7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing before initiating the acquisition of the equipment. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Grantee's procurement of property under a grant will follow the same policies and procedures used for procurement from its non-federal funds, provided their procurement procedures follow the requirements for procurement standards set forth in federal law in 2 C.F.R. §§200.318 general procurement standards through 200.326 contract provisions. Each grantee receiving traffic safety funds must maintain written property management standards that comply with the requirements for property standards set forth in federal law in 2 C.F.R. §§200.310 through 200.316. These requirements include, but are not limited to, the maintenance of accurate property records [2 C.F.R. §200.313(d)(1)]. Such records will include a description of the property; a serial number or other identification number; the source of funding for the property (including the FAIN, if applicable); indication of with whom title is vested; acquisition date; cost of the property; percentage (at the end of the budget year) of federal participation in the cost of the project for the federal award under which the property was acquired; location, use, and condition of the property; and ultimate disposition data including the date of disposal and the sale price of the property. Grantees will institute maintenance procedures adequate to keep the property in good condition.

8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement .

9. Program Income

Program income is gross income derived by Grantee from Grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

10. Additional Requirements Where Funds Are Expended on Law Enforcement

- A. Grantee agency certifies that it has a written departmental policy on biased-based policing, or that it will initiate development of one during the grant period.
- B. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of the IACP or a similar pursuit policy .
- C. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.
- D. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

11. General Costs of Government

The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

12. Guidelines for Allowability of Costs

To be allowable under Federal awards, costs must meet the following general criteria [2 C.F.R. §225, Appendix A, C(1)]:

General Contract Terms General

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards .
2. Be allocable to Federal awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

13. Nondiscrimination

During the performance of this contract/funding agreement, the contractor/funding recipient agrees —

1. To comply with all Federal nondiscrimination laws and regulations , as may be amended from time to time;
 2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
 3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

The grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

• **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;

• **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);

• **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;

• **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);

General Contract Terms General

•**The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

•**Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

•**Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

•**Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

14. Political Activity (Hatch Act)

Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

15. Lobbying Activities

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

General Contract Terms General

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

16. Certification Regarding Debarment And Suspension

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions:

General Contract Terms General

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

17. Buy America Act

The Grantee and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation .

18. Prohibition on using grant funds to check for helmet usage

The Grantee and each sub recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

19. Termination

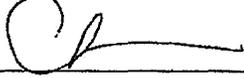
This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

20. Correspondence

All correspondence outside of Wise-Grants with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address:

**Bureau of Transportation Safety
4822 Madison Yards Way, 9th Floor South
Madison, WI 53705**

SIGNED:

 5/4/2020 Campbell Police Dept.

(Agency Head or Authorizing Official), (Date), (Agency Name)

(Director, Bureau of Transportation Safety), (Date)

Please attach signed contract to the "Supporting Documentation" page on the grant.

Budget Request

Budget Plan:

The Budget spreadsheet within this contract is a term of the contract. Eligible cost items for this project include: Wage and Fringe. Grantee must complete the local match column below.

Funding

Grant funding is based on availability of Federal Grant Funds. Grants and funding may be stopped at any time during the Grant year if funding becomes unavailable.

Relationship to Work Plan:

All budget items must relate to activities described in the Work Plan. Reimbursement will be based on actual costs, NOT budgeted rates. Only project activities and expenses described in the approved work plan and budget, incurred during the grant period, are eligible for reimbursement. Expenses incurred that are not specified in the budget or work plan will not be reimbursed.

Document Requirements:

Grantee will document hours, wage and fringe rate, and all match costs. Fringe benefit shall be actual costs. Payment for salaries and wages shall be supported by a time and attendance report, or equivalent records, which shall be kept on file at the agency for three years from the date the project closes. BOTS reserves the right to perform monitoring activities, to include ongoing review and audit of department records.

Match Requirements:

A local match of at least 25% of the grant total is required. The match budget line may consist of estimates of program match.

Budget

Item	Federal Grant	Local Match	Totals
Wage/Fringe	\$11,700.00	\$2,925.00	\$14,625.00
Travel/Mileage	Ineligible		\$0
Training	Ineligible		\$0
Contractual Services	Ineligible		\$0
Equipment	Ineligible		\$0
Materials & Supplies	Ineligible		\$0
Other	Ineligible		\$0
Total	\$11,700.00	\$2,925.00	\$14,625.00

Budget Amendments:

If work plan or other documentation must be changed after the grant is in active status, Grantee must submit an amendment request via the WISE Grants System. Amended activity shall not commence prior to BOTS approval.

