



**AMENDED**

# City of Onalaska Meeting Notice

**COMMITTEE/BOARD:** Common Council  
**DATE OF MEETING:** December 10, 2019 (Tuesday)  
**PLACE OF MEETING:** City Hall – 415 Main Street (Common Council Chambers)  
**TIME OF MEETING:** 7:00 P.M.

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. **PUBLIC HEARING: Approximately 7:00 PM (or immediately following Public Input)** to consider adoption of a Resolution requesting waiver from state mandate regarding Housing Affordability Report 2020 deadline (Resolution addressed under Non-Consent Agenda Item #15-A)
6. **REPORT FROM THE MAYOR:**
  - A. Recognition of two awards won by local area business 7 Rivers Recycling, LLC
    - “Force for Positive Change” by the WI Alumni Research Foundation for excellent work in the community and dedication to environmental sustainability
    - “Recycling Excellence” from the WI Department of Natural Resources for outstanding recycling efforts, waste minimization, innovation and performance
  - B. Presentation by Peter Fletcher, Executive Director of the La Crosse Area Planning Committee (LAPC)
  - C. Presentation from Superintendent of Onalaska Schools – Todd Antoni
  - D. Library Statistics
  - E. Appointment of Jenny Akins, 867 Olympic Drive, Onalaska to the Plan Commission
  - F. Discussion and possible action on the vacancy created by the resignation of Third Aldermanic District Council Member, Boondi Iyer

**NOTICES MAILED TO:**

*Mayor Joe Chilsen	
*Ald. Tom Smith	Carrie Pederstuen, 2Brothers Powersports
*Ald. Jim Olson	Larry Hougom, 7 Rivers Recycling
*Ald. Dan Stevens	
*Vacant	
*Ald. Diane Wulf	
*Ald. Kim Smith	
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: 12-6-19

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.

**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.

7. **Consent Agenda**

**FINANCE COMMITTEE**

- A. Approve 2019 Omni Center Financials
- B. Approve 2019 General Fund Financials
- C. Approve the Coulee Region Human Society, Inc. Animal Control Department Agreement for 2020
- D. Accept changes to the City of Onalaska Finance Manual

**PERSONNEL COMMITTEE**

- E. Approval of out of state travel for Collin Radke and John Wiatt to attend Water and Wastewater Equipment, Treatment, and Transport Trade Show, Training and Seminar from February 17, 2020 through February 20, 2020 in Indianapolis, Indiana
- F. Approval of out of state travel for Wayne Nagy to attend Fire Inspection Principles II from March 6, 2020 through March 14, 2020 in Emmitsburg, Maryland
- G. Approval of changes to the City of Onalaska policies listed below:
  - 1. 1.15 Ethical Standards Policy
  - 2. 3.02 Fair Labor Standards Act (FLSA) Policy

**ADMINISTRATIVE COMMITTEE**

- H. Approval of Operator's Licenses as listed on report dated December 4, 2019
- I. Approval of City of Onalaska Fee Schedule, effective January 1, 2020
- J. Approval of changes to Fireworks Permit Applications
  - 1. Fireworks Sales Permit Application
  - 2. Fireworks Display Permit Application

**BOARD OF PUBLIC WORKS**

- K. Approval of placing parking restrictions along the north side of Putter Court for 225 feet from Green Coulee Road
- L. Approval of professional engineering services for design of Green Coulee Intersection project with MSA Professional Services, Inc. at a cost of \$206,415
- M. Approval of Winn LLC fiber installation along 12<sup>th</sup> Avenue South and County Road SS
- N. Approval of soil borings for Green Coulee Reservoir Project with Braun Intertec Corporation in the amount of \$16,800
- O. Approval of Change Order #1 for 2019 miscellaneous concrete project in the amount of \$38,487.07
- P. Approval of Change Order #1 for 2019 Abbey Road Reconstruction Project in the amount of \$42,723
- Q. Approval of Change Order #1 for Crestwood Booster Station Project in the amount of \$13,087.52

**PLAN COMMISSION**

- R. Approval of a Final Implementation Plan for a Planned Unit Development (PUD) application filed by the City of Onalaska, 415 Main Street, Onalaska, WI 54650 to replace the R-160 Zoning District for the "Country Air Estates Subdivision" containing fifty-seven (57) lots for single-family dwellings

**UTILITIES COMMITTEE**

- S. Approval of Shared Ride Financials
- T. Approval of **Resolution 41-2019** - Shared Ride Taxi Program for the City of Onalaska
- U. Approval of Second Amendment to the 2017-18 Shared Ride Taxi Agreement between City of Onalaska and Running Inc.

# Non-Consent Agenda

8. **RECAP ITEMS PULLED FROM THE CONSENT AGENDA**
9. Amend and approve minutes for Special Common Council meeting of Monday, November 11, 2019
10. **FINANCE COMMITTEE**
  - A. Vouchers
11. **PERSONNEL COMMITTEE**
  - A. Discussion and review of timeline and process for Administrator Annual Review
12. **JUDICIARY COMMITTEE**
  - A. Remove from the table **Ordinance No. 1652-2019** - To Annex Land Located In The Northeast ¼ Of The Southwest ¼ In Section 32, Township 17 North, Range 7 West From The Town Of Onalaska To The City Of Onalaska
  - B. **Ordinance No. 1652-2019** - To Annex Land Located In The Northeast ¼ Of The Southwest ¼ In Section 32, Township 17 North, Range 7 West From The Town Of Onalaska To The City Of Onalaska (Third & Final Reading)
13. **ADMINISTRATIVE COMMITTEE**
  - A. Approval of Special Event Permit for 2Brothers Powersports Ugly Sweater Party on December 21, 2019 from 10 a.m. – 4 p.m. at 905 Oak Avenue S., Onalaska
14. **BOARD OF PUBLIC WORKS**
  - A. Consideration, possible recommendation and possible action in regards to the 2020 Capital Improvements Projects
  - B. **Resolution 42-2019** - Relating to the Capital Improvements Projects for 2020
-  15. **REPORT FROM CITY ATTORNEY**
  - A. **Resolution 43-2019** - Requesting Waiver From State Mandate Regarding Housing Affordability Report 2020 Deadline
16. **REPORT FROM CITY CLERK**
  - A. Approval of Nominations for Election Inspectors for 2020-2021 Term
17. **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 required a closed session:

  - Information Technology (IT) Services Proposal and Funding for Budget Years 2019 / 2020

And 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

## **Adjournment**

#5

**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA**

Please take notice that the Common Council for the City of Onalaska will hold a public hearing on:

**TUESDAY, DECEMBER 10, 2019  
APPROX. 7:00 P.M.  
(or immediately following public input)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider a Resolution approving a Mandate Waiver regarding Wisconsin Act 243 Housing Report Requirements

YOU ARE FURTHER NOTIFIED that the City of Onalaska Common Council will hear all persons interested, their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Common Council. This posting will contain the Common Council Agenda and all attachments referencing this item.

Dated this 6th day of December, 2019.

Cari Burmaster  
City Clerk



#6-B

La Crosse Area Planning Committee  
the  
Metropolitan Planning Organization (MPO)  
for the  
La Crosse/La Crescent Urbanized Area

**Peter Fletcher, Executive Director**



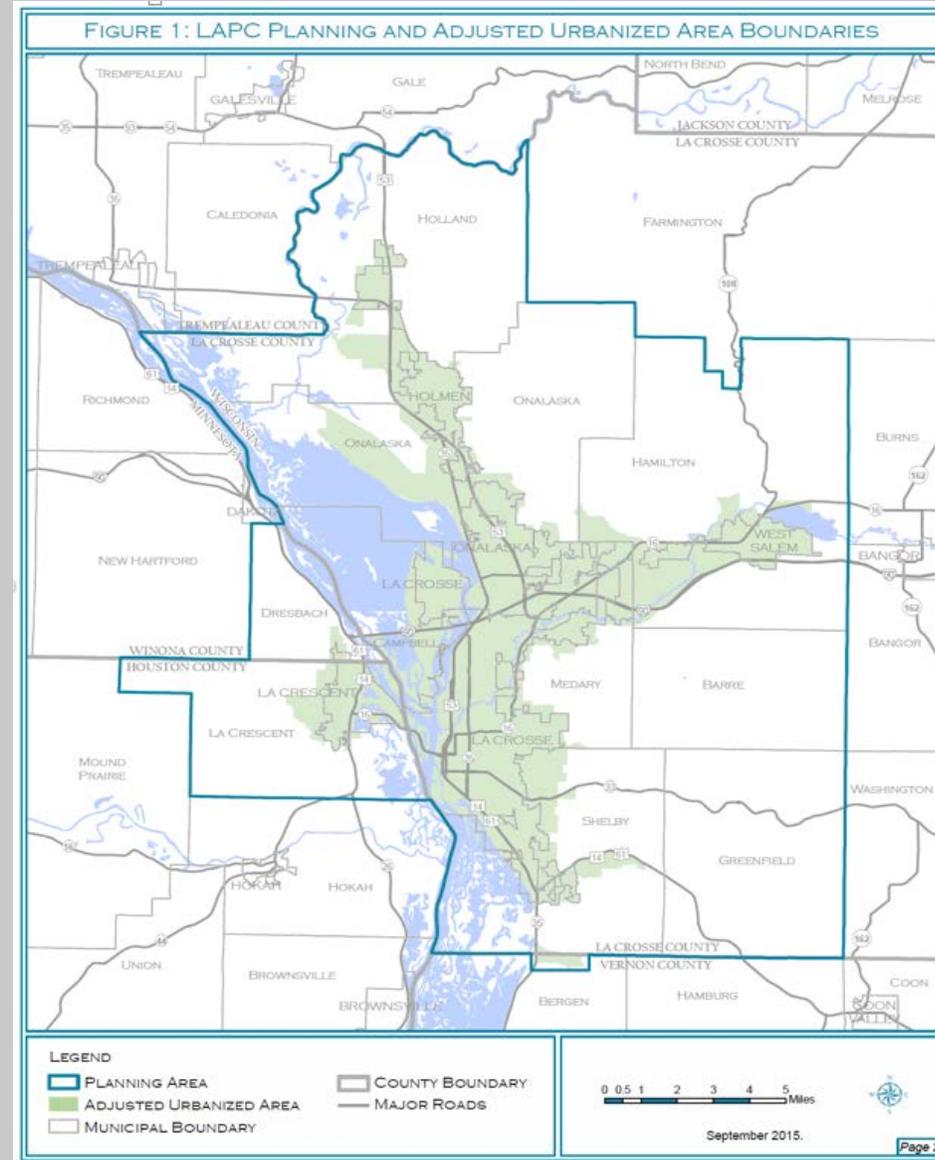
# What is a Metropolitan Planning Organization (MPO)?