Click [Here](#) to see Amendment Instructions.

Signatures:

The agency head or authorizing official must complete the printable signature page and attach to grant application under "Supporting Documents." An electronic grant submission through the WISE Grants System will initiate the grant approval process, activity/deployments shall **not** begin until the agency receives notice that the grant is active.

[] I agree to the terms and conditions above.

Olson Construction Inc.



Contractor Information

Name Olson Construction Inc.
 Address 2409 16th St. S
 City, State, ZIP La Crosse, WI 54601
 Phone 608-397-7674
 Email jeremiah@olsonconstructionlax.com

Owner Information

Name John and Fran Gueltzow
 Property Address 1321 Rosewood Trail
 City, State, ZIP Onalaska, WI 54650
 Phone 608-781-1974
 Email Fegueltzow1264@charter.net

Project Name Front Door Proposal Date 4/28/2020

Scope of Work

Demo

1. Remove and save
 - a. Exterior Trim
 - b. Storm door and hardware
 - c. Interior Trim
2. Demo existing door slab, jamb, and lockset hardware

Door

1. Install new door - specs according to Badger Corrugating door quote
2. Install new lockset hardware - handle and deadbolt - \$150 material allowance included

Finish Carpentry

1. Reinstall interior trim
2. Reinstall storm door and exterior trim

Company Proposal

Olson Construction proposes the above material and labor to be completed in a clean and timely fashion for the amount of ~~\$4,840.00~~ *four thousand eight hundred forty dollars and no cents.*

Terms of Agreement

- A signed copy of this contract shall be submitted to Olson Construction Inc with a 40% down payment. Payment schedule: 40% down payment, 40% after 30% work completed, and final payment of 20% shall be made once all work is complete
- Warranty: one year labor and material
- Change Order: once work has commenced, any changes to the scope of work listed above shall require a change order signed by both parties Submitted by (Company Representative)
- Quote valid for 30 days from proposal date
- Notice of Lien Rights: Olson Construction Inc. has the right to place a lien on the owner's property if not paid in full upon the completion of work detailed in this contract

Jeremiah Samuelson
 Submitted By (Company Representative)

4/28/2020
 Date

Owner Acceptance

Submitted By (Homeowner or Authorized Representative)

Date

The Board Store Home Improvements, Inc.

524 Copeland Avenue • La Crosse, WI 54603
608-782-8877

www.theboardstoreonline.com

Member La Crosse Area Home Builders Association

Contractors License: WI License #1612 / Minnesota License #BC039847

PROPOSAL

Date 4/20/20
Page 1 of 1

Job # _____



PROPOSAL SUBMITTED TO:

Name JOHN / FRAN GUELTSOW
Street 1321 ROSEWOOD TRL
City DUNLASKA
State WI Zip 54650

WORK TO BE PERFORMED AT:

County LA CROSSE
Street (same)
City (same)
Phone (H) 608-781-1974 (W) _____
Email _____

The Board Store Home Improvements, Incorporated to furnish and install the following products as listed:

- 1) Remove old unit and haul away. Legacy 20 g textured Legacy 20 g smooth Legacy 22 g textured Legacy 22 g smooth Heritage Smooth Heritage Textured
- Panel Style: 1P 2P 3P 4P 6P 1PP

- 2) Install Provia Entry Door System. Signet Embarq

Qty: 1 Model #: 2 PANEL # 440 Int Color: SAND STONE Ext Color: WHITE
W: 52 1/16 H: 81 5/8 RH in X RH out _____ LH in _____ LH out _____ Jamb Depth: 6 1/2

Qty: 0 Model #: _____ Int Color: _____ Ext Color: _____
W: _____ H: _____ RH in _____ RH out _____ LH in _____ LH out _____ Jamb Depth: _____

Qty: 0 Model #: _____ Int Color: _____ Ext Color: _____
W: _____ H: _____ RH in _____ RH out _____ LH in _____ LH out _____ Jamb Depth: _____

Qty: 0 Model #: _____ Int Color: _____ Ext Color: _____
W: _____ H: _____ RH in _____ RH out _____ LH in _____ LH out _____ Jamb Depth: _____

Interior Trim: 2 1/4 OAK COLONIAL CASING Color: LIGHT OAK

Exterior Trim: NM ALUMINUM Color: WHITE

Lockset and Deadbolt: FLAIR LOCKSET - THUMBTURN DEADBOLT - SATIN NICKEL FINISH

Additional Features: Pineguard full wood frame, heavy duty ball bearing hinges, 20 ga. steel security plate, fixed bottom sweep, black Qlon weather stripping, adjustable woodgrain vinyl cap threshold, _____