- The federal government requires that a Metropolitan Planning Organization be designated for each urbanized area with a population greater than 50,000.
- To meet this requirement, the La Crosse Area Planning Committee (LAPC) was designated by the governors of Wisconsin and Minnesota as the Metropolitan Planning Organization for the La Crosse/La Crescent urbanized area.
- The La Crosse Area Planning Committee is the policy board of the MPO and is made up of the highest-ranking elected official of each member community.
- MPO's have been established to facilitate multi-jurisdictional collaboration on local decisions pertaining to transportation issues in accordance with Federal regulations.



# The MPO “*planning area*” and “*urbanized area*”

- An MPO consists of a *planning area* and an *urbanized area*. The *planning area* is broader and larger in size and is defined as the existing urbanized area plus the projected 20-year growth area.
- Located within the *planning area* is the *urbanized area*. In general, the *urbanized area* is the more densely settled core of census tracts and/or census blocks that meet minimum population density requirements.
- The La Crosse/La Crescent MPO planning area includes 13 Wisconsin local units of government and 3 Minnesota local units of government.





# What are the functions of an MPO?

## Three Federally Required Functions:

- Develop and maintain a Long-Range Transportation Plan (*Coulee Visions 2040*) that provides a multi-modal investment strategy for meeting the mobility needs of people and businesses throughout the MPO area.
- Develop a Unified Planning Work Program that helps ensure that provisions of state and federal laws pertaining to regional transportation planning are implemented in each MPO planning area.
- Develop a Transportation Improvement Program (TIP) which prioritizes improvement projects for federal funding purposes.



# MPO Future Initiatives

- More public outreach to keep MPO communities up to date on what we are doing.
- Continue to be a forum for regional collaboration such as the Fire/EMS Collaboration Study.
- Exploring new programs to benefit LAPC members.



# Thank You!

**Contact Information:**

Peter Fletcher, Executive Director

Phone: 608-785-5977

Email: [pfletcher@lacrossecounty.org](mailto:pfletcher@lacrossecounty.org)



# Jenny Akins

1200 County Rd Ph Suite 200, Onalaska, WI 54650

## Personal Bio:

I grew up in Winona, MN, attended University of St Thomas in St. Paul, then transferred to a small college in Santa Barbara, California where I met my husband Geoff. We have been married for 21 years and recently moved back to the area from Newport Beach, California to be closer to my family and give our children a taste of the midwest. Our girls are in 9th and 12th grade at Onalaska High School and both participate on the dance team, choir, and show choir. I joined Edward Jones as a Financial Advisor in 2017, previously working for other financial services firms. I'm passionate about teaching young people personal finance, and enjoy the outdoors all year long, hiking in Hixon, biking the trails, and snowshoeing the bluffs in winter. I'm involved in Hilltopper Rotary, Women with Purpose, and my family attends First Free Church in Onalaska. We have loved living in Onalaska, and see many exciting years ahead for our city on the West Coast of Wisconsin.

## Professional Bio:

### Experience and Background

I've had a passion for investing for as long as I can remember, buying my first mutual fund when I was 15 years old. I eventually sold it to help pay for college, but the experience was life changing. I later chose to make a career out of it and began in the financial services industry with PaineWebber in the '90s, working my way up from a sales assistant to become the branch technology manager as well as getting my Series 7 securities license.

Working for stock brokers and bond traders taught me so much and left an impression that someday I'd want to be the one helping people and giving advice. I left the industry to be home with my children and support my husband but continued learning on my own and investing through the years. The call to return to this industry came a few years back during a long cold midwestern winter that had me thinking a lot about the future.

I decided it was time for me to return to the business I love and to help others with the things I had learned. The experiences I have gained, both personally and professionally, have positioned me well to serve my clients with the utmost in respect, dignity and compassion. We are a good fit if you are a serious, long term investor who desires a relationship with their financial advisor, trusting them to give you sound advice and partnering with you through the years. Please, don't hesitate to reach out if I can be of service to you.



# CITY OF ONALASKA

# #6-F

## CITY ATTORNEY

Phone: (608) 781-9530 x 235

FAX: (608) 781-9504

415 Main Street

Onalaska, WI 54650-2953

[www.cityofonalaska.com](http://www.cityofonalaska.com)

## MEMO

Date: November 20, 2019

To: Common Council

From: Attorney Amanda Jackson

Re: Vacancy in the Third Aldermanic District

On November 15, 2019, Council Member Boondi Iyer submitted her resignation due to relocation out of the aldermanic district and City of Onalaska. As such, a vacancy on the Council has been created mid-term. Pursuant to Wis. Statute 17.23 (1)(a) the following options are available to fill the remainder of the term in the 3<sup>rd</sup> Aldermanic District:

1. **Appoint an individual for the remainder of the term.** If the Council decides to appoint an individual for the remainder of the term, the Mayor will officially announce the vacancy pursuant to City Ordinance 2-2-24 and seek letters of interest and resumes from individuals wishing to be considered for the appointment. The timeframe for letters of interest and resumes will remain open for 21 days following the December meeting. The Council may also direct how they would like the vacancy advertised (i.e. newspaper, City website, Facebook etc.) Letters and resumes will be submitted to the City Clerk. After the 21 days, the City Clerk will make the letters of interest and resumes available for the Common Council and Mayor to review. At the regularly scheduled January meeting, the Mayor shall recommend an individual to fill the vacancy and the Common Council shall vote in a public ballot on the approval of the appointment. If the Common Council does not approve the appointment, the Mayor shall recommend a different person and the process will continue until an individual is appointed and approved by the Council. That person would then take office for the remainder of the term (2021).
2. **Appoint an individual until the Spring Election.** The Council can decide to appoint an individual using the process outlined in Section 1 above but also elect to have a Spring Election. The appointment would then only be until the Spring Election and the Spring Election would then fill the final year of the term, so anyone running for this vacancy would be running for a one (1) year term and would need to run again in 2021.
3. **Leave the position vacant and have a Spring Election.** The Council can elect to have the position remain vacant and simply have a Spring Election to fill the vacancy. As previously stated anyone running for this vacancy would be running for a one (1) year term and would need to run again in 2021.

4. **Appoint an individual until a Special November Election.** The Council can decide to appoint an individual using the process outlined in Section 1 above but also elect to have a Special November Election. The Special November Election would then fill the final six months of the term, so anyone running for this vacancy would be running for a five (5) month term and would need to run again in 2021.
5. **Leave the position vacant and have a Special November Election.** The Council can elect to have the position remain vacant and simply have a Special November Election to fill the vacancy. As previously stated anyone running for this vacancy would be running for a five month term and would need to run again in 2021.

While this is largely a policy decision, there are some ramifications for certain options that I think are worth pointing out. The first is that special elections are costly. If the Council was to decide to have a special election in November, there has either been a vacancy for nearly a year or someone has already been appointed for nearly a year and so for the cost of a special election in November, I'm not sure that there is a lot of benefit to delaying an election until November. Lastly, with 2020 being a presidential election, this would be an extra burden for the City Clerk and election staff to take on during their busiest season. I would recommend against options 4 and 5 for these reasons.

One concern with having a Spring Election is that it can be confusing for both the individuals running and voters when there are two vacancies in the same district for differing terms. Further, deciding to have an election now provides a limited window for an individual to take out papers for the one-year term. The individuals running have to declare whether they are running for the two-year term or one-year term. Even when just one person runs for each term, voters not always understanding that there is a second vacancy, think that the individuals are running against each other and ultimately will only vote for one individual even where two openings exist. Additionally, if people are going to run a campaign, most individuals want to avoid having to run a campaign back to back, therefore if given a choice, individuals are likely to run for the two year term that is open as opposed to the one year term. That means we could see multiple people running for the two-year term but no one running for the one-year term. If there is no candidate for the one-year term, then the individual with the most write-in votes would win the one-year term.

With respect to the timing or decision to appoint an individual, while there is no specified time limit in the statutes for filling a vacancy on the Common Council, vacancies should be filled within a reasonable time. It makes sense to fill a vacancy as soon as practicable because an unfilled vacancy can, under certain circumstances, make it difficult for Council (and committees) to conduct business. Consequently, I would recommend that the Council strongly consider options 1 and 2 listed above.



#7-D

## Office of Finance Director

City of Onalaska • 415 Main Street • Onalaska, WI 54650  
Phone: 608-781-9530 Fax: 608-781-9534

To: Joe Chilsen, Mayor  
Common Council  
City Administrator  
City Attorney  
City Clerk

From: Fred Buehler *FB*

Date: December 5, 2019

Subject: Finance Manual

*Enclosed please find a copy of the change made to the Finance Manual (3.3 BUDGET TIMELINE GUIDE) that was discussed in the Finance & Personnel Meeting on December 4, 2019.*

*Thank you.*

*Fred Buehler*

\$5,000 or more having a useful life of at least five years. Equipment is defined as any equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually to be an equipment replacement/purchase eligible item.