- 3) Install Provia Storm Door System. Spectrum Decorator Deluxe Duraguard Super View

Qty: 0 Model #: _____ W: _____ H: _____ Color: _____ Swing: _____

Qty: 0 Model #: _____ W: _____ H: _____ Color: _____ Swing: _____

Handleset and Deadbolt: _____

Additional Features: _____

- 4) Lead Safe Practices Required: Y or N Bldg Permit Required: Y or N

Permit by: _____ Owner _____ Board Store Permit Cost: _____ Billed Separately _____ Included

Additional Plans and Specifications: Owner responsible for any electrical and/or plumbing required to complete this job.

CURRENT PRICE AFTER 10% OFF IS \$5,829, IF HALF DOWN IS PAID ANOTHER 3% CAN BE TAKEN OFF FOR

TOTAL OF \$5,654. IF ALL PAID IN FULL, TAKE OFF 5% FROM \$5,829 FOR NEW TOTAL \$5,538

Financed Cash Check MC Visa Disc Amex Amt PD: Regular Price: \$ 6,477

Check / CC# _____ Exp / 10% Promotional Discount: -648

Estimated time to complete work is 1 days with estimated start date to be Other: _____

in 11-13 weeks from the date of owner's signature and down payment, subject to Other: _____

CITY OF ONALASKA

Policy: Employee Attire
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Approved by Committee: 6/2/04, 6/4/14
Approved by Council: 6/8/04, 6/10/14

Policy Number: 6.08

PURPOSE

City of Onalaska employees represent the City to the community and contribute to the culture and reputation of the City of Onalaska in the way they represent themselves. The City wishes to promote a positive image to our residents, customers, associates, elected officials and the media. It is important to maintain a positive appearance while engaged in work for the City of Onalaska. Therefore, all City employees shall be well-groomed, neat, clean and dressed appropriately for their job function. The City of Onalaska has adopted a Smart or Business Casual dress code as outlined below.

POLICY

While the City observes a Smart or-Business Casual dress environment, there may be situations requiring more Professional Dress attire. If you are conducting or attending meetings, seminars, roundtables, etc. where you come in contact with other business professionals, you are expected to represent the City in a professional manner and dress appropriately for conducting such business. In all cases, attire must be clean, tasteful, and in good repair. We expect all employees to groom and dress in a neat, clean manner appropriate to their job.

Certain staff may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain position and will be provided to employees.

At its discretion, a department head or supervisor may, such as during unusually hot or cold weather or during special occasions, allow staff to dress in a more casual fashion than is normally required, provided such dress does not violate the general guidelines below. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or frayed clothing, athletic wear, tight, revealing or otherwise inappropriate clothing. An employee unsure of what is -appropriate should check with their department head or supervisor.

1. Reasonable Accommodation of Religious Beliefs: The City of Onalaska recognizes the importance of individually-held religious beliefs to persons within its workforce. The City will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of issues of safety for the particular employee as well as co-workers. Staff members requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resource department.

2. General Guidelines

The City wishes to provide a work environment that is free of safety hazards, offensive behavior, and harassment of any kind. Therefore, the following is not acceptable: spandex; bare feet; unnatural hair color; sexually provocative clothing; clothing of any kind promoting illegal or restricted substances; ~~hats in the office environment~~; clothing with profanity, nude, semi-nude, or inappropriate pictures; clothing with sexually suggestive slogans, political slogans, -cartoons, or drawings; the observable lack of undergarments; and exposed undergarments.

Employees are expected to dress in a manner consistent with the work that they do. Employees are expected to abide by all safety rules regarding the wearing of protective equipment. The City will provide appropriate Personal Protective Equipment to employees. Personal Protective Equipment

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Approved by Council: 6/8/04, 6/10/14

including but not limited to safety glasses, safety shoes, hard hats, and protective hearing must be worn during required activities.

The following lists are for illustrative purposes only and not for the purpose of limitation:

- a. **Professional Dress**: oxford shirts, ties, dress shirts, sleeveless shirts or blouses, sweaters, jackets, sports coats, blazers, dress pants or slacks, suits, dresses and skirts (dresses and skirts that come to no shorter than mid-thigh), dress shoes, dress sandals, open back or toe shoes.
- b. **Smart or Business Casual Dress**: sleeveless shirts or blouses, sweaters, polo collar knit or golf shirts, City logo wear, turtlenecks, jackets, denim shirts, khakis, leggings/jeggings, corduroys, jeans that are clean and in good repair, dresses and skirts (dresses and skirts that come to no shorter than mid-thigh), dress pants or slacks, capris, casual dress shoes, dress sandals, open back or toe shoes, athletic shoes (clean and in good repair). Clothes should project casual professionalism and be in clean and good shape. Discernible rips, tears or holes aren't allowed.
- c. **Casual Dress**: City logo wear, denim shirts, t-shirts (solid or team apparel), jeans, skorts, walking shorts (shorts or skorts that are no shorter than mid-thigh), capris, athletic shoes, hiking boots, boating or deck shoes, and hats (only in the field). All clothing and shoes shall be clean and in good repair.
- d. **Laborer/Maintenance Staff Dress**: City provided shirts and sweatshirts, t-shirts, polo's, or sweatshirts (solid or team apparel), jeans, work shoes or hiking boots, and hats. All clothing must be clean, free of rips, tears, fraying and may not be excessively tight or revealing. Solid colored shorts (not athletic shorts) may be worn during unusually hot days provided pants are available to change into (put in the employee's locker) in the event the job duties change. No altered shirts will be acceptable.
- e. **Program/Aquatic Staff Dress**: City provided shirts, t-shirts, polo's, or sweatshirts (solid or team apparel), jeans, athletic shoes or hiking boots. Solid colored shorts (not athletic shorts except those running sports programs and lifeguards) may be worn. Lifeguards shall wear swimsuits -approved by the City of Onalaska Park & Recreation Department which shall be red in color with the word Lifeguard on it and may wear one additional layer over their swimsuit while on duty. Closed toe shoes must be worn at all times except for lifeguards. All clothing must be clean, free of rips, tears, fraying and may not be excessively tight or revealing. No altered shirts will be acceptable.
- f. **Casual Fridays**: every Friday, City Hall employees have the option of participating in ~~in "jeans day."~~ "casual Friday" Dress guidelines are relaxed to allow employees to wear blue jeans, solid colored t-shirts and sweatshirts (solid or team apparel) and casual footwear (i.e. athletic shoes). As always, all attire must be clean and in good repair.
- g. **Facial Hair**: Facial hair policies may vary by department due to varying safety concerns. For departments that do permit facial hair, facial hair must be neatly styled and well-groomed.

3. Jewelry, Accessories, and Tattoo Policy

All employees should exercise sound business judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. The City recognizes, however, that personal appearance is an important element of self-expression. As a result the City wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry or tattoos, unless they conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in with the following exception(s): no tattoos shall be visible from the neck and head or the wrist and hands.

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Approved by Council: 6/8/04, 6/10/14

Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offense on the basis of race, sex, religion, etc.
- Community norms
- Customer complaints

If a potential conflict is identified the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, etc.

Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the City's goal.

4. Identification Badges

Employees are required to wear (or be able to provide) photo identification badges that are provided to them by Human Resources while they are conducting official City business in the community.

~~This magnetic photo identification badge is used as a security card to gain access to City Hall.~~

Identification badges must be returned at separation of employment. Employees are prohibited from loaning their security badge to other employees or any unauthorized individual. Please notify Human Resources immediately should you lose or misplace your identification badge.

5. Discipline

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. Employees reporting to work in violation of this policy may be sent home to change and return to work. Non-exempt employees will not be compensated for any work time missed to address inappropriate clothing or hygiene. Further infractions will subject the employee to disciplinary action, up to and including termination. Where an employee's clothing is questionable, the Department Head and Human Resources will ~~make a determination~~ decide as to whether the employee should be sent home to change or if the clothing meets the City's policy requirements.

6. Departmental Policies

Exceptions to this policy may be made on a departmental basis, and based on job duties and level of customer contact. This policy incorporates by reference the following departmental policies regarding specific uniforms: Onalaska Fire Department Policy Letter 107; and Onalaska Police Department Uniform, Appearance, and Equipment Standards policy.

7. City Provided Clothes

Clothing purchased for employees by the City and not considered a "uniform" based on IRS criteria will be considered a taxable fringe benefit to the employee. An exception to this would be *de minimis* fringe benefits provided by the City for an employee where the value of such fringe benefit is so small in relation to the frequency with which it is provided, that accounting for it is unreasonable or administratively impractical.

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Approved by Council: 6/8/04, 6/10/14

Labor Agreements

Those protective service employees, who are subject to comprehensive collective bargaining agreement as negotiated or are regulated by the Police & Fire Commission, shall be exempt from the provisions of these rules that are inconsistent with such agreements or other regulations.