The Capital Improvement Plan (CIP) is comprised of all current and anticipated long-term capital needs of the City. The ability to fund those projects will be based on the a five-year Financial Forecasting Plan ("Plan"). The "Plan" is a document updated by the Finance Director as needed. The CIP is a comprehensive resource of the City's assets indicating useful life, entry price and depreciable value.

Projects will be funded by a combination of note proceeds, general obligation, state fund bond proceeds and mortgage revenue bonds, grants, municipal capital lease financing, government loans, gifts, and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project.

### 3.3 BUDGET TIMELINE GUIDE:

**DEC/January** Public Hearing for Capital Improvement Needs

**February** Bonding for Capital Improvement Needs

**April** \_\_\_\_\_ Receive funding from Capital Improvement Bonding

**July** \_\_\_\_\_ Departments submit operational budgets

**August/Sept** City Administrator/Finance Director review operational budgets

**October** Council budget review session

**November** Council adopts the budget and sets the levy rate and December t \_\_\_\_\_ Tax bills are generated

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### 3.4 BUDGET TRANSFER

During the course of a fiscal year, departments often find it necessary to adjust their budget due to unanticipated savings or temporary shifting of departmental priorities. The Finance Director will transfer funds via motion or resolution to make the city's books General Accounting Standards B Board and Generally Accepted Accounting Practice compliant; this document these transfers will be approved be approved by the Finance Committee and the Common Council

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This policy applies to any changes made to the council adopted budget.

### POLICY

Department Heads and Managers designated Supervisors are responsible for monitoring their budgets. At a minimum, departments are to monitor their ability to be in balance by the end of each quarter and fiscal yearend. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department heads and managers

## CITY OF ONALASKA

Policy: Fair Labor Standards Act (FLSA) Policy  
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Policy Number: 3.02

Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13, 8/5/15

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13, 8/11/15

### Purpose

~~It is the intent of the City of Onalaska. This policy~~ defines the Fair Labor Standards Act (FLSA) exemptions as applied by the City of Onalaska, and defines the procedures, accrual, and use of overtime compensation and compensatory time, in addition to defining the procedures for payroll deductions pursuant to the Fair Labor Standards Act.

### Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- a. Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.
- b. Exempt employees are generally executives, managers, professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

### Overtime Compensation for Non-Exempt Employees

~~Non-Exempt Employees: Employees are covered by the Fair Labor Standards Act (FLSA) and considered non-exempt unless their position meets one of the exempt definitions noted under "Exemption Determination Tests" and the activities directly and closely relate to such work.~~ In order to comply with the FLSA, non-exempt employees will be paid overtime compensation of at least one and one-half (1-1/2) times the regular rate of pay for "all hours worked" in excess of forty (40) in a workweek. In order to receive overtime compensation, the employee must be "suffered or permitted to work".

- a. "All hours worked" does not include, for example, holidays, personal days, sick leave, or meals. View Policy 7.05 Vacation for review of vacation hours and calculation of overtime.
- b. To "suffer or permit to work" means that if the City requires or allows employees to work, the time spent is generally hours worked. Thus, time spent doing work not requested by the City, but still allowed, is generally hours worked, since the City knows or has reason to believe the employees are continuing to work and the City is benefiting from the work being done. (This is commonly referred to as "working off the clock".)
- c. Employees who are required to work with less than twelve (12) hours of notice to perform work in response to an emergency shall be paid at time and a half for those hours worked irrespective of all hours worked in the week.
  1. An *emergency* shall be defined as: a situation that poses an *immediate risk* to health, life, property or environment namely a situation that is: immediately threatening to life, health, property or environment; has already caused loss of life, health detriments, property damage or environmental damage; or has a high probability of escalating to cause immediate danger to life, health, property or environment.

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Policy: Fair Labor Standards Act (FLSA) Policy

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Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13, 8/5/15

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13, 8/11/15

- d. **On Call Pay** – ~~Effective 1/1/16, utility~~Public work operators and an assigned winter operation employees will receive one (1) hour of pay for each day that an employee is “on call.” Employees may not switch partial days of “on call” duty. All “on call” trades must be approved by the supervisor prior to any trade of “on call” days. View Policy 7.07 Holidays for review of holiday hours for on call employees and overtime. Winter operation hours are considered the same as the alternate side parking schedule or may be amended by department head.
- e. **Call-In** - A minimum of one (1/2) half hour calculated at the rate of time and one-half (1-1/2) is *guaranteed* an employee who is requested to and actively returns to work at a time when he/she would not otherwise have to be on duty (this is in addition to actual hours worked). The aforesaid call in provision does ~~not~~ apply where an employee is requested and actively reports for work any time within two (2) hours immediately preceding his/her regular starting time but he/she must start their eight (8) hour work day at the time of the reporting for call in. The aforesaid call in provision does not apply for work or when he/she is requested and continues to work later than his/her regular quitting time. ~~Any employee called in shall be required to work the full one (1) hour.~~

**Exempt Employees:** - The City positions that qualify as “exempt” are exempt from the overtime provisions of the FLSA, and overtime compensation is not required for hours worked.

**Sworn Police and Fire Employees:** - Under Section 207(k) of the FLSA, employees engaged in fire protection or law enforcement activities with 28 consecutive day work periods are entitled to one and one-half times their regular rate of pay if they work excess hours. For fire protection employees, overtime must be paid for hours worked beyond 212 during the 28 day work period; for law enforcement employees, working more than 171 hours during the 28 day work period triggers the overtime premium.

Pursuant to the partial overtime exemption of Section 207(k) of the FLSA, a work period must be declared for employees engaged in law enforcement and fire protection. A work period is any established and regularly recurring period of work that is not less than 7 consecutive days and not more than 28 consecutive days. It is required that there be a notation on the payroll records that shows the work period for each employee that indicates the length of that period and the starting time, and should state that “*the schedule is being adopted pursuant to section 207(k) of the act and 29 C.F.R. Part 553*”].

### **Overtime Utilization**

Overtime hours worked by City employees will be held to a minimum, consistent with the needs of the City and service to all citizens. Each department shall be responsible for utilizing other alternatives prior to assigning overtime to employees. Overtime work should only be authorized in the event of an emergency or when service demands result in no other reasonable alternative. Careful oversight should be exercised by managers who authorize overtime work.

- a. Overtime Approval – Supervisors are required to obtain approval from department heads prior to the use of overtime in non-emergency situations. Employees who anticipate the need for overtime to complete the week’s work must notify their supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule. Approval is required for hours that exceed 40 hours in a workweek.
- b. Mandatory Overtime – During busy periods, the City may require employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.

## CITY OF ONALASKA

Policy: Fair Labor Standards Act (FLSA) Policy  
Page: 3 of 6

Policy Number: 3.02

Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13, 8/5/15

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c. Consequences – Supervisors or employees who fail to obtain approval prior to scheduling or working hours that extend beyond their normal workweek may be subject to disciplinary action up to and including termination.

### **Working Time Limitations-**

All non-exempt employees are required to abide by the following:

- a. Work shall not be engaged preceding or following an employee's scheduled hours of work, unless directed to do so by their supervisor.
- b. Work shall not be taken home or engaged in at home unless directed to do so by a supervisor.
- c. Work shall not be engaged during any lunch period except at the direction of the employee's supervisor.
- d. All hours worked shall be documented on timesheets (paper or electronic), and shall be verified with the employee's signature or approval.
- e. All supervisors are responsible for reviewing and signing or approving employee's timesheets to verify accuracy. An employee will be notified of any change on their time card within 5 days.

### **Compensatory Time**

As added flexibility for state and local governments, the FLSA authorizes compensatory time (comp time) off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked for non-exempt employees.

- a. **Non-Exempt Employees: Earning of Compensatory Time.** Each non-exempt employee approved to receive compensatory time may accumulate FLSA overtime credit of not more than 40 hours. Non-exempt employees must be paid for FLSA overtime worked in excess of this limit. All compensatory time not used by December 1<sup>st</sup> of each year shall be paid to the employee during the final pay period of the year.
- b. **Utilization of Compensatory Time.** The City encourages the use of compensatory time as soon after it is earned as possible. The use of compensatory time must be scheduled so as not to disrupt the work in the department. Compensatory time accrued in a non-exempt position for FLSA overtime worked must be paid upon termination of employment.

Compensatory time off is not a form of accrued paid leave that may be substituted for unpaid Family and Medical Leave (FMLA), pursuant to 29 CFR 825.207.

### **Exempt Employees Pay**

In accordance with the FLSA regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed.

~~Wage Deductions~~ Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform *no* work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below.

- a. Jury duty.
- b. Attendance as a witness.
- c. Temporary military leave.

# CITY OF ONALASKA

Policy: Fair Labor Standards Act (FLSA) Policy  
Page: 4 of 6

Policy Number: 3.02

Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13, 8/5/15

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13, 8/11/15

- d. Absences caused by the employer.
- e. Absences caused by the operating requirements of the business.
- f. Partial day amounts other than those specifically discussed below.

Such improper pay deductions are therefore specifically prohibited by the City of Onalaska, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

**Prohibited Wage Deductions:** Improper wage deductions to exempt employees are prohibited by the City, pursuant to the FLSA. Deductions are *not permitted* for the following:

- a. Absences occasioned by the City or by the operating requirements of the City;
- b. Absences caused by jury duty;
- c. Absences caused by attendance as a witness, where an employee is under a subpoena to be present in court;
- d. Temporary military leave.

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other City policies and practices.

- a. Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).
- b. Absences of one or more full days due to sickness or disability.
- c. Fees received by the employee for jury or witness duty or military leave. These fees may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
- d. Penalties imposed by infractions of safety rules of major significance.
- e. Unpaid disciplinary suspensions of one or more full days in accordance with City of Onalaska's disciplinary policy.
- f. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- g. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

The City may offset any amount received by an employee as jury fees, witness fees, or military pay for a particular week against the salary due for that particular week, without loss of the employee's salaried status. Exempt employees will not be deducted wages for jury duty in a week in which the employee performs any work.

## **Complaint Procedure:**

Employees who believe their pay has been improperly reduced should contact Human Resources or the department supervisor immediately to request an investigation. The employee will be asked to specify in writing, using the guidance in the policy above, the circumstances of the pay deduction and whether it has occurred on other occasions.

The City of Onalaska Human Resources department will review pay records and interview the supervisor or manager, payroll representative(s) handling the employee's pay, to determine if the allegation is correct.

# CITY OF ONALASKA

Policy: Fair Labor Standards Act (FLSA) Policy  
Page: 5 of 6

Policy Number: 3.02

Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13, 8/5/15

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13, 8/11/15

If the deduction was in fact improper, the City will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the identification of the problem).

~~Improper wage deductions are prohibited by the City. However, in the event an exempt employee is inappropriately deducted wages or desires to file an internal wage and hour complaint, the employee shall notify their supervisor or department head immediately. The supervisor will work with Payroll or Human Resources to investigate the complaint and/or to resolve the improper deduction and appropriately reimburse employees.~~

**Permitted Wage Deductions:** The following deductions from wages are allowed under the FLSA without affecting an exempt employee's salaried status:

- ~~a. Deductions from pay on any basis (i.e. by the day or even part of a day):
  - ~~—Deductions for infractions of safety rules of major significance (i.e. those relating to the prevention of serious danger in the workplace or to other employees).~~~~
- ~~e. Deductions from pay on an hour for hour basis:
  - ~~—Absence for any hours taken as intermittent or reduced FMLA leave within a workweek.~~~~
- ~~e. Deductions from pay for partial days:
  - ~~—Absence when accrued leave was not permitted, used or has been exhausted.~~
  - ~~—Absence when the employee chooses to use unpaid leave.~~
  - ~~—Absence for a budget required reason.~~~~
- ~~d. Deductions from pay in increments of one or more full days:
  - ~~—Absence for personal reasons (other than sickness or disability).~~
  - ~~—Absence occasioned by sickness or disability (including work related accidents) if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability.~~
  - ~~—Deductions for unpaid disciplinary suspensions for infractions of workplace conduct rules [i.e. sexual harassment, workplace violence] imposed pursuant to City written policy applicable to all employees.~~~~
- ~~e. Deductions for full workweek suspensions, regardless of the reason.~~

## **Recordkeeping Requirements**

1. **Non-Exempt Employee Records:** The following records are required (per US Dept of Labor 29 CFR 516.2 and DWD 272.11 Wisconsin Administrative Code) to be maintained for non-exempt employees:
  - a. Full name (as used to for social security recordkeeping purposes);
  - b. Home address, including zip code;
  - c. Date of birth and sex;
  - d. Occupation in which employed;
  - e. Date of entering and leaving employment;
  - f. Time of day and day of week on which the employee's workweek begins;
  - g. Starting time and ending time of each employee's work period;
  - h. Hours worked each workday and total hours worked each workweek;
  - i. Time of beginning and ending of meal periods if employees' meal periods are required or such meal periods are to be deducted from work time.
  - j. Regular hourly rate of pay for any workweek in which overtime compensation is due;
  - k. Total daily or weekly straight-time earnings or wages due for hours worked during the workday or workweek;
  - l. Total premium pay for overtime hours;

# CITY OF ONALASKA

Policy: Fair Labor Standards Act (FLSA) Policy  
Page: 6 of 6

Policy Number: 3.02

Approved by Committee: 8/5/99, 3/9/00, 12/3/03, 8/4/04, 6/8/05, 8/8/12, 10/3/12, 1/2/13, 3/6/13, 8/5/15

Approved by Council: 8/10/99, 3/14/00, 12/10/03, 8/10/04, 6/14/05, 8/14/12, 10/9/12, 1/8/13, 3/12/13, 8/11/15

- m. Total additions to, or deductions from, wages paid each pay period and the reason for each addition or deduction;
  - n. Total wage paid each pay period;
  - o. Date of payment and the pay period covered by payment;
  - p. Total compensatory hours earned, and used, each workweek or work period for each employee;
  - q. Number of hours of compensatory time paid in cash, including the total amount paid and the date of payment;
  - r. Any oral or written agreement regarding the earning and utilization of compensatory time off.
2. **Exempt Employee Records:** The same records as indicated above, with the exception of the records relating to payment and hours worked (j. – l.), must be kept for exempt employees. Additionally, records must be kept that detail the basis on which employees are paid.

## **Record Preservation:**

City of Onalaska payroll records and related time record data will be kept in accordance to the adopted General Records Schedule under Payroll and Related Records section. ~~The following records shall be preserved by the City for three years:~~

- a. ~~Payroll records;~~
- b. ~~Certificates, collective bargaining agreements, and individual contracts;~~
- c. ~~Sales and purchase records.~~

The following records shall be preserved by the City for two years:

- a. ~~Employment and earnings records;~~
- b. ~~Wage rate tables;~~
- c. ~~Order, shipping, and billing records;~~
- d. ~~Records of additions to or deductions from wages paid.~~

## **Exemption Determination Tests**

Exemptions from both the minimum wage and overtime pay requirements of the Fair Labor Standards Act for any employee in a bona fide executive, administrative, ~~learned or creative~~ professional, ~~computer,~~ ~~outside sales,~~ or highly compensated employee position shall be determined by Human Resources. All other employees shall be non-exempt. Each department head shall be advised of those determinations which apply to its employees.

## **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.

12-04-2019 9:16 AM

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



PACKET: 03000 License Packet Dec Operators

SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
06008	12/02/19- 6/30/21	CORNEJO	ELISA	OPRATOR OPERATORS - 2 YEAR
06010	12/03/19- 6/30/21	STELLOH	DEREK	OPRATOR OPERATORS - 2 YEAR

**RESOLUTION NO. 41-2019**

**A RESOLUTION FOR THE SHARED-RIDE TAXI PROGRAM FOR THE  
CITY OF ONALASKA**

**WHEREAS**, the citizens of the City of Onalaska have expressed interest in having a public transportation system; and

**WHEREAS**, there is a public transportation State and Federal Operating Assistance Program for Shared-Ride Taxi Program; and

**WHEREAS**, the City of Onalaska has awarded a contract to Richard Running, d/b/a Running Incorporated for the City of Onalaska; and

**WHEREAS**, in order to continue to provide a Shared-Ride Taxi Program, the City of Onalaska needs to receive State Mass Transit Operating Assistance under Section 85.20 of the Wisconsin Statutes, and also Federal Section 9 Operating Assistance; and

**WHEREAS**, in order to participate in the 2020 Operating Assistance Program and application must be submitted to the Wisconsin Bureau of Transit and Local Transportation Aids by December 13, 2019.

**THEREFORE BE IT RESOLVED**, that the Financial Services Director/Treasurer of the City of Onalaska is hereby authorized to submit applications for the State Mass Transit Operating Assistance under Section 85.20 of the Wisconsin Statutes and Federal Section 9 Operating Assistance to assist in financing the City of Onalaska/Holmen/West Salem Public Transit during the period of January 1, 2020 through December 31, 2020

Dated this 10th day of December, 2019

**CITY OF ONALASKA**

**BY:**

\_\_\_\_\_  
Joe Chilsen, Mayor

\_\_\_\_\_  
Caroline Burmaster, City Clerk

Passed:

Approved:



#9

## Office of Finance Director

City of Onalaska • 415 Main Street • Onalaska, WI 54650

Phone: 608-781-9530 • Fax: 608-781-9534

To: Mayor, Common Council, Eric Rindfleisch  
From: Fred Buehler *Fred P. Buehler*  
Date: 11-18-2019  
Subject: 2020 Budget

\*Upon final review in making the changes from the public hearing, I discovered the health and dental insurance for the HR Generalist was not exclusively in the General Fund, therefore my calculations of change #3 was overstated by a total of \$7,453. With that said the minutes need to reflect the changes as outlined on the attachment sheets. Any questions let me know.

337  
338 Motion by Ald. K. Smith, second by Ald. T. Smith, to accept Change No. 2.  
339

340 On voice vote, motion carried.

341  
342 Ald. K. Smith said Change No. 3 is a net increase of \$60,955 that was created due to the deletion  
343 of the Human Resources Generalist position. *→ s/b # 53,502*

344  
345 Motion by Ald. K. Smith, second by Ald. Wulf, to accept Change No. 3.

346  
347 On voice vote, motion carried.

348  
349 Ald. K. Smith said Change No. 4 is an adjustment to the Human Resources Director pay grade,  
350 meaning it has been removed and credited back to the budget. The amount is \$3,816.

351  
352 Motion by Ald. K. Smith, second by Ald. Wulf, to accept Change No. 4.

353  
354 On voice vote, motion carried.

355  
356 Ald. K. Smith said Change No. 5 is the final change she is bringing forward, noting the previous  
357 two changes to the budget resulted in \$64,771 being available to the budget. Ald. K. Smith said  
358 the Finance and Personnel Committee recommended that the \$64,771 be utilized to fund a third  
359 firefighter position. *→ s/b # 57,318*

360  
361 Motion by Ald. K. Smith, second by Ald. T. Smith, to accept Change No. 5.

362  
363 Ald. K. Smith said, "I want the record to be clear that my position has not changed although I *→ s/b # 57,318*  
364 strongly support the Fire Department – I always have and I always will. We do have two  
365 firefighters in this budget, as proposed, and I prefer that we would use this money, the \$64,771,  
366 to additionally fund the wage study. From the beginning, I've said I felt that we needed \$80,000  
367 to \$100,000 across the board for our public employees to fund the wage study, and I think that  
368 this additional money is much needed there. I know the firefighters are needed and the  
369 policemen – everyone is. But I think it is much more equitable bringing all the city employees  
370 some satisfaction from this 2020 budget, so I will be voting 'no' to this motion."