**AN ORDINANCE TO AMEND TITLE 1 OF THE CODE
OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO GENERAL PROVISIONS FOR USE
AND CODE OF ORDINANCES**

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

SECTION I. Title 1 General Provisions for Use and Code of Ordinances is hereby deleted in its entirety and replaced as follows:

Title 1 General Provisions for Use and Code of Ordinances

Chapter 1 Use and Construction of Code of Ordinances

Division 1 Authority

1.01.11 Title of Code; Citation

- A. These collected Ordinances shall be known and referred to as the "Code of Ordinances, City of Onalaska, Wisconsin." References to the Code of Ordinances, City of Onalaska, Wisconsin, shall be cited using a Title, Division, Section breakdown as follows: "Sec. 1.01.11, Code of Ordinances, City of Onalaska, Wisconsin." This Code may also be referred to by the shortened title "Onalaska Code."

1.01.12 Principles of Construction

- A. The following rules or meanings shall be applied in the construction and interpretation of ordinances codified in this Code of Ordinances unless such application would be clearly inconsistent with the plain meaning or intent of the ordinances:
1. **Acts by Agents.** When an ordinance requires an act be done by a person, who may be legally performed by an authorized agent of that principal person, the requirement shall be construed to include all acts performed by such agents.
 2. **City.** The City of Onalaska, La Crosse County, Wisconsin.
 3. **Code and Code of Ordinances.** The words "Codes," "Municipal Code" and "Code of Ordinances" when used in any section of this Code shall refer to this Code of Ordinances of the City of Onalaska unless the context of the section clearly indicates otherwise.
 4. **Computation of Time.** In computing any period of time prescribed or allowed by these Ordinances, the day of the act or event from which the period of time begins to run shall not be included, but the last day of the period shall be included, unless it is a Saturday, a Sunday or a legal holiday. If the period of time prescribed or allowed is less than seven (7) days, Saturdays, Sundays and legal holidays shall be excluded in the computation. As used in this Section, "legal holiday" means any statewide legal holiday specified by state law and any other City holiday designated by the Common Council.
 5. **County.** The County of La Crosse, Wisconsin.
 6. **Delegation of Authority.** Whenever a provision appears requiring the head of a department or some other City officer or employee to do some act or perform some duty, it shall be construed to authorize the head of the department or other officer or employee to designate, delegate and authorize subordinates to perform the duty unless the terms of the provision or section specify otherwise.
 7. **Fine.** The equivalent of the word "forfeiture," and vice versa.
 8. **General Rule.** All words and phrases shall be construed according to their plain meaning in common usage. However, words or phrases with a technical or special meaning shall be understood and construed according to that technical or special meaning if such is the intent of the Ordinances.
 9. **Joint Authority.** All words purporting to give a joint authority to three (3) or more City officers or employees shall be construed as giving such authority to a majority of such officers or other persons.
 10. **Person.** Any of the following entities: natural persons, corporations, partnerships, associations, bodies politic or any other entity of any kind which is capable of being sued.
 11. **Repeal.** When any ordinance having the effect of repealing a prior ordinance is itself repealed, such repeal shall not be construed to revive the prior ordinance or any part thereof, unless expressly so provided.

12. **Singular and Plural.** Every word referring to the singular number only may extend and be applied to several persons or things as well as to one person or thing, provided these rules of construction shall not be applied to any provisions which shall contain any express language excluding such construction or when the subject matter or context of such provisions may be in conflict thereto.
13. **Tense.** The use of any verb in the present tense shall not preclude the interpretation of the verb in the future tense where appropriate.
14. **Wisconsin Statutes.** The term "Wisconsin Statutes" and its abbreviation as "Wis. Stats." shall mean, in these Ordinances, the Wisconsin Statutes as of the adoption of this Code, as amended or renumbered from time to time.
15. **Wisconsin Administrative Code.** The term "Wisconsin Administrative Code" and its abbreviation as "Wis. Adm. Code" shall mean the Wisconsin Administrative Code as of the adoption of this Code, as amended or renumbered from time to time.

1.01.13 Conflict of Provisions

- A. If the provisions of different chapters conflict with each other, the provisions of each chapter shall control as to all matters and questions arising out of the subject matter of such chapter.
- B. If the provisions of different sections of the same chapter conflict with each other, the provision which is more specific in its application to the events or persons raising the conflict shall control over the more general provision.

1.01.14 Severability

- A. If any provision of this Code of Ordinances is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other provisions of these Ordinances.