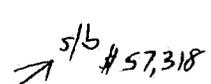
371  
372 Ald. Stevens said, "I don't necessarily agree with Alder Kim Smith. I just think that we have ...  
373 The plan and wants for the city are the same. I think it's just the priorities and how we get there  
374 are a little different. I think that we can do both. It might take a little bit of financial ninjutsu in  
375 starting later in the Fire Department than what we would perhaps like. But I think this is a  
376 circumstance where we can make everybody happy in the long run. I think that listening to some  
377 people speak here tonight, I originally made that motion having spoken with residents and heard  
378 concerns in talking with some firefighters that there really is a need for a full complement of  
Reviewed 11/13/19 by Cari Burmaster

379 firefighters. Public safety is one of the most paramount things that it is our responsibility to  
380 make sure that we have in place, and that we're providing our people who do the public safety  
381 for us the tools necessary and the staffing necessary to be able to do that job and do it well.  
382 Firefighter [Benson] came up, and Mr. Southworth [came up], and they talked about how there is  
383 the same number of people when they started 19 years ago. We've added people, we've added  
384 businesses, and we've added infrastructure. But we have not kept up on the public safety end to  
385 maintain that level of public safety, so something has had to give. I know that other departments  
386 have felt the same pain. Unfortunately, HR is making a sacrifice here, and it's not a poor  
387 reflection on what we want to give for HR to be able to do that. I know in the Parks Department  
388 our guys are stretched thin and there are fewer hours and we keep adding parks and there's more  
389 and more for them to do.

390  
391 Ultimately, we need to prioritize, and this is one of the cases that I think the public wants to  
392 know that if there is an emergency the guys in the purple cars are going to get there as quick as  
393 they can. They want to know that the guys in the red trucks are going to come there if their  
394 house is on fire immediately. They don't want to wait for somebody to make it down to City  
395 Hall before they leave. We have a responsibility on this Council to the taxpayers as well as staff,  
396 but right now I think the priority is to the taxpayers in making sure that our firefighter  
397 complement is a full complement, and are better able to do their job. I'm sure there are other  
398 things they may want, and we have a limit on our resources in what we have to go around. I  
399 think in this case we can do this, and in my mind it's the right thing to do. I am urging the  
400 Council to support this measure."

401  
402 Ald. T. Smith said, "I'm going to be supporting this, too. I have been torn on this, but they're all  
403 employees." Ald. T. Smith thanked the members of the Fire Department who are attending this  
404 evening's meeting and said, "I've been hearing this for many years, and I think we have an  
405 obligation to the community to provide the safety as best we can with what we have. I'm excited  
406 that we're able to at least get the compensation study going. We have funding for it. Hopefully  
407 we'll be able to at least get farther than we would have been. We've talked about it for the last  
408 12 years, so we've actually made progress on both. I will be supporting that."

409  
410 Motion restated:

411  s/b \$57,318  
412 To approve Change No. 5, Option B, taking \$64,771 saved by the previous motions and putting  
413 it toward a third firefighter position.

414  
415 Ald. Stevens asked if voting 'yes' means approving another firefighter.

416  
417 Mayor Chilsen said yes.

418  
419 Ald. Wulf noted an informal poll regarding this issue had been taken at the November 6 Finance  
420 and Personnel Committee meeting, and she had thanked those who are attending this evening's  
Reviewed 11/13/19 by Cari Burmaster

2020 Budget Changes Made at F&P MEETING (10/21/19) & (11/6/19)

CHANGE #1

Omni Center			
DEPARTMENT	DEBT	CREDIT	DESCRIPTION
640-55450-126	\$ 68,985.00		Transfer wages from OT to wages Temp/Seasonal
640-55450-126	\$ 3,325.00		Add funds for Budget Submittal Error
640-55450-127		\$ 68,985.00	Transfer wages from OT to wages Temp/Seasonal
640-55450-150	\$ 254.00		Increase FICA due to Budget submittal Error
640-46768		\$ 3,579.00	Concession Revenue (Non-Taxable)
<b>TOTAL</b>	<b>\$ 72,564.00</b>	<b>\$ 72,564.00</b>	
<b>Net</b>	<b>\$ -</b>		<b>Budget Neutral</b>

*720*  
*11-14-19*

CHANGE #2: Adjustments to Enterprise/Special Revenue Funds Due to HR Specialist Wage Distribution & Roll-ups

Omni Center			
DEPARTMENT	DEBT	CREDIT	DESCRIPTION
640-55450-120	\$ 125.00		Wages Regular
640-55450-150	\$ 10.00		FICA
640-55450-151	\$ 9.00		WRS
640-46768		\$ 144.00	Concession Revenue (Non-Taxable)
<b>Total</b>	<b>\$ 144.00</b>	<b>\$ 144.00</b>	
<b>Water</b>			
610-57600-120	\$ 374.00		Wages Regular
610-57600-150	\$ 29.00		FICA
610-57600-151	\$ 25.00		WRS
<b>Total</b>	<b>\$ 428.00</b>		
<b>Sewer</b>			
620-58400-120	\$ 374.00		Wages Regular
620-58400-150	\$ 29.00		FICA
620-58400-151	\$ 25.00		WRS
<b>Total</b>	<b>\$ 428.00</b>		
<b>Joint Municipal Court</b>			
208-51200-120	\$ 125.00		Wages Regular
208-51200-150	\$ 10.00		FICA
208-51200-151	\$ 9.00		WRS
208-45113		\$ 144.00	Court Costs
<b>Total</b>	<b>\$ 144.00</b>	<b>\$ 144.00</b>	
<b>JMC Net</b>	<b>\$ -</b>		<b>Budget Neutral</b>
<b>Over All Net Increase</b>	<b>\$ 1,144.00</b>		

CHANGE #3

GENERAL FUND			
DEPARTMENT	DEBT	CREDIT	DESCRIPTION
100-51510-120		\$ 34,662.00	Delete HR Generalist - Wage
100-51510-150		\$ 2,339.00	Delete HR Generalist - FICA <i>s/b 2651-</i>
100-51510-151		\$ 2,651.00	Delete HR Generalist - WRS <i>s/b 2339-</i>
100-51510-152		\$ 20,159.00	Delete HR Generalist - Health Insurance <i>s/b 13,103</i>
100-51510-153		\$ 1,144.00	Delete HR Generalist - Dental Insurance <i>s/b 744</i>
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 60,955.00</b>	<i>100-51510-155 s/b 3</i>
<b>Net</b>	<b>\$ (60,955.00)</b>		

*Difference to Transfer = 7,453*

*53,502*  
*3,816*  

---

*57,318*

*60,955 vs 53,502 = 7,453 (Net)*

**REVISED**  
11/15/2019

*1047*

## ORDINANCE NO. 1652-2019

### AN ORDINANCE TO ANNEX LAND LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ IN SECTION 32, TOWNSHIP 17 NORTH, RANGE 7 WEST FROM THE TOWN OF ONALASKA TO THE CITY OF ONALASKA

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

SECTION I. Proper petition for direct annexation by unanimous approval, signed by all the owners of all real property in such territory and all of the electors residing in such territory, having been presented to the Common Council of the City of Onalaska, requesting the annexation of the territories described in Exhibit A which is attached hereto and incorporated herein to the City of Onalaska, Wisconsin from the Town of Onalaska, La Crosse County, Wisconsin. The population of the area annexed is zero (0).

IT IS HEREBY ORDAINED that the above-described properties and the same is hereby annexed to the City of Onalaska, Wisconsin, and it is further ordained that the corporate limits of the City of Onalaska are hereby amended to include the above-described property within the corporate limits of the City of Onalaska, Wisconsin.

SECTION II. Sec. 2-1-3(b) of the Code of Ordinances of the City of Onalaska entitled "Ward and Aldermanic District Boundaries" is hereby amended to include the above-described properties within the boundaries of the First Aldermanic District, Ward 1.

SECTION III. The properties are hereby zoned Single Family Residential (R-1) and all of the provisions of the Code of Ordinances of the City of Onalaska governing said zoning classification shall apply hereto.

SECTION IV. This Ordinance shall take effect and be in force from and after its passage.

Dated this 10th day of December, 2019.

CITY OF ONALASKA

By: \_\_\_\_\_  
Joe Chilsen, Mayor

By: \_\_\_\_\_  
Caroline Burmaster, Clerk

PASSED:  
APPROVED:  
PUBLISHED:

EXHIBIT A

Part of the NE  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ , Section 32, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the North  $\frac{1}{4}$  corner of Section 32, thence S  $09^{\circ}53'05''$  W 2781.47 feet to the point of beginning of this description:

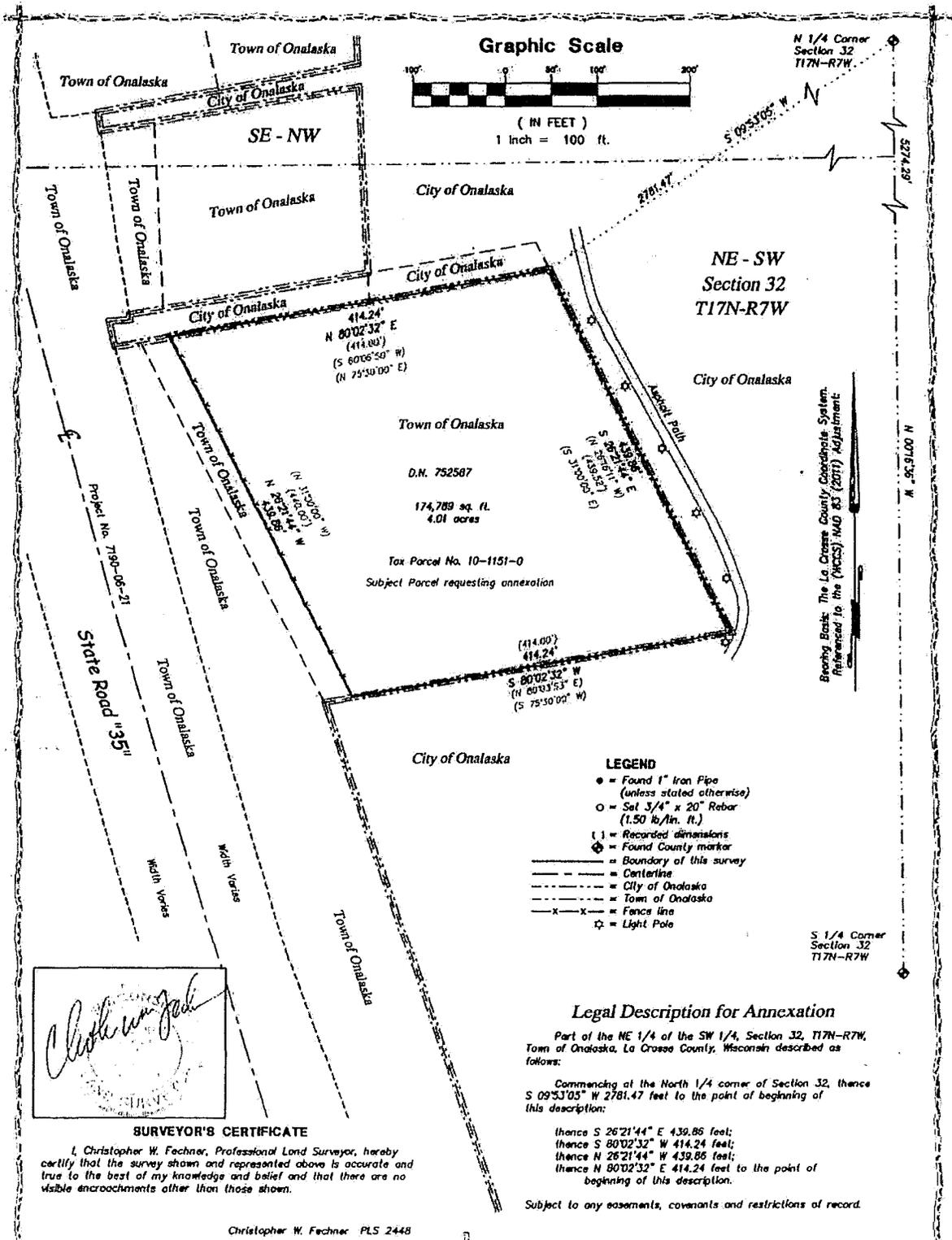
Thence S  $26^{\circ}21'44''$  E 439.86 feet;

Thence S  $80^{\circ}02'32''$  W 414.24 feet;

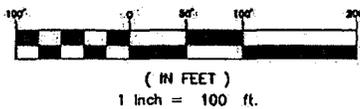
Thence N  $26^{\circ}21'44''$  W 439.85 feet;

Thence N  $80^{\circ}02'32''$  E 414.24 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.



**Graphic Scale**



N 1/4 Corner  
Section 32  
T17N-R7W

NE - SW  
Section 32  
T17N-R7W

Town of Onalaska

D.N. 752587

174,789 sq. ft.  
4.01 acres

Tax Parcel No. 10-1151-0

Subject Parcel requesting annexation

City of Onalaska

**LEGEND**

- = Found 1" Iron Pipe (unless stated otherwise)
- = Set 3/4" x 20" Rebar (1.50 to/in. ft.)
- 1 1 = Recorded dimensions
- ◆ = Found County marker
- = Boundary of this survey
- = Centerline
- = City of Onalaska
- = Town of Onalaska
- x-x- = Fence line
- ☆ = Light Pole

S 1/4 Corner  
Section 32  
T17N-R7W

**Legal Description for Annexation**

Part of the NE 1/4 of the SW 1/4, Section 32, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the North 1/4 corner of Section 32, thence S 09°53'05" W 2781.47 feet to the point of beginning of this description:

- thence S 26°21'44" E 439.86 feet;
- thence S 80°02'32" W 414.24 feet;
- thence N 26°21'44" W 439.86 feet;
- thence N 80°02'32" E 414.24 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

*Christopher W. Fechner*  
Professional Land Surveyor

**SURVEYOR'S CERTIFICATE**

I, Christopher W. Fechner, Professional Land Surveyor, hereby certify that the survey shown and represented above is accurate and true to the best of my knowledge and belief and that there are no visible encroachments other than those shown.

Christopher W. Fechner PLS 2448

**SURVEY FOR**  
**Broham Investments LLC**

Part of the NE-SW,  
Section 32, T17N-R7W,  
Town of Onalaska, La Crosse County, WI  
State Road "35"

DRAWN BY: TS CF	DATE: 7/7/2019
REVIEWED BY:	DATE:
SCALE: 1" = 100'	
SHEET 1 OF 1	PROJECT NO.: S-7512B
	FIELD CREW: RC LF

**CR** Coulee Region  
**LS** Land Surveyors

917 SOUTH 4TH STREET - P.O. BOX 1954  
LA CROSSE, WISCONSIN 54601  
PHONE (608) 784-1614 FAX (608) 784-1408  
www.couleeregionlandsurveyors.com

**FISCAL IMPACT OF ORDINANCE 1652 – 2019**

Please route in this order

Wessel Annexation  
Eric Rindfleisch, Administrator

  
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ \_\_\_\_\_ for \_\_\_\_\_ to meet the requirements of this ordinance.

Jarrod Holter, City Engineer

  
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ \_\_\_\_\_ for \_\_\_\_\_ to meet the requirements of this ordinance.

Caitlin Hagar, GIS Analyst  
**check wards, districts and addressing**

\_\_\_\_\_  
(signature)

Wards, Districts and Addressing OK

~~Troy Miller~~, Chief of Police  
Charles Ashbeck

  
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ \_\_\_\_\_ for \_\_\_\_\_ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

  
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ \_\_\_\_\_ for \_\_\_\_\_ to meet the requirements of this ordinance.

RESOLUTION NO. 42-2019

A RESOLUTION  
RELATING TO THE CAPITAL IMPROVEMENT PROJECTS FOR 2020

To The Honorable Mayor and Council, City of Onalaska, Wisconsin

**WHEREAS**, The Board of Public Works in the City of Onalaska has held a Public Hearing on December 3, 2019 at 6:30 P.M. on the proposed 2020 Capital Improvement Projects, and

**WHEREAS**, The Board of Public Works in the City of Onalaska has reviewed the total Capital Improvement Project costs of \$8,488,431 less amounts previously bonded for \$3,182,750, other sources of revenue of \$156,738 and projects to be bonded for or State Trust Fund, in addition issuance cost of \$129,000 for a grand total of \$5,277,943.

**THEREFORE BE IT RESOLVED**, the Board of Public Works has recommended the adoption of the 2020 Capital Improvement Projects as outlined in the budget attached to this Resolution.

**BE IT FURTHER RESOLVED**, the Common Council of the City of Onalaska has considered the 2020 Capital Improvement Projects as presented by the Board of Public Works, and

**BE IT FURTHER RESOLVED**, that the Common Council of the City of Onalaska does hereby adopt the 2020 Capital Improvement Budgets of \$5,277,943.

Dated this 10<sup>th</sup> day of December 2019

City of Onalaska

By: \_\_\_\_\_  
Joe Chilsen, Mayor

\_\_\_\_\_  
Caroline L. Burmaster, City Clerk

Passed:  
Approved:  
Published:

CITY OF ONALASKA  
 2020 Capital Improvement Projects - Adopted

**FINAL**

	<u>Sanitary Sewer</u>	<u>Water</u>	<u>Storm Sewer</u>	<u>Tourism</u>	<u>General</u>	<u>Total Cost</u>	<u>Less Amount Already Bonded</u>	<u>Less Amount Other Sources</u>	<u>Amount Needed by Borrowing</u>
<b><u>I. Public Works Department</u></b>									
1. Sidewalk program - Annual (NEW)									
a. Sidewalk replacement program	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 75,000
b. Miscellaneous repairs throughout City (including ADA ramps)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000
2. Pavement maintenance (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	2017 CIP \$ 142,000	\$ -	\$ 158,000
3. Green Coulee intersection improvements at East Main St (2015 #16, 2016 #7, 2017 #6, 2018 #6, 2019 #4)									
a. Design									
1) Schematic Design	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
2) Preliminary Design	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
3) Final Design	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000
4) Construction (Round about) (\$1,300,000)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000
4. Sand Lake Rd reconstruction - Redwood St to Riders Club Rd (2016 #14, 2017 #7, 2018 #7, 2019 #5)									
a. Design (2020)	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 50,000</del>	<del>\$ 50,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 50,000</del>
b. Construction (2020) - Mill/Overlay (PASER 3.0)	\$ -	\$ -	\$ -	\$ -	\$ 217,000	\$ 217,000	\$ -	\$ -	\$ 217,000
c. Access improvements & additional capacity (2025)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Railroad quiet zone study 2nd Ave SW & Irvin St									
a. Design Study (2013 #24, 2017 #3 & 2018 #3)	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -
b. Construction (2017 #3, 2018 #3 & 2019 #7)	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -
6. Street paving - Pincerest Ln, Valley Ct, 13th Ave S, (2017 #22, 2018 #10, 2019 #8) (PASER 2.5)	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 139,000</del>	<del>\$ 139,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 139,000</del>
7. Street paving - Troy St from East Ave to Oak & 6th Ave N from Troy to Vilas (2019 #21) (PASER 3.0)	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 70,000</del>	<del>\$ 70,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 70,000</del>

**CITY OF ONALASKA**  
**2020 Capital Improvement Projects - Adopted**

	<u>Sanitary</u> <u>Sewer</u>	<u>Water</u>	<u>Storm</u> <u>Sewer</u>	<u>Tourism</u>	<u>General</u>	<u>Total Cost</u>	<u>Less Amount</u> <u>Already Bonded</u>	<u>Less Amount</u> <u>Other</u> <u>Sources</u>	<u>Amount</u> <u>Needed by</u> <u>Borrowing</u>
<b><u>I. Public Works Department (Cont'd)</u></b>									
8. Green Coulee water high service zone improvements Reservoir Design (2016 #9, 2017 #17, 2018 #10, 2019 #12)									
a. Design	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -
b. Construction (2020) Est. \$1,000,000	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 1,250,000	\$ -	\$ -
9. <del>Traffic signal replacement/renovation</del> (2018 #29, 2019 #18)									
a. Theater Rd & East Main St	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ 170,000
10. Sand Lake Rd street lighting - Rolling Oaks to CTH SN (2018 #33, 2019 #20) Standard lighting	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000
11. Update existing HVAC controls @ Public Works facility (2019 #34)	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 10,000	\$ -	\$ -	\$ 10,000
12. Fiber computer cable from City Hall to Public Works Facility & Library (2019 #35)									
a. Design (2018)	\$ 10,000	\$ 10,000	\$ 3,000	\$ -	\$ 10,000	\$ 33,000	\$ 33,000	\$ -	\$ -
b. Construction (2019/2020)	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 200,000	\$ 300,000	\$ 200,000	\$ -	\$ 100,000
						G \$100,000 S \$50,000 W \$50,000			
13. SCADA System upgrades (2020)	\$ 44,000	\$ 76,000	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -
14. Street paving - 10th Ave N from Monroe to Well, Pierce St from 10th to 11th, Larch, Monroe St from 9th to end (NEW) (PASER 3.0)	\$ -	\$ -	\$ -	\$ -	\$ 199,000	\$ 199,000	\$ -	\$ -	\$ 199,000
15. End loader - replace 1996 (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 188,000	\$ 188,000	\$ -	\$ -	\$ 188,000
16. Street paving - Oak Ave N from Grove St to Riders (NEW) Club Rd, Green Ridge Dr, Westwood Dr from Pine St to 10th Ave N, Grove St from Cliffview Ave to 10th Ave N, Grove St from Oak to Pine & Parkridge Pl (PASER 2.5)	\$ -	\$ -	\$ -	\$ -	\$ 324,000	\$ 324,000	\$ -	\$ -	\$ 324,000

**CITY OF ONALASKA**  
**2020 Capital Improvement Projects - Adopted**

	<u>Sanitary Sewer</u>	<u>Water</u>	<u>Storm Sewer</u>	<u>Tourism</u>	<u>General</u>	<u>Total Cost</u>	<u>Less Amount Already Bonded</u>	<u>Less Amount Other Sources</u>	<u>Amount Needed by Borrowing</u>
<b><u>I. Public Works Department (Cont'd)</u></b>									
17. Street reconstruction - Sunset Vista Subdivision (2018 #62)							\$ 90,000		G \$207,500
a. West Ave - Troy St to Royal	\$ 90,000	\$ 181,500	\$ 30,000	\$ -	\$ 207,500	\$ 509,000	\$ 278,000		\$ 231,000
									G \$118,000
b. Park Ave W - Troy St to Park	\$ -	\$ -	\$ 43,000	\$ -	\$ 118,000	\$ 161,000	\$ 39,000		\$ 122,000
									G \$195,500
c. Park Ave - Troy St to Royal St	\$ 151,000	\$ 181,000	\$ 30,000	\$ -	\$ 195,500	\$ 557,500	\$ 307,000		\$ 250,500
									G \$243,500
d. 4th Ave N - Troy St to Quincy St	\$ 180,500	\$ 217,000	\$ 23,000	\$ -	\$ 243,500	\$ 664,000	\$ 380,000		\$ 284,000
									G \$127,000
e. Royal St - STH 35 to East Ave	\$ 77,500	\$ 122,500	\$ -	\$ -	\$ 127,000	\$ 327,000	\$ 180,000		\$ 147,000
18. Off-street trail paving/maintenance (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000
19. Salt brine maker (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 76,500	\$ 76,500	\$ -	\$ -	\$ 76,500
20. Tandem axle dump truck - replace 1999 single axle (NEW)									
a. Cab & chassis	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ 95,000
b. Controls, hydraulics, box, plow & equipment	\$ -	\$ -	\$ -	\$ -	\$ 155,000	\$ 155,000	\$ -	\$ -	\$ 155,000
21. SS/Crossing Meadows WIS DOT (NEW) Project #1070-04-75 (see state signed contract)	\$ -	\$ -	\$ -	\$ -	\$ 630,000	\$ 630,000	\$ -	\$ -	\$ 630,000
22. Update City Stormwater Quality (NEW) Management Plan - MS4 Permit	\$ -	\$ -	\$ 47,000	\$ -	\$ -	\$ 47,000	\$ -	\$ 47,000	\$ -
23. South Kinney Coulee lighting upgrades (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
24. Replacement wreaths & banners for (NEW) downtown streetlights	\$ -	\$ -	\$ -	\$ -	\$ 38,000	\$ 38,000	\$ -	\$ 19,000	\$ 19,000

**CITY OF ONALASKA**  
**2020 Capital Improvement Projects - Adopted**

	<u>Sanitary</u> <u>Sewer</u>	<u>Water</u>	<u>Storm</u> <u>Sewer</u>	<u>Tourism</u>	<u>General</u>	<u>Total Cost</u>	<u>Less Amount</u> <u>Already Bonded</u>	<u>Less Amount</u> <u>Other</u> <u>Sources</u>	<u>Amount</u> <u>Needed by</u> <u>Borrowing</u>
<b><u>I. Public Works Department (Cont'd)</u></b>									
25. Broham Investments Development - watermain along (NEW) STH 35, sanitary sewer along City pool site (Annexation in Process)	\$ 82,000	\$ 162,000	\$	\$	\$	\$ 244,000	\$	\$	\$ 244,000
26. 13th Ave N cul-de-sac installation at Hilltopper Heights Park (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000
27. Cemetery fence (2018 #26)	\$	\$	\$	\$	\$ 60,000	\$ 60,000	\$	\$	\$ 60,000
<b><u>II. Planning Department</u></b>									
28. Urban forestry - general (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000
29. Urban forestry - new tree installation (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000
<b><u>III. Fire Department</u></b>									
30. Land & Facilities (Proposed 2008) a. Purchase land (1.5 acres @ \$7.00/sq ft) Fire Station #2 - STH 16 & I-90 vicinity	\$	\$	\$	\$	\$ 457,000	\$ 457,000	\$	\$	\$ 457,000
31. Pick up truck (NEW)	\$	\$	\$	\$	\$ 40,000	\$ 40,000	\$	\$	\$ 40,000
32. Emergency Operation Center updates (NEW)	\$	\$	\$	\$	\$ 20,000	\$ 20,000	\$	\$	\$ 20,000
33. Heart Monitors (NEW)	\$	\$	\$	\$	\$ 29,000	\$ 29,000	\$	\$	\$ 29,000
34. Ladder truck/aerial apparatus (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000
<b><u>IV. Parks &amp; Recreation Department</u></b>									
35. Aquatic center repairs (NEW) #1									
a. Activity pool	\$ -	\$ -	\$ -	\$ -	\$ 145,888	\$ 145,888	\$ -	\$ -	\$ 145,888
b. Tile removal, joint repair & plaster	\$ -	\$ -	\$ -	\$ -	\$ 55,710	\$ 55,710	\$ -	\$ -	\$ 55,710
c. Back of gutter repair	\$ -	\$ -	\$ -	\$ -	\$ 9,345	\$ 9,345	\$ -	\$ -	\$ 9,345
36. Great River Landing (NEW) #3									
a. Building removal	\$	\$	\$	\$	\$ 20,000	\$ 20,000	\$	\$	\$ 20,000
b. Shelter Replacement	\$	\$	\$	\$	\$ 100,000	\$ 100,000	\$	\$	\$ 100,000

**CITY OF ONALASKA**  
**2020 Capital Improvement Projects - Adopted**

		<u>Sanitary</u> <u>Sewer</u>	<u>Water</u>	<u>Storm</u> <u>Sewer</u>	<u>Tourism</u>	<u>General</u>	<u>Total Cost</u>	<u>Less Amount</u> <u>Already Bonded</u>	<u>Less Amount</u> <u>Other</u> <u>Sources</u>	<u>Amount</u> <u>Needed by</u> <u>Borrowing</u>
<b><u>IV. Parks &amp; Recreation Department (Cont'd)</u></b>										
37. ADA improvements (NEW)	#2	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 30,000
<b><u>V. Police Department</u></b>										
38. Squad cars (2 ea) (NEW)		\$ -	\$ -	\$ -	\$ -	\$ 117,250	\$ 117,250	\$ -	\$ -	\$ 117,250 <b>STFL</b>
39. Squad car - unmarked (NEW)		\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 55,000 <b>STFL</b>
40. Portable radio replacment (NEW) (1/3 Yearly)		\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ 24,000 <b>STFL</b>
<b><u>VI. Omni Center</u></b>										
41. Rink #2-chiller (NEW)		<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 485,000</del>	<del>\$ 485,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 485,000</del>
42. Omni Center flooring (NEW)										
a. Carpet Arena #2 entry		\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -
b. Turf for shelter area (36'X125')		\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -
c. Locker room flooring		\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -
43. Omni-Center generator (NEW)		<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 280,000</del>	<del>\$ 280,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 280,000</del>
44. Walk behind floor scrubber (NEW)		\$ -	\$ -	\$ -	\$ -	\$ 10,288	\$ 10,288	\$ -	\$ 10,288	\$ -
45. Replace Glycol (NEW)										
a. Polypropylene (500 gallons)		\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
b. Ethylene (500 gallons)		\$ -	\$ -	\$ -	\$ -	\$ 10,270	\$ 10,270	\$ -	\$ 10,270	\$ -
46. Hockey goals and nets (2 sets) (NEW)		\$ -	\$ -	\$ -	\$ -	\$ 2,680	\$ 2,680	\$ -	\$ 2,680	\$ -
47. ADA upgrades per Transition Plan (NEW)		<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 15,000</del>	<del>\$ 15,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 15,000</del>
48. Pipes and bases (NEW)										
a. Vertical pipes (40 ea)		\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ -	\$ 750	\$ -
b. Horizontal pipes (25 ea)		\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ -	\$ 750	\$ -
c. Bases (50 ea)		\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -

## CITY OF ONALASKA 2020 Capital Improvement Projects - Adopted

	<u>Sanitary Sewer</u>	<u>Water</u>	<u>Storm Sewer</u>	<u>Tourism</u>	<u>General</u>	<u>Total Cost</u>	<u>Less Amount Already Bonded</u>	<u>Less Amount Other Sources</u>	<u>Amount Needed by Borrowing</u>
<b><u>VI. Omni Center (Cont'd)</u></b>									
49. Picnic table replacement - 24 ea (NEW) 6 to be ADA, new lumber	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -
<b><u>VII. Library</u></b>									
50. HVAC upgrade (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	\$ -
51. Parking lot - ADA slope repairs (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ 9,000
52. Tables & benches in teen area (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
53. Door hardware front entry doors (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -
<b><u>VIII. City Hall</u></b>									
54. Roof replacement over entire building (2019 #64)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	1998 CIP \$ 44,250	\$ -	\$ 255,750 <b>STFL</b>
55. City Hall Maintenance Upgrades									
a. HVAC work	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000 <b>STFL</b>
b. Construction	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000
56. HVAC controls (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000 <b>STFL</b>
57. ADA improvements; restroom stalls, sinks (NEW) and grab bars	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000
58. City Hall Capital Improvements Plan (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000
59. Emergency management - generator upgrade (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 240,000	\$ -	\$ -	\$ 240,000
60. PD - spring replacement (3) overhead garage (NEW) doors	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000
61. Replace air handler VFD's (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000
62. FD - floor repair in Station 1 (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
63. FD - power drops for tender & brush truck (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ 3,500
64. Directional/office signage (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000





#15-A

**RESOLUTION NO. 43 -2019**

**A RESOLUTION REQUESTING WAIVER FROM STATE MANDATE REGARDING HOUSING AFFORDABILITY REPORT 2020 DEADLINE**

**WHEREAS**, the State Legislature has created Wis. Stats. §66.10013 requiring the City of Onalaska to produce a Housing Affordability Report by January 1, 2020; and

**WHEREAS**, the City continues to proactively address many of the requirements in the mandate as it reviews the Regional Analysis of Impediments to Fair Housing Choice completed by the City of La Crosse, La Crosse and Monroe Counties and the areas various housing authorities, the current study being conducted on the Impact Fees for the City of Onalaska, and the in-progress rewriting of the City's Zoning Code and comprehensive update to the Zoning map to be more development and redevelopment friendly; and

**WHEREAS**, several recent and upcoming planning projects identify and promote areas suitable for new residential and infill development; and

**WHEREAS**, due to temporary lower than normal staffing in the City's planning department the City lacks capacity to complete the report required by this mandate by the January 1, 2020, while completing our adopted workplan and maintaining a level of service customers expect; and

**WHEREAS**, Wis. Stat. §66.10013 is not related to health or safety, but increases administrative time to develop such a report; and

**WHEREAS**, pursuant to Wis. Stats. §66.0143, a political subdivision may file a request with the Department of Revenue for a waiver from a state mandate, except for mandates related to health or safety.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Onalaska hereby requests a waiver extension from the mandate imposed by Wis. Stat. §66.10013 regarding provision of a Housing Affordability Report.

**BE IT RESOLVED** that the Common Council affirms that this waiver request is not related to health or safety of residents in the City.

Dated this 10<sup>th</sup> day of December, 2019.

**CITY OF ONALASKA**

**BY:**

\_\_\_\_\_  
Joe Chilsen, Mayor

\_\_\_\_\_  
Caroline Burmaster, City Clerk

Passed:  
Approved:  
Published:



# CITY OF ONALASKA

## ATTORNEY'S OFFICE

415 Main Street | Onalaska, WI 54650 | p: (608) 392-0235 | [www.cityofonalaska.com](http://www.cityofonalaska.com)

## MEMO

Date: December 6, 2019  
To: City of Onalaska Common Council  
From: Attorney Amanda Jackson  
Re: Waiver of Housing Affordability Report

### RECOMMENDED ACTION

Adopt the mandate waiver resolution requesting exemption from the section of Wis. Stats. 66.10013 that requires the creation of a Housing Affordability Report by January 1, 2020. Staff expects to produce the report before the four-year mandate waiver period expires.

### BACKGROUND

2017 WI Act 243 requires the City to prepare a Housing Affordability Report and a New Housing Fee Report by January 1, 2020, which must be updated annually.

The Housing Affordability Report must contain information about plat approvals, proposed new dwelling units, undeveloped parcels, regulations, and a calculation of the financial impact of those regulations. The Housing Fee Report must contain all development fees, total impact fees collected in the past year, and fees per new residential dwelling unit in the past year. Any fees that are not posted in the report may not be imposed by the City.

### DISCUSSION

Staff plans to prepare, annually update, and post the Housing Fee Report prior to January 1, 2020, since the requirements are relatively straightforward, and the data readily available. The Housing Affordability Report is more complicated, as it is connected to the City's housing element of the Comprehensive Plan. The Act requires the following information be included in the report:

- The number of subdivision plats, CSMs, condo plats, and building permit applications approved in the prior year.
- The number of new dwelling units proposed in all subdivision plats, CSMs, condo plats and building permit applications that were approved in the prior year.
- A list and map of undeveloped parcels in the municipality that are zoned for residential development.
- A list of all undeveloped parcels that are suitable, but not zoned for residential development and a description of the zoning requirements and availability of public facilities and services for each property.
- An analysis of the City's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements and permit procedures. The analysis shall calculate the financial impact that each

regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

- Meet existing and forecasted housing demand
- Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent

Currently staff does not have capacity to produce this report in 2019. City staff recognizes that there is value in it, however due to current staffing level in the Planning Department as well as several ongoing projects which would assist in the preparation of this report, completing the report for January 1, 2020 for prior year 2020 is not possible. There are several recent and impending projects that address some of the housing affordability issues that the report requires. The City of La Crosse in conjunction with La Crosse County and Monroe County as well as local housing authorizes completed a Regional Analysis of Impediments to Fair Housing Choice just this past summer, which the City of Onalaska planning department is reviewing to determine if more analysis needs to be done with respect to the City and what steps need to be taken. The City is currently awaiting the results of an Impact Fee Study from Cedar Corp. and anticipates receiving the completed study by end of year 2020 but not in enough time to incorporate that data into a Housing Affordability Report. Further, any analysis of the study and changes as a result will not occur until 2020. Additionally, the City is in the final stages of a year and a half process of rewriting the City's zoning code and doing a comprehensive map update. These are anticipated to be finalized in early 2020. Ensuring appropriate zoning for development and redevelopment is a key component of the map update and is in line with the goals for Housing Affordability Report. Mandate waivers are offered by the WI Department of Revenue and can provide exemption for the City from this report for the standard four-year timeframe. The mandate waiver application requires the following documents:

- A copy of the resolution or ordinance from your legislative body (town board, village board, city council, county board) requesting a mandate waiver. Include the recorded vote of that body.
- A formal attestation from the Governing Body that the waiver is not related to health or safety.
- A record of public hearing, if a public hearing was held, including any adverse impact on public services offered by other municipalities or counties.

Assuming we receive approval, the City Planning Department will determine how to approach the report and will include it in their department workplan prior to the expiration of the four-year waiver.

## CONCLUSION

To effectively address housing affordability concerns without duplicating staff efforts, City staff recommends that Council adopt the attached mandate waiver resolution.

## EXHIBITS

1. Resolution

**Nominations for Election Inspectors  
January, 2020- December 2021**

**1<sup>st</sup> District**

Dee Ann Dimmitt  
Joan Stellrecht  
Sabrina Stellrecht \*\*  
Barb Philips  
Bill Sheppard\*  
Richard Miller  
Linda Miller

Alternates:  
Virginia Pollert  
Clay Pollert  
Sally Killian  
Lois Jenson  
RoseMary Richardson  
Robert Baranowski  
Mary Baranowski

**2<sup>nd</sup> District**

Julie Kish\*  
Ardelle Zillmer  
Sharon Odahl  
Lisa Bartheld\*\*  
Greg Luce

Alternates:  
Suzanne King  
Carol DeGarmo  
Alex Lueck  
Cheryl Robbins  
Charles Nick  
Nancy Nick  
Lori Williams  
Dawn Christianson

**3<sup>rd</sup> District**

Mary Tallman\*  
Geraldine Guy  
Sharon Mahlum  
Julie Go\*\*  
Raye Horman

Alternates:  
Judy Seifert  
Lori Taylor  
Linda Opland  
Mary Fisher  
Joseph Fisher  
Marcia Griffin  
Gina Pederson  
Sheila Schneider

**Special Voting Deputies:**

Bill Sheppard  
Ardelle Zillmer  
Geri Guy  
Dee Ann Dimmitt

Alternate:  
Sharon Mahlum  
Sharon Odahl

**Board of Canvassers:  
(Local elections only)**

Bill Sheppard  
Julie Kish

Alternate:  
Lisa Bartheld

**Other alternate pool:**

Terry Jessesky  
Dianna Hitchler  
Joe Ann Schleifer  
Dee Ehram  
Tom Smith  
Jeffrey Ilstrup  
William Swartout  
Shari Riley  
Stacy Suchla  
Kristin Odegaard  
Janice Stanienda  
Shelley Puls  
Kim Smith  
Rhonda Smillie  
Linda Smith  
Charles Uzoukwu  
Faith Camp  
Linda Bothe  
Ken Bothe  
Tori Charnetzki  
Sherri Novak  
Shirley Gruden  
Amy Churchill

**Note:**

\* Chief Inspector  
\*\* Alternate Chief Inspector