1.01.15 Effective Date of Ordinances

- A. **Code of Ordinances.** The Code of Ordinances, City of Onalaska, Wisconsin, shall take effect from and after passage and publication as provided by state law.
- B. **Subsequent Ordinances.** All Ordinances passed by the Common Council subsequent to the adoption of the Code of Ordinances, except when otherwise specifically provided, shall take effect from and after their publication.

1.01.16 Repeal of General Ordinances

- A. **Ordinances Repealed.** All general Ordinances heretofore adopted by the Common Council are hereby repealed. This shall not include any Ordinances or parts of Ordinances or resolutions relating to the following subjects and not conflicting with the provisions of this Code, except that some of the following provisions may be amended by this Code of Ordinances:
 1. Any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance;
 2. Any ordinance or resolution promising or guaranteeing the payment of money for the City, or any contract or obligations assumed by the City;
 3. The administrative Ordinances or resolutions of the City not in conflict or inconsistent with the provisions of the Code;
 4. Any appropriation ordinance or resolution;
 5. Any right or franchise granted by the Common Council to any person, firm or corporation;
 6. Any ordinance or resolution dedicating, naming, establishing, locating, relocating, opening, closing, paving, widening, vacating, etc., any street or public way in the City;
 7. Any ordinance or resolution establishing or prescribing the street grades of any streets in the City;
 8. Any ordinance or resolution providing for local improvements or assessing taxes or special assessments therefor;
 9. Any ordinance or resolution dedicating or accepting any plat or subdivision in the City;
 10. Any ordinance annexing property to the City;
 11. Any ordinance or resolution regulating the erection, alteration, repair, maintenance, demolition, moving or removal of buildings or other structures;
 12. Unified Development Code and Building Codes.
 13. Charter ordinances.
 14. The issuance of corporate bonds and notes of the City of whatever name or description.
 15. Water and sewer rates, rules and regulations and sewer and water main construction.
- B. **Effect of Repeals.** The repeal or amendment of any provision of this Code or of any other Ordinance or resolution of the Common Council shall not:

1. Affect any rights, privileges, obligations or liabilities which were acquired or incurred or which had accrued under the repealed or amended provision, unless the City has expressly reserved the right to revoke such right, privilege, obligation or liability.
2. Affect any offense, penalty or forfeiture, or prosecution for any offense, or levy of any penalty or forfeiture which has arisen prior to the repeal or amendment of the relevant provision of any ordinance or resolution. The preceding sentence shall not preclude the application of a lesser penalty or forfeiture if the new amending or repealing provision contains such a lesser penalty or forfeiture. The procedure for prosecution of any violations of Ordinances repealed or amended shall be conducted according to the procedure set forth in the new amending or repealing provision or other procedure currently in effect.

1.01.17 General Penalty

- A. **General Penalty.** Except where a penalty is provided elsewhere in this Code, any person over the age of eighteen (18) years who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows: Any person, upon conviction for violating any provision of this Code for which another penalty is not provided, may be required to forfeit not more than Two Thousand Dollars (\$2,000.00).
 1. **First Offense - Penalty.** Any person over the age of eighteen (18) years who shall violate any provision of this Code shall, upon conviction thereof, forfeit not less than Ten Dollars (\$10.00) nor more than Five Hundred Dollars (\$500.00), together with all costs, surcharges, penalty assessments, and any other taxable item of cost as provided for by the laws of the State of Wisconsin as applicable to forfeiture actions that are in effect at the time of the offense, and any other taxable costs as imposed by any other provision of this code. In default of payment of such forfeiture and costs may have their driving privilege suspended per Sec. 345.45(1)(b), Wis. Stats., or be imprisoned in the County Jail until such forfeiture and costs are paid or both, but not exceeding six (6) months.
 2. **Second and Subsequent Offenses - Penalty.** Any person over the age of eighteen (18) years who is found guilty of violating any ordinance or part of an ordinance of this Code who has previously been convicted of a violation of the same ordinance or part of an ordinance within three (3) years from the date of the last offense to the date of the current offense shall, upon conviction thereof, forfeit not less than Fifty Dollars (\$50.00) nor more than One Thousand Dollars (\$1,000.00) for each such offense, together with all costs, surcharges, penalty assessments, and any other taxable item of cost as provided for by the laws of the State of Wisconsin as applicable to forfeiture actions that are in effect at the time of the offense, and any other taxable costs as imposed by any other provision of this Code. In default of payment of such forfeiture and costs may have their driving privilege suspended per Sec. 345.47(1)(b), Wis. Stats., or be imprisoned in the County Jail until such forfeiture and costs are paid or both, but not exceeding six (6) months.
- B. **Continued Violations.** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this Code shall preclude the City from maintaining any appropriate action to prevent or remove a violation of any provision of this Code.
- C. **Other Remedies.**
 1. The City shall have any and all other remedies afforded by the Wisconsin Statutes in addition to the forfeitures and costs of prosecution above.
 2. Execution or assessment against defendant's property. Whenever any person fails to pay a forfeiture and costs of prosecution upon the order of any court for violation of any ordinance of the City, the court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for said forfeiture and costs. In the alternative, upon authorization of the court imposing any such forfeiture and costs, such sum as remains unpaid shall be assessed against any real property owned by the defendant within the City and shall be added to the City's portion of the property tax liability.
 3. In addition to any forfeiture imposed under this Section or any other penalty section of the Code of Ordinances of the City of Onalaska, the City may institute an action or proceeding to enjoin any violation; and such violation or any nonpayment of any forfeiture and costs shall constitute the basis for revocation or denial of any and all licenses and permits wherein the City is the issuing authority.
- D. **Time to Pay.** Any forfeiture and costs imposed as a penalty pursuant to this Section or any penalty provisions of this Code shall be payable forthwith if so ordered by the court; however, the court may, in its discretion, allow reasonable time for payment, or reasonable payment plans, considering the defendant's ability to pay, and the court shall allow any time for payment or payment plan as provided for by any state law applicable at the time of imposition of the forfeiture.
- E. **Alternative Juvenile Dispositions and Sanctions.**
 1. For a juvenile adjudged to have violated an Ordinance, the Court is authorized to impose any of the dispositions listed in Secs. 938.343 and 938.344 Wis. Stats., in accordance with the provisions of those Statutes, as amended from time to time.

2. For a juvenile who violates a condition of a dispositional order of the Court under Secs. 938.343 or 938.344, the Court is authorized to impose any of the sanctions listed in Sec. 938.355(6)(d) Wis. Stats. in accordance with the provisions of those Statutes, as amended from time to time.
3. This section is enacted under the authority of Sec. 938.17(2)(cm) Wis. Stats.

1.01.18 City Clerk to Maintain Copies of Documents Incorporated by Reference

- A. Whenever any standard code, rule, regulation, statute or other written or printed matter is adopted by reference, it shall be deemed incorporated in this Code as if fully set forth herein and the City Clerk shall maintain in their office a copy of any such material as adopted and as amended from time to time. Materials on file in the office of the City Clerk shall be considered public records open to reasonable examination by any person during the office hours subject to such restrictions on examination as the City Clerk imposes for the preservation of the material.

1.01.19 City of Onalaska Fee Schedule

- A. There shall be a City of Onalaska Fee Schedule approved at a minimum annually by the Common Council which shall set forth all of the fees charged by the City of Onalaska.

Chapter 2 Enforcement of Ordinances; Issuance of Citations

Division 1 Enforcement

1.02.11 Method of Enforcement

- A. The City of Onalaska hereby elects to use the citation method of enforcement of ordinances. All City officers and other city personnel charged with responsibility of enforcing the provisions of this Code of Ordinances are hereby authorized pursuant to Sec. 66.0113, Wis. Stats., to issue citations for violations of this Code of Ordinances, including ordinances for which a statutory counterpart exists.

1.02.12 Citations

- A. Enforcement proceedings under this Code in Municipal Court may be initiated by the use of a compliant or citation as authorized by Sec. 800.02, Wis. Stats. In addition to peace officers, the Zoning Administrator, Fire Chief, Building Inspectors, City Engineer and City Attorney as well as designated employees under their supervision, are authorized to issue citations for violations of the Municipal Code which are directly related to their official responsibilities.

1.02.13 Schedule of Deposits

- A. The schedule of cash deposits shall be established for use with citations issued under this Chapter by the Common Council according to the penalty provision of this Code.
- B. Deposits shall be made in cash, money order or certified check to the City Treasurer's office which shall provide a receipt therefor.

1.02.14 Procedure

- A. Section 66.119(3), Wis. Stats., relating to violator's options and procedure on default, is hereby adopted and incorporated herein by reference.

1.02.15 Non-Exclusivity

- A. **Other Ordinance.** Adoption of this Chapter does not preclude the Common Council from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or other matter.
- B. **Other Remedies.** The issuance of a citation hereunder shall not preclude the City or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.

Chapter 3 City Logo

Division 1 Form and Use of City Logo

1.03.11 Form of Official City Logo

- A. The City of Onalaska has adopted the logo set forth below as its official city logo (the "Official City Logo") depicted below is a stylized portrayal of the sun, water (lake), cattails, sunfish and sky (air). The words

“Onalaska Wisconsin Est. 1851” are integrated into the design. This Official City Logo shall be used by the City of Onalaska and its departments only in their official capacity and shall not be used by others.



1.03.12 Use of Official City Logo

- A. The Common Council finds that the Official City Logo as set forth herein above is a symbol of the authority and jurisdiction of the City, and as such, are valuable assets of the City and its citizens. The Common Council desires to insure that only appropriate uses are made of the Official City Logo.
- B. The Official City Logo may not be used by individuals, groups or organizations other than the City.
- C. No person shall use a symbol that imitates the Official City Logo or that is deceptively similar in appearance to the Official City Logo.

1.03.13 Violation

- A. Any person who violates this Chapter is deemed to have committed a civil infraction as set forth in Chapter 1.01.17 of the Code of Ordinances and shall be punishable by a penalty of up to Five Hundred Dollars (\$500.00) for each violation. Each day a violation continues shall be deemed to be a separate violation. The City's right to prosecute under this Section shall not affect its rights to pursue civil or injunctive relief under federal or state laws, or any other relief available under the law.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2020.

CITY OF ONALASKA

By: _____
Kim Smith, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

5-07-2020 7:58 AM

F O R M S R E G I S T E R

#11-A

PACKET: 03177 License Packet June Operators

SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
00041	7/01/20- 6/30/22	CULLEN	HEATHER	OPRATOR OPERATORS - 2 YEAR
00289	7/01/20- 6/30/22	VONBUSKIRK	MELANIE	OPRATOR OPERATORS - 2 YEAR
00291	7/01/20- 6/30/22	RUECKHEIM	SALLY	OPRATOR OPERATORS - 2 YEAR
00298	7/01/20- 6/30/22	ARTTUS	JESSICA	OPRATOR OPERATORS - 2 YEAR
00571	7/01/20- 6/30/22	AXELSEN	LANCE	OPRATOR OPERATORS - 2 YEAR
01515	7/01/20- 6/30/22	KLOSS	CHRISTOPHER	OPRATOR OPERATORS - 2 YEAR
02575	7/01/20- 6/30/22	EVERSON	COURTNEY	OPRATOR OPERATORS - 2 YEAR
02686	7/01/20- 6/30/22	TROTZ	JULIE	OPRATOR OPERATORS - 2 YEAR
02915	7/01/20- 6/30/22	BRUEGGEMAN	JADE	OPRATOR OPERATORS - 2 YEAR
03639	7/01/20- 6/30/22	EVERSON	TIFFANY	OPRATOR OPERATORS - 2 YEAR
05357	7/01/20- 6/30/22	SCHOENFELD	KRISTEN	OPRATOR OPERATORS - 2 YEAR
05358	7/01/20- 6/30/22	NORDEEN	REGINA	OPRATOR OPERATORS - 2 YEAR
05541	7/01/20- 6/30/22	KLEMMENSEN	TAYLOR	OPRATOR OPERATORS - 2 YEAR
06260	4/16/20- 6/30/22	THOMPSON	ALYSSE	OPRATOR OPERATORS - 2 YEAR

RESOLUTION NO. 24-2020

RESOLUTION AUTHORIZING PARTICIPATION
IN THE WIWARN MUTUAL AID AND ASSISTANCE PROGRAM

WHEREAS, Wis. Stats. §66.0301, authorizes a municipality to enter into an agreement with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, pursuant to Wis. Stats. §66.0301, Wisconsin municipalities together seek to create and participate in an intrastate program for mutual aid and assistance for water and wastewater systems called WIWARN; and

WHEREAS, the purpose of WIWARN is to provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery for municipal water and wastewater systems; and

WHEREAS, WIWARN is established by municipalities adopting the WIWARN Mutual Aid and Assistance Agreement pursuant to Wis. Stats. §66.0301 and becoming a member of WIWARN; and

WHEREAS, the governing body of the City of Onalaska considers it to be in the best interest of the City of Onalaska to be a party to the WIWARN Mutual Aid and Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Onalaska that it authorizes City Engineer, Jarrod Holter to sign the WIWARN Mutual Aid and Assistance Agreement, and deliver it to the Chair of the WIWARN Steering Committee, and agrees the City of Onalaska will comply with all terms of the Agreement.

Dated this ___ day of May, 2020.

CITY OF ONALASKA

BY: _____
Kim Smith, Mayor

Caroline Burmaster, City Clerk

Passed:
Approved:
Published: