

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Common Council
DATE OF MEETING: March 12, 2019 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main St. (Common Council Chambers)
TIME OF MEETING: 7:00 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call
2. Pledge of Allegiance
3. Rules of the City of Onalaska Common Council and its Sub Committees – Harassment Free Forum
4. **PUBLIC INPUT: (limited to 3 minutes/individual)**
5. **REPORT FROM THE MAYOR:**
 - A. Library Statistics
 - B. Recognition of the City of Onalaska as a recipient of the 2018 Chamber of Commerce Regional Progress Award
 - C. Consideration of a request from City of La Crosse Mayor Tim Kabat for funding for the La Crosse Center expansion

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.

6. **Consent Agenda**

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

NOTICES MAILED TO:

*Mayor Joe Chilsen

*Ald. Jim Binash

*Ald. Jim Olson

*Ald. Jerry Every

*Ald Ron Gjertsen

*Ald. Diane Wulf

*Ald. Kim Smith

City Attorney City Administrator

Dept Heads La Crosse Tribune

Coulee Courier FOX

WKTY WLXR WLAX WKBT WXOW

Kathy Edwards

Ben Phillips

Richard & Judith Volden

Onalaska Public Library

Onalaska Omni Center

*Committee Members

Date Mailed & Posted: 3-7-19

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.

FINANCE COMMITTEE

- B. Approve 2018 / 2019 Omni Center Financials
- C. Approve 2018 / 2019 General Fund Financials
- D. Authorization to approve bid from Hastings Air Energy Control, Inc. regarding the new Vehicle Exhaust Evacuation System in the Fire Department not to exceed \$79,798

PERSONNEL COMMITTEE

- E. Approval of monthly department presentations
- F. Approval of new job description for City Attorney
- G. Approval of filling budgeted position for City Attorney
- H. Approval of out of state travel for Chief Hayes to attend the Fire Department Instructors Conference (FDIC) International in Indianapolis, Indiana from Wednesday, April 10 – Saturday, April 13, 2019

JUDICIARY COMMITTEE

- I. Approval of **Ordinance 1628-2019** to amend Article E of Chapter 1 of Title 10 of the Code of Ordinances of the City of Onalaska relating to Enforcement and Penalties (Third and Final Reading)
- J. Approval of **Ordinance 1630-2019** to amend Section 10 of Chapter 2 of Title 11 of the Code of Ordinances of the City of Onalaska relating to Disorderly Conduct (Third and Final Reading)
- K. Approval of **Ordinance 1631-2019** to amend Section 6 and 7 of Chapter 3 of Title 2 of the Code of Ordinances of the City of Onalaska relating to Police and Fire Chiefs (Third and Final Reading)
- L. Approval of **Ordinance 1633-2019** to amend Title 10 Chapter 1 Section 18 of the Code of Ordinances of the City of Onalaska relating to one-way streets and alleys (First and Second Reading)
- M. Approval of **Ordinance 1634-2019** to amend Title 10 Chapter 1 Section 37 of the Code of Ordinances of the City of Onalaska relating to school zone parking (First and Second Reading)
- N. Approval of **Ordinance 1635-2019** to amend Title 11 Chapter 1 Section 1 of the City of Onalaska Code of Ordinances related to offenses against State Law subject to forfeiture (First and Second Reading)

ADMINISTRATIVE COMMITTEE

- O. Approval of Operator's Licenses as listed on report dated March 6, 2019
- P. Approval of Special Events Permit for Fleis Nightfall Frolic, April 26, 2019 starting at Rowe Park, Onalaska, WI from approximately 5:30pm – 9pm
- Q. Approval of change of agent for Kwik Trip #350, 9421 State Road 16, Onalaska to Sara Gilman

BOARD OF PUBLIC WORKS

- R. Approval of Crestwood Lane Street and Utility Improvements bid to A-1 Excavating, Inc. in the amount of \$698,189.75
- S. Approval of 2019 Urban Forestry Program bid to Hoffman and McNamara Company in the amount of \$61,980
- T. Approval of construction engineering services 2019 Abbey Road Reconstruction Project by Short Elliot Hendrickson, Inc. not to exceed \$34,600
- U. Approval of 2019 chip seal pavement maintenance by La Crosse County Highway Department at a cost of \$201,388
- V. Approval of professional engineering services for Green Coulee Road Intersection design by MSA Professional Services, Inc. not to exceed \$75,030.47
- W. Approval of Police Department vehicle purchase of three police interceptors from Ewald Automotive Group in the amount of \$99,341
- X. Approval of fiber optic line installation by School District of Onalaska with conditions assigned by Public Works Department
- Y. Approval of traffic control at the following intersections:
 - 1) 11th Avenue South and Green Street with stop signs on Green Street
 - 2) Strawberry Road and Abbey Road with all way stop
 - 3) Rolling Oaks Drive and Oak Timber Drive with stop signs at Oak Timber Drive

- Z. Approval of purchase of confined space entry safety equipment from Air Gas La Crosse in the amount of \$12,191.42
- AA. Approval of professional engineering services for Court Street lift station reconstruction by Strand Associates in the amount of \$25,000

PLAN COMMISSION

- BB. Conditional Use Permit request filed by Kathy Edwards of Hands That Care, 616 8th Avenue North, Onalaska, WI 54650 for the purpose of allowing the operation of a home occupation (in-home massage therapy business) at the property located at 616 8th Avenue North, Onalaska, WI 54650 (Tax Parcel #: 18-2350-0) (FIO)
- CC. Conditional Use Permit request filed by Jarrod Holter, City Engineer / Director of Public Works of the City of Onalaska, 415 Main Street, Onalaska, WI 54650, on behalf of the City of Onalaska, 415 Main Street, Onalaska, WI 54650 for the purpose of constructing a 160' x 60' addition to the west of the existing structure with a new driveway along the western edge of the property line of the property located at 252 Mason Street, Onalaska, WI 54650 (Tax Parcel #: 18-5905-0) (FIO)
- DD. Approval of a rezoning request filed by Benjamin Phillips of Phillips Outdoor Services, Inc. on behalf of Manuel and Lynnae Rivera, 2811 Morning Glory Place, Onalaska, WI 54650, to rezone the properties located at 9550 East 16 Frontage Road and State Road 16, Onalaska, WI 54650 from R-1 (Single Family Residential District) and T-C (Transitional Commercial) to B-2 (Community Business) for the purpose of moving and operating the Phillips Outdoor Services, Inc. business at 9550 East 16 Frontage Road and State Road 16, Onalaska, WI 54650 (Tax Parcels #'s: 18-3607-0 & 18-3567-10)
- EE. Conditional Use Permit request filed by Benjamin Phillips of Phillips Outdoor Services, Inc. on behalf of Manuel and Lynnae Rivera, 2811 Morning Glory Place, Onalaska, WI 54650, for the purpose of constructing a second principal structure (40' x 120' storage building) on a single parcel located at 9550 East 16 Frontage Road and State Road 16, Onalaska, WI 54650 (Tax Parcels #'s: 18-3607-0 & 18-3567-10) (FIO)
- FF. Approval of a request of a request by Gerald Valley, General Merchandise Manager of Shopko to host an extended tent sale event in 2019 at 9366 State Road 16, Onalaska, WI (Tax Parcel #: 18-3589-9)
- GG. Approval of an annexation application for N5560 Abbey Road and N5538 Abbey Road, (.84 acres total) filed by Richard & Judith Volden, 573 Fairway Creek Drive, Onalaska, WI 54650 (Tax Parcel #'s: 10-2329-1 & 10-2333-0)

UTILITIES COMMITTEE

- HH. Approval of Shared Ride Financials
- II. Approval of MTU Transit Financials

PARKS & RECREATION

- JJ. Approve purchase of docks at the Great River Landing to Coulee Region Docks in the amount of \$26,286.65
- KK. Approve proposal by MSA Professional Services, Inc. for Rowe Park Master Plan in the amount of \$15,000
- LL. Approve the purchases of light and sound trusses at the Omni Center in an amount not to exceed \$6,738
- MM. Approve screen replacement at the Onalaska library by Commercial AV Systems at a cost not to exceed \$2,947.81

ROOM TAX COMMISSION

- NN. Accept 2018 Room Tax Financials

Non-Consent Agenda

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

8. **FINANCE COMMITTEE**

- A. Vouchers
- B. **Resolution 15-2019** to Establish a Budget Stabilization Account

- C. **Resolution 20-2019** Authorizing The Issuance And Sale Of \$8,600,000 Water System And Sewerage System Revenue Bonds Of The City Of Onalaska, La Crosse County, Wisconsin, And Providing For The Payment Of The Bonds And Other Details With Respect To The Bonds

9. **PERSONNEL COMMITTEE**

- A. Review and consideration of changes to the City Administrator job description
B. Review and consideration of the evaluation procedures for the City Administrator
 1) Review of evaluation documents pertaining to Council and Department Heads
 2) Review and consideration of possible changes to the Ordinance 2-3-14 City Administrator
C. Review and consideration of new job descriptions:
 1) Paralegal part-time to full-time
D. Review and consideration of filling budgeted positions:
 1) Paralegal part-time to full-time
E. Review and consideration of increasing Planning Technician hours from part-time to full-time in 2019 rather than 2020

10. **BOARD OF PUBLIC WORKS**

- A. Review and consideration of 2019 Abbey Road Reconstruction bid
B. Review and consideration of 2019 Miscellaneous Concrete bid

11. **ROOM TAX COMMISSION**

- A. Report from Alderperson Binash

12. **ALDERPERSON DIANE WULF**

- A. Comments on recent City Shop walk through

13. **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:

- Discussion and Consideration of a Development Agreement with Marvin Wanders of Three Sixty Real Estate Solutions, LLC, PO Box 609, La Crosse, WI 54602 as associated with Tax Increment District (TID) #5
- Review and consideration of changes to the City Administrator Contract and contract language

And to consider a motion 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:

- City snowplow damage to a parked vehicle
- Trip and fall on sidewalk at Oak Forest Drive & 12th Avenue South Intersection
- Mailbox repair on 13th Avenue South

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

2019 Onalaska Public Library
Monthly Use

#5-A

	January	February	YTD	% of Use
Bangor	53	24	77	0.26%
Campbell	146	114	260	0.88%
Holmen	923	786	1709	5.78%
Onalaska	8960	8660	17620	59.55%
West Salem	201	174	375	1.27%
Bangor (Town)	19	18	37	0.13%
Barre	58	67	125	0.42%
Burns	14	1	15	0.05%
Farmington	85	37	122	0.41%
Greenfield	1	11	12	0.04%
Hamilton	202	157	359	1.21%
Holland	101	266	367	1.24%
Medary	233	245	478	1.62%
Onalaska (Town)	2078	2293	4371	14.77%
Rockland	23	18	41	0.14%
Shelby	16	78	94	0.32%
Washington	30	6	36	0.12%
Total Resident	13143	12955	26098	88.21%
City of La Crosse	927	1051	1978	6.69%
WRLS				
Jackson w/o Lib	6	10	16	0.05%
Monroe w/o Lib	65	29	94	0.32%
Trempeleau w/o Lib	117	125	242	0.82%
Vernon w/o Lib	41	16	57	0.19%
Buffalo w/o	103	80	183	0.62%
Juneau w/o			0	0.00%
Total w/o	332	260	592	2.00%
Other WRLS	218	230	448	1.51%
Total WRLS	550	490	1040	3.52%
Other Wisconsin	105	89	194	0.66%
Out of State	89	188	277	0.94%
Total Non-Resident	1671	1818	3489	11.79%
Total Circulation	14814	14773	29587	
Public Computer Use	1552	919	2471	
Wireless	764	674	1438	
Reference Count	393	332	725	
Door Count	12046	7495	19541	
Meeting Room Groups	14	8	22	
Meeting Rm Attendance	228	67	295	
Revenue	\$ 125.00	\$ 50.00	\$ 175.00	
Jan-Feb 2018	31843			
Jan-Feb 2019	29587			

ORDINANCE NO. 1628 - 2019

AN ORDINANCE TO AMEND ARTICLE E OF CHAPTER 1 OF TITLE 10
OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO
ENFORCEMENT AND PENALTIES

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

SECTION I. Article E of Chapter 1 of Title 10 of the City of Onalaska Code of
Ordinances related to Enforcement and Penalties is hereby deleted in its entirety and replaced as
follows:

Article E: Enforcement and Penalties**Sec. 10-1-60 Penalties.**

- (a) **Forfeiture Penalty.** The penalty for violation of any provision of this Chapter shall be a forfeiture as hereafter provided, together with court costs and fees prescribed by Sections 814.63(1) and (2) or 814.65(1), Wis. Stats., the penalty assessment for moving traffic violations and the driver improvement surcharge imposed by Section 346.655, Wis. Stats., where applicable. Payment of the judgment and applicable court costs, fees, assessments and surcharges may be suspended by the sentencing court for not more than sixty (60) days. Any person eighteen (18) years of age or older who shall fail to pay the amount of the forfeiture, court costs, any penalty assessment or driver surcharge or other penalty imposed for violation of any provision of this Chapter may, upon order of the court entering judgment therefore and having jurisdiction of the case, be imprisoned until such forfeiture, costs and assessment are paid, but not exceeding ninety (90) days.
- (b) **Other Sanctions.**
- (1) **By Court.** Nothing herein shall preclude or affect the power of the sentencing court to exercise additional authorities granted by the Wisconsin Statutes to suspend or revoke the operating privileges of the defendant, order the defendant to submit to assessment and rehabilitation programs or to attend traffic safety school in addition to payment of a monetary penalty or in lieu or imprisonment.
 - (2) **By Municipality.** No person who has been convicted of a violation of any provision of this Chapter shall be issued a license or permit by the City Clerk, except dog and cat license, until the forfeiture imposed for such violation and any penalty assessment, court costs and fees or surcharge is paid.
- (c) **Forfeitures For Violation of Uniform Moving Traffic Regulations.** Forfeitures for violations of any moving traffic regulation set forth in the Wisconsin Statutes adopted by reference in Section 10-1-1 shall conform to the forfeiture penalty permitted to be imposed for violations of the comparable Wisconsin Statute, including any variations or increases for subsequent offenses; provided, however, that this Subsection shall not be construed to permit prosecution under this Chapter for any offense described in Chapters

341 to 348, Wis. Stats., for which an imprisonment penalty or fine may be imposed upon the defendant.

(d) **Forfeitures For Parking Violations.**

(1) **Forfeitures for Uniform Statewide Parking, Stopping and Standing Offenses.**

Minimum and maximum forfeiture for violation of non-moving traffic violations adopted by reference in Section 10-1-1 as described in Chapters 341 to 348, Wis. Stats., shall be as found in the current edition of the Revised Uniform State Traffic Deposit Schedule and also set forth on the City's Parking Violation Penalty Chart available on the City of Onalaska website, and at the City Clerk's office and Joint Municipal Court's office

(2) **Penalty for Other Parking Violations.** Shall be as set forth on the City's Parking Violation Penalty Chart available on the City of Onalaska website, and at the City Clerk's office and Joint Municipal Clerk's Office.

(3) **Winter Alternate Parking.** The forfeiture for violation of the provisions of Section 10-1-29 (a) of this Chapter relating to overnight parking from November 15 through April 1 and snow removal from public parking lots shall be as set forth on the City's Parking Violation Penalty Chart available on the City of Onalaska website and at the City Clerk's office and Joint Municipal Clerk's office. In the event the forfeiture is not paid within forty five (45) days of the date of violation, the City reserves the right to suspend the operating privileges of the owner or the registration of the vehicle involved in such violation until the penalty is paid in full along with incurring a \$10 fee for the processing of the paperwork. If the vehicle is towed it will be at the owner's expense. If a vehicle is determined by the City Engineer or their designee to be a hindrance to the snow plowing/removal, they can order the tow of the vehicle. If a vehicle has received more than nine (9) parking tickets in a season, that vehicle will be towed at the direction of the police each time it is in violation during the remainder of the season.

(e) **Other Violations.** Any person who shall violate any provision of this Chapter for which a penalty is not otherwise established by this Section shall be subject to a forfeiture of not less than Ten Dollars (\$10.00) nor more than Two Hundred Dollars (\$200.00).

Sec. 10-1-61 Enforcement.

(a) **Enforcement Procedures.**

(1) **How Enforced.** This Chapter shall be enforced in accordance with the applicable provisions of the Wisconsin Statutes and this Section.

(2) **Applicable Court Procedures.** Except where otherwise specifically provided by the laws of the State of Wisconsin or this Code, the traffic regulations in this Code shall be enforced in the Circuit Court for La Crosse County or in Municipal Court.

(b) **Citations.be enforced**

(1) **Uniform Citation and Complaint.** The Wisconsin Uniform Traffic Citation and Complaint described and defined in the Wisconsin Statutes shall be used for enforcement of all provisions of this Chapter except those provisions which describe or define non-moving traffic violations and violations of Sections 346.71 through 346.73, Wis. Stats. Violations of Sections 346.71 through 346.73, Wis. Stats., shall be reported to the District Attorney and the Wisconsin Uniform Traffic Citation shall not be used in such cases except upon written request of the District Attorney.

(2) **Parking Citations.** The Chief of Police shall recommend a citation for use in enforcing the non-moving traffic offenses in this Chapter. Such citation shall be used

for enforcement of non-moving traffic regulations created or adopted by this Chapter, including violations of non-moving traffic regulations defined and described in the Wisconsin Statutes, adopted by reference in Section 10-1-1, and all provisions regarding non-moving traffic violations in this Chapter. The citation for non-moving traffic violations shall contain a notice that the person cited may discharge the forfeiture for violation of a non-moving traffic regulation and penalty thereof by complying with Subsection (c)(2) of this Section. Non-moving traffic citations may be issued by law enforcement officers or by civilian employees of the Police Department.

(c) **Deposits**

(1) **Uniform Traffic Offenses.**

- a. **Who May Make.** Persons arrested or cited for violation of moving traffic offenses created by this Chapter and allowed to dispense of their citation by a deposit under 345.26(1)(a) shall be permitted to make deposits and discharge their forfeiture with a plea of no contest or released by the arresting officer in accordance with the applicable provisions of the Wisconsin Statutes. Stipulations of guilt or no contest may be made by persons arrested for violations of this Chapter in accordance with Sections 66.0111 and 345.26 of the Wisconsin Statutes whenever the provisions of Section 345.27 of the Wisconsin Statutes are inapplicable to such violations. Forfeitures may be discharged by making payment online or as set forth in subsection (b) below.
- b. **Delivery or Mailing of Deposit.** Any person stipulating guilt or no contest under the preceding Subsection may make the deposit required under Section 345.26 of the Wisconsin Statutes or, if the deposit is not established under such Statute, shall deposit a forfeited penalty as provided in the schedule established by the Chief of Police and approved by the Common Council. Deposits may be brought or mailed to the City Finance Department before the scheduled court appearance in lieu of court appearance.
- c. **Receipt Required.** The official or person receiving the deposit on behalf of the Municipal Court shall furnish and deliver or mail an original receipt for such deposit to the alleged violator within two business (2) days of receipt.

(2) **Non-moving Traffic Offenses.**

- a. **Direct Payment of Penalty Permitted.** Persons cited (summons not issued) for violation of non-moving traffic offenses described and defined in this Chapter may discharge the penalty thereof and avoid court prosecution by mailing or bringing the applicable forfeiture to the City of Onalaska Finance Department on or before their scheduled initial appearance date or within the applicable time frame as set forth on their parking citation.
- b. **Registration Suspension.** If the alleged violator does not pay the forfeiture or appear in court in response to the citation for a non-moving traffic violation on the date specified in the citation or, if no date is specified on the citation, within twenty-eight (28) days after the citation is issued, the City may ask the Wisconsin Department of Transportation to suspend the registration of the vehicle involved or refuse registration of any vehicle owned by the person pursuant to the provisions of Sec. 345.28(4), Wis. Stats., and the City's Registration Suspension Program outlined in section (3) below.

(3) **Registration Suspension Program.**

- a. The City shall participate in the Wisconsin Department of Transportation Traffic Violation and Registration Program as set forth in Sec. 345.28, Wis. Stats., and Wis. Adm. Code Trans. 128 and all amendments or changes thereto.

- b. The City of Onalaska Treasurer is hereby designated as a delegated authority for purposes of Sections 85.13 and 345.28, Wis. Stats., and Wis. Adm. Code Trans. 128. The City of Treasurer's department is authorized to perform, on behalf of the City, all functions required of a local authority under said Statutes and Code including, but not limited to:
 - 1. Preparing and completing all forms and notices, notifying the Wisconsin Department of Transportation of unpaid citations for non-moving traffic violations;
 - 2. Specifying whether the registration of vehicles involved in unpaid citations for non-moving traffic violations should be suspended and/or whether registration should be refused for any vehicle owned by persons with unpaid citations for non-moving traffic violations;
 - 3. Determining the method by which the City will pay the Wisconsin Department of Transportation for administration of the program; establishing the effective date for participation;
 - 4. And taking such other action as is necessary to institute and continue participation in the Wisconsin Department of Transportation Traffic Violation and Registration Program.
- c. The City Treasurer is hereby authorized to assign designee(s) to perform such acts as are necessary to effectuate this Subsection.
- d. In addition to all applicable fines and court costs, the cost of using the Wisconsin Department of Transportation Traffic Violation and Registration Program shall be assessed as permitted by Sec. 345.28(4)(d), Wis. Stats. The City of Onalaska may refuse to notify the Wisconsin Department of Transportation of payment on a citation until all applicable fines and costs, including costs assessed under the preceding sentence, are paid.
- e. This Subsection shall not be interpreted as requiring that all unpaid citations for non-moving traffic violations be processed through the Wisconsin Department of Transportation Traffic Violation and Registration Program. The City's participation in such program shall be in addition to any and all other means legally available to enforce such citations.

State Law Reference: Sec. 345.28, Wis. Stats.; Chapter Trans. 128, Wis. Adm. Code. as may be amended.

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 _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

FISCAL IMPACT OF ORDINANCE 1628 – 2019

Please route in this order

Eric Rindfleisch, Administrator
(let Caitlin review all annexation ordinances)

Eric Rindfleisch
(signature)

No Fiscal Impact

Budgeted Item

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

Jarrold Holter, City Engineer

Jarrold Holter
(signature)

No Fiscal Impact

Budgeted Item

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

Troy Miller, Chief of Police

Troy Miller 12-21-18
(signature)

No Fiscal Impact

Budgeted Item

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

Fred Buehler, Financial Services Director

Fred Buehler 12-27-18
(signature)

No Fiscal Impact

Budgeted Item

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

ORDINANCE NO. 1630-2019

AN ORDINANCE TO AMEND SECTION 10 OF CHAPTER 2 OF TITLE 11 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO DISORDERLY CONDUCT

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

SECTION I. Title 11, Chapter 2, Section 10 of the City of Onalaska Code of Ordinances related to Disorderly Conduct is hereby deleted in its entirety and replaced as follows:

Sec. 11-2-10 Defecating or Urinating in Public Places

It shall be unlawful for any person to defecate or urinate outside of designed sanitary facilities, upon any sidewalk, street, alley, public parking lot, park, playground, cemetery or other public area within the City, or upon any private property in open view of the public, or in the halls, rooms without restroom facilities, stairways or elevators of public or commercial buildings, or to indecently expose his person.

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 _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Eric Rindfleisch, Administrator
(let Caitlin review all annexation ordinances)

Eric Rindfleisch
(signature)

No Fiscal Impact

Budgeted Item

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

Jarrold Holter, City Engineer

J. Holter 1-14-19
(signature)

No Fiscal Impact

Budgeted Item

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

Troy Miller, Chief of Police

Troy Miller 1-15-19
(signature)

No Fiscal Impact

Budgeted Item

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

Fred Buehler, Financial Services Director

Fred Buehler 1-17-19
(signature)

No Fiscal Impact

Budgeted Item

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

ORDINANCE NO. 1631-2019

AN ORDINANCE TO AMEND SECTIONS 6 AND 7 OF CHAPTER 3 OF TITLE 2 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO POLICE AND FIRE CHIEFS

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

SECTION I. Title 2, Chapter 3, Sections 6 and 7 of the City of Onalaska Code of Ordinances related to the Police Chief and Fire Chief hereby deleted in their entirety and replaced as follows:

Sec. 2-3-6 Chief of Police

- (a) **Appointment.**
 - (1) The Chief of Police shall be appointed by the Police and Fire Commission and shall hold office during good behavior, subject to suspension or removal by the Police and Fire Commission for cause. The Chief of Police shall within six (6) months after commencement of employment, or following any required probationary period, whichever is later, establish and maintain residence at a distance not greater than 15 miles from the nearest corporate boundary of the City.
 - (2) The compensation to be paid the Chief of Police for their services, the hours of active duty, rest days, vacation periods and any such similar benefits shall be determined by the Common Council from time to time.
- (b) **Duties.** The Chief of Police shall be responsible for performing the duties required under State law and the job description for the position of Chief of Police adopted by Common Council and as may be amended by the Common Council.

Sec. 2-3-7 Fire Chief

- (a) **Appointment.**
 - (1) The Fire Chief shall be appointed by the Police and Fire Commission and shall hold office during good behavior, subject to suspension or removal by the Police and Fire Commission for cause. The Fire Chief shall within six (6) months after commencement of employment, or following any required probationary period, whichever is later, establish and maintain residence at a distance not greater than 15 miles from the nearest corporate boundary of the City.
 - (2) The compensation to be paid the Fire Chief for their services, the hours of active duty, rest days, vacation periods and any such similar benefits shall be determined by the Common Council from time to time.

(b) **Duties.** The Fire Chief shall be responsible for performing the duties required under State law and the job description for the position of Fire Chief adopted by Common Council and as may be amended by the Common Council

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 _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

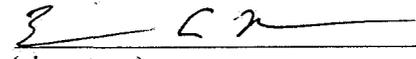
By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1631 – 2019

Please route in this order

Eric Rindfleisch, Administrator
(let Caitlin review all annexation ordinances)


(signature)

No Fiscal Impact

Budgeted Item

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

Billy Hayes, Fire Chief

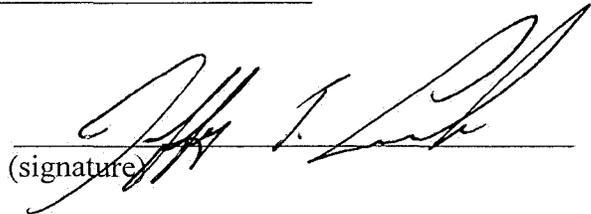
 Troy Gudie
(signature)

No Fiscal Impact

Budgeted Item

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

Troy Miller, Chief of Police


(signature)

No Fiscal Impact

Budgeted Item

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

Hope Burchell, Human Resources Director


(signature)

No Fiscal Impact

Budgeted Item

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

**AN ORDINANCE TO AMEND TITLE 10 CHAPTER 1 SECTION 18 OF THE CODE
OF ORDINANCES OF THE CITY OF ONALASKA RELATING
TO ONE-WAY STREETS AND ALLEYS**

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

SECTION I. Subsection (d) of Section 18 of Chapter 1 of Title 10 is hereby created as follows:

(d) Irvin Street shall be a one-way street from 2nd Avenue South to 3rd Avenue South.

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

Dated this ____ day of _____, 2019.

CITY OF ONALASKA, BY:

Joe Chilsen, Mayor

Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1633 – 2019

Please route in this order

Eric Rindfleisch, Administrator
(let Caitlin review all annexation ordinances)

ER
(signature)

No Fiscal Impact

Budgeted Item

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

Jarrod Holter, City Engineer

JH 2-20-19
(signature)

No Fiscal Impact

Budgeted Item \$100 FOR SIGNS

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

Troy Miller, Chief of Police

T Miller 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

Fred Buehler, Financial Services Director

Fred Buehler 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

**AN ORDINANCE TO AMEND TITLE 10 CHAPTER 1 SECTION 37 OF THE CODE
OF ORDINANCES OF THE CITY OF ONALASKA RELATING
TO SCHOOL ZONE PARKING**

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

SECTION I. Subsubsection (11) of Subsection (f) of Section 37 of Chapter 1 of Title 10 is hereby created as follows:

(11) There shall be two-hour parking from 7:30 a.m. until 4:30 p.m. on days when school is in session on the north side of Irvin Street from the east right of way of 4th Avenue South to 141 feet east.

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

Dated this ____ day of _____, 2019.

CITY OF ONALASKA, BY:

Joe Chilsen, Mayor

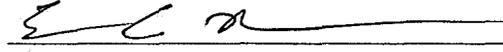
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1634 – 2019

Please route in this order

Eric Rindfleisch, Administrator
(let Caitlin review all annexation ordinances)

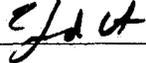

(signature)

No Fiscal Impact

Budgeted Item

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

Jarrold Holter, City Engineer

 2-20-19
(signature)

No Fiscal Impact

Budgeted Item **#100 FOR SIGNS**

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

Troy Miller, Chief of Police

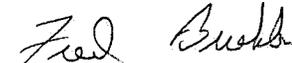
 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

Fred Buehler, Financial Services Director

 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

ORDINANCE NO 1635 - 2019

AN ORDINANCE TO AMEND TITLE 11 CHAPTER 1 SECTION 1 OF THE CITY OF ONALASKA
CODE OF ORDINANCES RELATED TO OFFENSES AGAINST STATE LAW SUBJECT TO
FORFEITURE

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

SECTION I. Section 1 of Chapter 1 of Title 11 of the Code of Ordinances of the City of

Onalaska is hereby deleted in its entirety and replaced with:

Sec. 11-1-1 Offenses Against State Laws Subject to Forfeiture.

The following statutes defining offenses against the peace and good order of the State are adopted by reference to define offenses against the peace and good order of the City of Onalaska. With the exception of Sec. 938.342, Wis. Stats., the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under the general penalty provisions of this Code of Ordinances. Any future amendments, revisions or modifications of the Statutes incorporated herein by reference are intended to be made part of this Code. The penalty for truancy and high school dropouts shall be governed by the provisions of Sec. 938.342, Wis. Stats., as adopted herein.

- 118.07 Healthy & Safety Requirements
- 118.08 School Zones; Crossings
- 118.09 Safety Zones
- 118.10 School Safety Patrols
- 118.105 Control of Traffic on School Premises
- 118.11 School Fences
- 118.123 Reports and Records
- 118.163 Municipal Truancy and School Dropout Violations
- 125.07(4)(a) Underage Drinking-Procures or Attempts to Procure
- 125.07(4)(1b) Underage Drinking-Possess or Consume
- 125.085(3)(b) Identification Card Violations
- 125.09(2) School Related Possession of Alcohol
- 134.65 Cigarette and Tobacco Products Retailer License
- 134.66 Restrictions on Sale or Gift of Cigarettes or Tobacco Products
- 167.10 Fireworks Regulated
- 167.32 Safety at Sporting Events
- 173.10 Investigation of Animal Cruelty Complaints
- 173.24 Reimbursement for Expenses
- 175.25 Illegal Storage of Junked Vehicles
- 254.92 Purchase or Possession of Tobacco Products by Person under 18 Prohibited
- 256.35(10)(a) False 911 Calls

287.81	Littering
938.125	Jurisdiction -- Juveniles Alleged to Have Violated Civil Laws or Ordinances
938.17	Jurisdiction -- Juveniles -- Traffic, Boating, Snowmobile and All-Terrain Vehicle Violations and Over Civil Law and Ordinance Violations
938.342	Disposition - Truancy and School Dropout Ordinance Violations
938.343	Disposition -- Juvenile Adjudged to Have Violated a Civil Law or an Ordinance
938.344	Disposition -- Certain Intoxicating Liquor, Beer and Drug Violations
938.345	Disposition -- Juvenile Adjudged in Need of Protection or Services
939.05(2)(b)	Aiding and Abetting
939.22	Words and Phrases Defined
940.19(1)	Battery
940.291	Failure of a Police Officer to Render Aid
940.32	Stalking
940.34	Duty to Aid Victim or Report Crime
940.42	Misdemeanor Intimidation of Witness's
940.44	Intimidation of Victims
941.01	Negligent Operation of a Vehicle
941.10	Negligent Handling of Burning Materials
941.12(2),(3)	Interfering With or Failing to Assist in Firefighting
941.13	False Alarms and Interference with Firefighting
941.20(1)	Reckless Use of Weapon
941.23	Carrying Concealed Weapon
941.231	Carrying a Concealed Knife
941.235	Carrying a Firearm in a Public Building
941.299	Restrictions on the Use of Laser Pointers
941.315(2)	Possession of Nitrous Oxide
941.316	Possession and Abuse of Hazardous Substance
941.35	Emergency Telephone Calls
941.36	Fraudulent Tapping of Electric Wires or Gas or Water Meters or Pipes
941.37(1),(2)	Obstructing Emergency or Rescue Personnel
942.01	Defamation
942.03	Giving False Information for Publication
942.05	Opening Letters
942.08	Invasion of Privacy
942.10	Use of a Drone
943.01(1)	Criminal Damage to Property
943.11	Entry Into Locked Vehicle
943.125	Entry Into Locked Coin Box
943.13	Trespass to Land
943.14	Trespass to Dwellings

943.145	Criminal Trespass to a Medical Facility
943.15	Entry Into Locked Site
943.017(1)	Graffiti
943.20(3)(a)	Theft
943.21(3)	Fraud on Innkeeper or Restaurant Keeper
943.22	Cheating Tokens
943.225	Refusal to Pay for a Motor Bus Ride
943.23(1)(4)(5)	Operating Vehicle Without Owner's Consent
943.24	Issuance of Worthless Checks
943.34(1)(a)	Receiving Stolen Property
943.37	Alteration of Property Identification Marks
943.38(3)	Forgery
943.392	Fraudulent Data Alteration
943.41	Credit Card Crimes
943.45	Theft of Telecommunication Services
943.46	Theft of Video Services
943.47	Theft of Satellite Cable Programming
943.50(1)-(3), (4)(a)	Retail Theft
943.55	Removal of a Shopping Cart
943.70	Computer Crimes
944.15	Public Fornication
944.17	Sexual Gratification
944.20	Lewd and Lascivious Behavior
944.21	Obscene Material or Performance
944.23	Making Lewd, Obscene or Indecent Drawings
944.25	Sending Obscene or Sexually Explicit Electronic Messages
944.30	Prostitution
944.31	Patronizing Prostitutes
944.33	Pandering
944.36	Solicitation of Drinks Prohibited
945.01	Definitions Relating to Gambling
945.02	Gambling
945.04	Permitting Premises to be Used for Commercial Gambling
946.40	Refusing to Aid Officer
946.41	Resisting or Obstructing Officer
946.42(2)	Escape
946.46	Encouraging Violation of Probation or Parole
946.66	False Complaints of Police Misconduct
946.67	Compounding Crimes
946.69	Falsely Assuming to Act as Public Officer or Employee
946.70	Impersonating Peace Officer, Fire Fighters or other Emergency Personnel
946.71	Unlawful use of License for Carrying Concealed Weapon
946.72(2)	Tampering with Public Records and Notices
947.01	Disorderly Conduct
947.011	Disrupting a Funeral or Memorial Service

947.012	Unlawful Use of Telephone
947.0125	Unlawful use of Computerized Communication System
947.013	Harassment
947.02	Vagrancy
947.06	Unlawful Assemblies
947.07	Drinking in Common Carriers
947.20	Right to Work
948.01	Definitions Relating to Crimes Against Children
948.09	Sexual Intercourse With a Child Age 16 or Older
948.10	Exposing Genitals, Pubic Area or Intimate Parts
948.11(1)(b), (2)(b)	Exposing a Child to Harmful Material
948.21	Neglecting a Child
948.40	Contributing to the Delinquency of a Child
948.45	Contributing to Truancy
948.50	Strip Search by School Employee
948.51(1),(2), (3)(a)	Hazing
948.60	Possession of a Dangerous Weapon by a Child
948.61(1),(2)	Dangerous Weapons on School Premises
948.63	Receiving Property From a Child
948.70	Tattooing of Children
951.01	Definitions Relating to Crimes Against Animals
951.015	Construction and Application
951.02	Mistreating Animals
951.03	Dognapping or Catnapping
951.04	Leading Animal from Motor Vehicle
951.05	Transportation of Animals
951.06	Use of Poisonous and Controlled Substances
951.07	Use of Certain Devices Prohibited
951.08	Fights between Animals
951.09	Shooting at Caged or Staked Animals
951.095	Harassment of Police and Fire Animals
951.097	Harassment of Service Dogs
951.10	Sale of Baby Rabbits, Chicks and Other Fowl
951.11	Artificially Colored Animals; Sale
951.13	Providing Proper Food and Drink to Confined Animals
951.14	Providing Proper Shelter
951.15	Abandoning Animals
961	Uniform Controlled Substances Act
961.003	Uniformity of Interpretation
961.573(1)(2)	Possession of drug paraphernalia.
961.574(1)(2)	Manufacture or delivery of drug paraphernalia.
961.575(1)(2)	Delivery of drug paraphernalia to a minor.

Dated this ____ day of _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

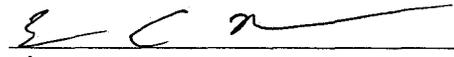
By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1635 – 2019

Please route in this order

Eric Rindfleisch, Administrator
(let Caitlin review all annexation ordinances)


(signature)

No Fiscal Impact

Budgeted Item

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

Jarrold Holter, City Engineer

 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

Troy Miller, Chief of Police

 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

Fred Buehler, Financial Services Director

 2-20-19
(signature)

No Fiscal Impact

Budgeted Item

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

1635
ORDINANCE NO. ___ - 20197

**AN ORDINANCE TO AMEND TITLE 11 CHAPTER 1 SECTION 1 OF THE CITY OF ONALASKA
CODE OF ORDINANCES RELATED TO OFFENSES AGAINST STATE LAW SUBJECT TO
FORFEITURE**

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

SECTION 1. Section 1,) of Chapter 1 of Title 11 of the Code of Ordinances of the City of Onalaska is hereby deleted in its entirety and replaced with:

Sec. 11-1-1 Offenses Against State Laws Subject to Forfeiture.

The following statutes defining offenses against the peace and good order of the State are adopted by reference to define offenses against the peace and good order of the City of Onalaska. With the exception of Sec. 938.342, Wis. Stats., the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under the general penalty provisions of this Code of Ordinances. Any future amendments, revisions or modifications of the Statutes incorporated herein by reference are intended to be made part of this Code. The penalty for truancy and high school dropouts shall be governed by the provisions of Sec. 938.342, Wis. Stats., as adopted herein.

- ~~29.288~~ ~~Throwing Refuse in Waters~~
- ~~48.983~~ ~~Purchase or Possession of Tobacco Products Prohibited~~
- ~~50.58~~ ~~Careless Smoking~~
- 118.07 Healthy & Safety Requirements
- 118.08 School Zones; Crossings
- 1 18.09 Safety Zones
- 118.10 School Safety Patrols
- 118.105 Control of Traffic on School Premises
- 118.11 School Fences
- 118.123 Reports and Records
- 118.163 Municipal Truancy and School Dropout Violations
- ~~125.07(4)(a)~~ ~~Underage Drinking-Procures or Attempts to Procure~~
- ~~125.07(4)(1b)~~ ~~Underage Drinking-Possess or Consume~~
- ~~125.085(3)(b)~~ ~~Identification Card Violations~~
- ~~125.09(2)~~ ~~School Related Possession of Alcohol~~
- 134.65 Cigarette and Tobacco Products Retailer License
- 134.66 Restrictions on Sale or Gift of Cigarettes or Tobacco Products
- 167.10 Fireworks Regulated
- ~~167.32~~ ~~Safety at Sporting Events~~
- ~~173.10~~ ~~Investigation of Animal Cruelty Complaints~~
- ~~173.24~~ ~~Reimbursement for Expenses~~
- 175.25 Illegal Storage of Junked Vehicles
- ~~254.92~~ ~~Purchase or Possession of Tobacco Products by Person under 18~~
~~Prohibited~~
- ~~256.35(10)(a)~~ ~~False 911 Calls~~

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<u>287.81</u>	<u>Littering</u>
938.125	Jurisdiction -- Juveniles Alleged to Have Violated Civil Laws or Ordinances
938.17	Jurisdiction -- Juveniles -- Traffic, Boating, Snowmobile and All-Terrain Vehicle Violations and Over Civil Law and Ordinance Violations
938.342	Disposition - Truancy and School Dropout Ordinance Violations
938.343	Disposition -- Juvenile Adjudged to Have Violated a Civil Law or an Ordinance
938.344	Disposition -- Certain Intoxicating Liquor, Beer and Drug Violations
938.345	Disposition -- Juvenile Adjudged in Need of Protection or _____Services
939.05(2)(b)	Aiding and Abetting
939.22	Words and Phrases Defined
940.19(1)	Battery
940.291	Failure of a Police Officer to Render Aid
<u>940.32</u>	<u>Stalking</u>
<u>940.34</u>	<u>Duty to Aid Victim or Report Crime</u>
940.42	Misdemeanor Intimidation of Witness's
940.44	Intimidation of Victims
941.01	Negligent Operation of a Vehicle
941.10	Negligent Handling of Burning Materials
941.12(2),(3)	Interfering With or Failing to Assist in Firefighting
941.13	False Alarms and Interference with Firefighting
941.20(1)	Reckless Use of Weapon
941.23	Carrying Concealed Weapon
<u>941.231</u>	<u>Carrying a Concealed Knife</u>
941.235	Carrying a Firearm in a Public Building
<u>941.24</u>	<u>Possession of Switchblade Knife</u>
<u>941.299</u>	<u>Restrictions on the Use of Laser Pointers</u>
<u>941.315(2)</u>	<u>Possession of Nitrous Oxide</u>
<u>941.316</u>	<u>Possession and Abuse of Hazardous Substance</u>
941.35	Emergency Telephone Calls
941.36	Fraudulent Tapping of Electric Wires or Gas or Water Meters or Pipes
941.37(1),(2)	Obstructing Emergency or Rescue Personnel
942.01	Defamation
942.03	Giving False Information for Publication
942.05	Opening Letters
<u>942.08</u>	<u>Invasion of Privacy</u>
<u>942.10</u>	<u>Use of a Drone</u>
<u>942.20(1),(2)</u>	<u>Theft</u>
943.01(1)	Criminal Damage to Property
943.11	Entry Into Locked Vehicle
943.125	Entry Into Locked Coin Box
943.13	Trespass to Land
943.14	Trespass to Dwellings
943.145	Criminal Trespass to a Medical Facility
943.15	Entry Into Locked Site

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943.017(1) Graffiti
943.20(3)(a) Theft ~~of Property~~
943.21(3) Fraud on Innkeeper or Restaurant Keeper
943.22 Cheating Tokens
943.225 Refusal to Pay for a Motor Bus Ride
943.23(1)(4)(5) Operating Vehicle Without Owner's Consent
943.24 I.O.W.C. ssuance of Worthless Checks

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- 943.34(1)(a) —Receiving Stolen Property
- 943.37 Alteration of Property Identification Marks
- 943.38(3) Forgery
- 943.392 Fraudulent Data Alteration
- 943.41 Credit Card Crimes
- 943.45 Theft of Telecommunication Services
- 943.46 Theft of ~~Cable-Video~~ Services
- 943.47 Theft of Satellite Cable Programming
- 943.50(1)-(3),
 (4)(a) Retail Theft
- 943.55 Removal of a Shopping Cart
- 943.70 Computer ~~Theft~~Crimes
- 944.15 Public Fornication
- 944.17 Sexual Gratification
- 944.20 Lewd and Lascivious Behavior
- 944.21 Obscene Material or Performance
- 944.23 Making Lewd, Obscene or Indecent Drawings
- 944.25 Sending Obscene or Sexually Explicit Electronic Messages
- 944.30 Prostitution
- 944.31 Patronizing Prostitutes
- 944.33 Pandering
- 944.36 Solicitation of Drinks Prohibited
- 945.01 Definitions Relating to Gambling
- 945.02 Gambling
- 945.04 Permitting Premises to be Used for Commercial Gambling
- 946.40 Refusing to Aid Officer
- 946.41 Resisting or Obstructing Officer
- 946.42(2) Escape
- 946.46 Encouraging Violation of Probation or Parole
- 946.66 False Complaints of Police Misconduct
- 946.67 Compounding Crimes
- 946.69 Falsely Assuming to Act as Public Officer or Employee
- 946.70 Impersonating Peace Officer, Fire Fighters or other Emergency Personnel
- 946.71 Unlawful use of License for Carrying Concealed Weapon
- 946.72(2) Tampering with Public Records and Notices
- 947.01 Disorderly Conduct
- 947.011 Disrupting a Funeral or Memorial Service
- 947.012 Unlawful Use of Telephone
- 947.0125 Unlawful use of Computerized Communication System
- 947.013 Harassment

- 947.02 Vagrancy~~947.047~~ Littering Shores
- 947.06 Unlawful Assemblies
- 947.07 Drinking in Common Carriers
- 947.20 Right to Work
- 948.01 Definitions Relating to Crimes Against Children
- 948.09 Sexual Intercourse With a Child Age 16 or Older
- 948.10 Exposing Genitals, Pubic Area or Intimate Parts~~a Sex Organ~~

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948.11(1)(b), (2)(b)	Exposing a Child to Harmful Material
948.21	Neglecting a Child
948.40	Contributing to the Delinquency of a Child
948.45	Contributing to Truancy
948.50	Strip Search by School Employee

- 948.51(1),(2),
 (3)(a) Hazing
- 948.60 Possession of a Dangerous Weapon by a Child
- 948.61(1),(2) Dangerous Weapons on School Premises
- 948.63 Receiving Property From a Child
- ~~948.70~~ Tattooing of Children
- 951.01 Definitions Relating to Crimes Against Animals
- 951.015 Construction and Application
- 951.02 Mistreating Animals
- 951.03 Dognapping or Catnapping
- 951.04 Leading Animal from Motor Vehicle
- 951.05 Transportation of Animals
- 951.06 Use of Poisonous and Controlled Substances
- 951.07 Use of Certain Devises Prohibited
- ~~951.08~~ Fights ~~Between~~between Animals
- 951.09 Shooting at Caged or Staked Animals
- ~~951.095~~ Harassment of Police and Fire Animals
- ~~951.097~~ Harassment of Service Dogs
- 951.10 Sale of Baby Rabbits, Chicks and Other Fowl
- 951.11 Artificially Colored Animals; Sale
- 951.13 Providing Proper Food and Drink to Confined Animals
- 951.14 Providing Proper Shelter
- 951.15 Animals; Neglected or Abandoned; Police PowersAbandoning Animals
- ~~951.16~~ Investigation of Animal Cruelty-Complaints
- ~~951.17~~ Reimbursement for Expenses
- ~~961.01-~~ Uniform Controlled Substances Act
- ~~961.00364~~ Uniformity of Interpretation
- 961.573(1)(2) Possession of drug paraphernalia.
- 961.574(1)(2) Manufacture or delivery of drug paraphernalia.
- 961.575(1)(2) Delivery of drug paraphernalia to a minor.

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Dated this ____ day of _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

PACKET: 02659 License Packet March Operators

SEQUENCE: License #

#6-O

ID	PERIOD	-----NAME-----		LICENSE CODE
05570	2/07/19- 6/30/20	HITCHLER	JACOB	OPRATOR OPERATORS - 2 YEAR
05582	2/13/19- 6/30/20	HIERLMEIER	JACOB	OPRATOR OPERATORS - 2 YEAR
05590	2/22/19- 6/30/20	DOUGLAS	CASSANDRA	OPRATOR OPERATORS - 2 YEAR
05591	2/22/19- 6/30/20	PFAFF	ANDREW	OPRATOR OPERATORS - 2 YEAR
05592	2/22/19- 6/30/20	MCKEETH	GAVIN	OPRATOR OPERATORS - 2 YEAR
05595	3/01/19- 6/30/20	TROYER	DANICA	OPRATOR OPERATORS - 2 YEAR



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

The following is a list of monies expended since the last Common Council meeting dated February 12, 2019

The total is:		<u>\$1,897,642.54</u>
2/13/2019 AP Packet 995 -City Payroll 02/15/19		\$159,325.99
AP Packet 992 - Fire Payroll 2/15/19		\$3,401.84
AP Packet 995 -City Payroll drafts		\$96,418.53
AP Packet 992 - Fire Payroll drafts		\$578.55
AP Packet 1996 - Deferred Payables		\$47,791.33
2/15/2019 AP Packet 2445 - January 2019		\$1,379.92
2/19/2019 AP Packet 2449 -January 2019		\$174.51
2/21/2019 UB Packet 1935 - Refunds		\$156.49
2/26/2019 AP Packet 2455 - February 2019		\$263,294.12
AP Packet 2461 - February 2019		\$374.87
3/1/2019 AP Packet 997-City Payroll 03/01/19		\$150,530.91
AP Packet 997 - City bank drafts		\$94,079.80
AP Packet 2463 - Deferred payables		\$11,996.10
3/8/2019 AP Packet 2466 - March 2019		\$1,282.00
3/11/2019 UB Packet 1954 - Refunds		\$17.86
3/13/2019 AP Packet - March 2019 (including ACH)		<u>\$1,066,839.72</u>
	Total	<u><u>\$1,897,642.54</u></u>

Finance Committee Signatures

Resolution to Establish a Budget Stabilization Account

TO: THE HONORABLE MAYOR AND COMMON COUNCIL OF THE
CITY OF ONALASKA, WI

Whereas, the City's goal and highest priority is to provide services that improve the quality of life for our residents, not to generate profits as companies do,

And Whereas, our department heads provide conscientious budget oversight, but as a matter of policy, the handling, accumulation and spending of year end non-budgeted funds and year end reserve (surplus) funds could raise concern about the city having a higher priority than responsible tax spending and possibly be interpreted as over-taxation or double taxation,

And Whereas, at the end of the fiscal year the City identifies its general fund ending balance or carryover to the next year. This amount is identified as committed (non-spendable) for purchases not received yet, projects not completed, or non-committed (unassigned or spendable) surplus. As of 12/31/17 the City of Onalaska had an unassigned reserve (spendable) amount of \$7,800,168,

And Whereas, according to an analysis of the City's financial activities and statements to auditors, actual revenues were more than budgeted expenses. As of the close of the fiscal year 2015 Onalaska governmental funds reported and ending balance of \$12,882,098, an increase of \$2,382,035 in comparison with the prior year. As of 12/31/16 the City reported an ending governmental balance of \$13,522,155, an increase of 5% over last year. As of 12/31/17 the City reported an ending balance of \$14,183,466 a 5% increase. The year-end fiscal report provided to the Finance and Personnel Committee on 01/02/2019 for the period ending 12/31/18 projected a general fund surplus of \$783,708 which would be 7%,

And Whereas, the City of Onalaska uses an incremental budget system where a departmental budget is prepared based on previous years ending balance, and this method encourages a spend it or lose it temptation, and includes purchases of "wish list" and "one time" spending of the left over money. It also increases next year's budget starting point and incrementally inflates every budget thereafter,

And Whereas, another source of excess funds is increasing fees, permits, licenses, assessments, etc., and legislative guidelines governing utility surpluses say that any excess operating funds should be returned to the taxpayers but are vague about how that should be done except to say that councils should be responsible to establish a reasonable amount to insure adequate operation,

And Whereas, the City of Onalaska has consistently averaged a fund balance increase of 5% or more in revenue over budgeted expenditures which calculates to upwards of \$450,000 or more of surplus yearly,

And Whereas, the City of Onalaska has a cash reserve balance of \$7,650,168,

And Whereas, the City of Onalaska has estimated it will have \$4,454,917 in water, sewer and storm water utilities cash balance at the end of 2018,

And Whereas, the City of Onalaska has approximately \$13,000,000 in temporary investments,

And Whereas, certainly responsible budgeting requires that the City maintain an adequate

reserve fund for fiscal emergencies,

And Whereas, as budget stabilization fund would discourage large, “one time” last minute expenditures, or the purchase of “wish list items” if there is money “left over” and would exclude such spending from the next year budget starting point,

And Whereas, bond rating agencies will not specify the amount of weight they place upon budget reserves, the availability of budget reserves is viewed as a positive factor and this proposed budget stabilization account will actually mitigate the effects of an economic downturn, with funds specifically set aside for this purpose, as well as general tax and levy stabilization which will be economically beneficial to both the City and its residents,

And Whereas, this resolution would protect the citizens of Onalaska from any attempt to reassign or repurpose these current excess revenue funds without going through the proper procedures,

And Whereas, the City of Onalaska does not have a policy that identifies the amount or level of the unassigned reserve account, the Council should by formal resolution adopted by a majority of its members shall affix an amount specific at 50% of annual general fund expenditures and any surplus over 50% will be available for use by the City as determined by normal budget procedures for contingencies, one time uses or debt reduction,

And Whereas, the City of Onalaska does not have a contingency fund for emergency, unexpected occurrences or other purposes for which no express provision was made; the Council shall by formal resolution adopt a separate line item and affix an annual amount of \$150,000 to that account in its regular 2019 budget process,

Now then let it be Resolved, that the City of Onalaska establish as a separate accounting entity (a Budget Stabilization Account) which would require the City’s Finance Director to immediately transfer 50% of the current amount on record of unassigned revenue, (carryover, excess revenue) as currently accounted for and annually thereafter for use as an amount as needed to lower the next year levy. Additionally, any and all interest earned on this account should be credited to this account annually. Further any outright sale of City owned surplus land, building, supplies or equipment, the net proceeds of such, shall be deposited in the Budget Stabilization Account.

Dated this day of , 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

RESOLUTION NO. 20-2019

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$8,655,000 WATER SYSTEM AND SEWERAGE SYSTEM REVENUE BONDS
OF THE CITY OF ONALASKA, LA CROSSE COUNTY, WISCONSIN,
AND PROVIDING FOR THE PAYMENT OF THE BONDS AND
OTHER DETAILS WITH RESPECT TO THE BONDS

WHEREAS, the City of Onalaska, La Crosse County, Wisconsin (the "City") owns and operates its Water System and Sewerage System (collectively, the "System") which are operated for public purposes as separate public utilities by the City; and

WHEREAS, under the provisions of Section 66.0621, Wisconsin Statutes, any municipality in the State of Wisconsin may, by action of its governing body, provide funds for extending, adding to and improving a public utility or refunding obligations issued to finance such extensions, additions and improvements from the proceeds of bonds, which bonds are payable only from the income and revenues of such utility and are secured by a pledge of the revenues of the utility; and

WHEREAS, pursuant to a resolution adopted on March 10, 2015 (the "2015 Resolution"), the City has heretofore issued its Water System and Sewerage System Revenue Refunding Bonds, dated April 1, 2015 (the "2015 Bonds"), which bonds are payable from the income and revenues of the System; and

WHEREAS, pursuant to a resolution adopted on March 8, 2016 (the "2016 Resolution"), the City has heretofore issued its Water System and Sewerage System Revenue Bonds, Series 2016, dated April 13, 2016 (the "2016 Bonds"), which bonds are payable from the income and revenues of the System on a parity with the 2015 Bonds; and

WHEREAS, on February 12, 2019, the Common Council of the City adopted a resolution providing for the sale of Water System and Sewerage System Revenue Bonds (the "Bonds") for the public purposes of (a) paying the cost of improvements and extensions to the System (the "Project") and (b) refunding the portion of its Note Anticipation Notes, dated April 3, 2018 (the "April 2018 Notes") and its Note Anticipation Note, dated December 27, 2018 (the "December 2018 Note") that financed improvements and extensions to the System; and

WHEREAS, the City has determined that it is necessary and desirable to refund said portions of the April 2018 Notes and December 2018 Note (collectively, the "Refunded Obligations") for the purpose of providing permanent financing for the projects financed thereby; and

WHEREAS, it is necessary, desirable and in the best interests of the City to authorize and sell the Bonds for such purposes payable solely from the revenues of the System, which Bonds are to be authorized and issued pursuant to the provisions of Section 66.0621, Wisconsin Statutes, on a parity with the 2015 Bonds and the 2016 Bonds (collectively, the "Prior Bonds"); and

WHEREAS, the 2015 Resolution and the 2016 Resolution permit the issuance of bonds payable from revenues of the System on a parity with the Prior Bonds upon certain conditions, and those conditions have been met; and

WHEREAS, other than the Prior Bonds, the City has no bonds or obligations outstanding which are payable from the income and revenues of the System;

NOW, THEREFORE, the Common Council of the City of Onalaska, La Crosse County, Wisconsin, do resolve that:

Section 1A. Authorization of Bonds. For the purpose of paying the cost of the Project and refunding the Refunded Obligations, the City shall borrow on the credit of the income and revenue of the System the sum of \$8,655,000. Negotiable, fully-registered bonds of the City, in the denomination of \$5,000, or any whole multiple thereof, shall be issued in evidence thereof. The Bonds shall be designated "Water System and Sewerage System Revenue Bonds", shall be numbered from R-1 upward and shall be dated April 2, 2019. The Bonds shall bear interest at the rates per annum set forth in the Bond Purchase Agreement attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal") and shall mature on May 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference.

Interest on the Bonds shall be payable on May 1 and November 1 of each year, commencing November 1, 2019. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

The Bonds maturing on May 1, 2028 and thereafter shall be subject to redemption prior to maturity, at the option of the City, on May 1, 2027 or on any date thereafter. Said Bonds shall be redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

The Bonds maturing on May 1, 2034 are subject to mandatory redemption. The terms of such mandatory redemption are set forth on Exhibit MRP attached hereto and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the City shall direct.

The schedule of maturities and mandatory redemption payments is found to be such that the amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

The Common Council hereby determines that the refunding of the Refunded Obligations is advantageous and necessary to the City.

Section 1B. Security for the Bonds. The Bonds, together with interest thereon, shall not constitute an indebtedness of the City nor a charge against its general credit or taxing power. The Bonds, together with interest thereon, shall be payable only out of the Special Redemption Fund provided for in Section 4 herein, and shall be a valid claim of the registered owner or owners thereof only against the Special Redemption Fund and the Revenues of the System pledged to such fund, on a parity with the pledge granted to the owners of the Prior Bonds. Sufficient Revenues are hereby pledged to said Special Redemption Fund, and shall be used for no other purpose than to pay the principal of, premium, if any, and interest on the Prior Bonds, the Bonds and Parity Bonds as the same becomes due.

Section 2. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 3. Definitions. In addition to the words defined elsewhere in this Resolution, the following words shall have the following meanings unless the context or use indicates another or different meaning or intent:

"Annual Debt Service Requirement" means the total amount of principal and interest due in any Fiscal Year on the Prior Bonds, the Bonds and Parity Bonds.

"Bond Year" means the one-year period ending on a principal payment date or mandatory redemption date for the Bonds.

"Code" means the Internal Revenue Code of 1986, as amended.

"DTC" means The Depository Trust Company, New York, New York, or any successor securities depository for the City with respect to the Bonds.

"Fiscal Year" means the fiscal year adopted by the City for the System, which is currently the calendar year.

"Net Revenues" means the Revenues minus all Operation and Maintenance Expenses of the System.

"Operation and Maintenance Expenses" means the reasonable and necessary costs of operating, maintaining, administering and repairing the System, including salaries, wages, costs of materials and supplies, insurance and audits, but excluding depreciation, debt service, tax equivalents and capital expenditures.

"Parity Bonds" means additional bonds or obligations issued on a parity as to pledge and lien with the Bonds in accordance with the provisions of Section 7 of this Resolution.

"Reserve Requirement" means an amount equal to the least of (a) the amount required to be on deposit in the Reserve Account prior to the issuance of the Bonds, plus the amount

permitted to be deposited therein from proceeds of the Bonds pursuant to Section 148(d)(1) of the Code and Regulations; (b) the maximum annual debt service on the 2015 Bonds and the Bonds in any Bond Year; and (c) 125% of average annual debt service on the 2015 Bonds and the Bonds. If Parity Bonds which are to be secured by the Reserve Account are issued, the Reserve Requirement shall mean an amount, determined as of the date of issuance of the Parity Bonds, equal to the least of (a) the amount required to be on deposit in the Reserve Account prior to the issuance of such Parity Bonds, plus the amount permitted to be deposited therein from proceeds of the Parity Bonds pursuant to Section 148(d)(1) of the Code and Regulations; (b) the maximum annual debt service on outstanding obligations secured by the Reserve Account and the Parity Bonds to be issued; and (c) 125% of average annual debt service on the outstanding obligations secured by the Reserve Account and the Parity Bonds to be issued. The 2016 Bonds are not secured by the Reserve Account.

"Regulations" means the Regulations of the Commissioner of Internal Revenue under the Code.

"Revenues" means all income and revenue derived from operation of the System, including the revenues received from the City for services rendered to it and all moneys received from any other source, including tax incremental revenues and other funds of the City appropriated by the Common Council and deposited into the Special Redemption Fund and income derived from investments.

"System" means the entire Water System and Sewerage System of the City including all property of every nature now or hereafter owned by the City for the extraction, collection, storage, treatment, transmission, distribution, metering and discharge of industrial and potable public water, and the collection, transmission, treatment, storage, metering and disposal of domestic, industrial and public sewage, including all improvements and extensions thereto made by the City while any of the Prior Bonds, the Bonds and Parity Bonds remain outstanding, including all real and personal property of every nature comprising part of or used or useful in connection with such Water System and Sewerage System and including all appurtenances, contracts, leases, franchises and other intangibles.

Section 4. Income and Revenue Funds. When the Bonds shall have been delivered in whole or in part, the Revenues shall be set aside into the Water System and Sewerage System Revenue Fund and then transferred to the following separate and special funds, which were created and established by an ordinance adopted April 18, 1978 and a resolution adopted November 12, 1986, continued by the 2015 Resolution and the 2016 Resolution and are hereby further continued and shall be used and applied as described below:

- Revenues in amounts sufficient to provide for the reasonable and proper operation and maintenance of the Water System through the payment of Operation and Maintenance Expenses shall be set aside into the Water System Operation and Maintenance Fund (the "Water System Operation and Maintenance Fund").

- Revenues in amounts sufficient to provide for the reasonable and proper operation and maintenance of the Sewerage System through the payment of Operation and Maintenance

Expenses shall be set aside into the Sewerage System Operation and Maintenance Fund (the "Sewerage System Operation and Maintenance Fund").

- Revenues in amounts sufficient to pay the principal of and interest on the Prior Bonds, the Bonds and Parity Bonds and to meet the Reserve Requirement shall be set aside each Bond Year into the Water System and Sewerage System Revenue Bond and Interest Special Redemption Fund (the "Special Redemption Fund"), to be applied to the payment of the principal of and interest on the Prior Bonds, the Bonds and Parity Bonds and to meet the Reserve Requirement. The monies standing in the Special Redemption Fund are irrevocably pledged to the payment of principal of and interest on the Prior Bonds, the Bonds and Parity Bonds.

- Revenues in amounts sufficient to provide a proper and adequate depreciation account for the Water System shall be set aside into the Water System Depreciation Fund (the "Water System Depreciation Fund").

- Revenues in amounts sufficient to provide a proper and adequate depreciation account for the Sewerage System shall be set aside into the Sewerage System Depreciation Fund (the "Sewerage System Depreciation Fund").

The Water System Operation and Maintenance Fund and the Sewerage System Operation and Maintenance Fund (the "Operation and Maintenance Funds") and the Water System Depreciation Fund and the Sewerage System Depreciation Fund (the "Depreciation Funds") shall be deposited as received in public depositories to be selected by the Common Council in the manner required by Chapter 34 of the Wisconsin Statutes and may be invested in legal investments subject to the provisions of Section 66.0603(1m), Wisconsin Statutes.

Money in the Operation and Maintenance Funds shall be used to pay Operation and Maintenance Expenses as the same come due; money not immediately required for Operation and Maintenance Expenses shall be used first to remedy any deficiency in the Special Redemption Fund and next to accumulate a reserve in the Operation and Maintenance Funds equal to estimated Operation and Maintenance Expenses for one month. Any money then available and remaining in the Operation and Maintenance Funds may be transferred to the Surplus Fund, which fund is hereby continued.

Revenues of the Water System shall be deposited into the Water System Depreciation Fund each month until such amount as the Common Council may from time to time determine to constitute an adequate and reasonable depreciation account for the Water System (the "Water System Depreciation Requirement") is accumulated therein. Revenues of the Sewerage System shall be deposited into the Sewerage System Depreciation Fund each month until such amount as the Common Council may from time to time determine to constitute an adequate and reasonable depreciation account for the Sewerage System (the "Sewerage System Depreciation Requirement") is accumulated therein. Money in the Depreciation Funds shall be available and shall be used, whenever necessary, to restore any deficiency in the Special Redemption Fund and for the maintenance of the Reserve Account. When the Special Redemption Fund is sufficient for its purposes, money in the Depreciation Funds may be expended for repairs, replacements, new construction, extensions or additions to the System. Any money on deposit in the Water System Depreciation Fund in excess of the Water System Depreciation Requirement or in the

Sewerage System Depreciation Fund in excess of the Sewerage System Depreciation Requirement and not required during the current Fiscal Year for the purposes of the Depreciation Funds, may be transferred to the Surplus Fund.

It is the express intent and determination of the Common Council that the amount of Revenues to be set aside and paid into the Special Redemption Fund each Bond Year shall in any event be sufficient to pay principal of and interest on the Prior Bonds, the Bonds and Parity Bonds and to meet the Reserve Requirement, and the City Treasurer shall each Bond Year deposit at least sufficient Revenues in the Special Redemption Fund to pay promptly all principal and interest falling due on the Prior Bonds, the Bonds and Parity Bonds and to meet the Reserve Requirement.

The Revenues so set aside for payment of the principal of and interest on the Prior Bonds, the Bonds and Parity Bonds shall be set apart and shall be paid into the Special Redemption Fund not later than the 10th day of each month. The amount deposited each month shall be not less than one-sixth of the interest next coming due, plus one-twelfth of the principal next maturing or subject to mandatory redemption.

The minimum amounts to be so deposited for debt service on the Bonds, in addition to all amounts to be deposited to pay debt service on the Prior Bonds, are set forth on the debt service schedule attached hereto as Exhibit B-2 and incorporated herein by this reference.

The Special Redemption Fund shall be used for no purpose other than the payment of interest upon and principal of the Prior Bonds, the Bonds and Parity Bonds promptly as the same become due and payable or to pay redemption premiums. All money in the Special Redemption Fund shall be deposited in a special account and invested in legal investments subject to Section 66.0603(1m), Wis. Stats., and the monthly payments required to be made to the Special Redemption Fund shall be made directly to such account.

The Reserve Account established by Section 4 of the 2015 Resolution shall be continued to additionally secure the payment of principal of and interest on the 2015 Bonds and the Bonds. The payment of principal of and interest on the 2016 Bonds is NOT secured by the Reserve Account. The City covenants and agrees that upon the issuance of the Bonds an amount sufficient to make the amount on deposit in the Reserve Account equal to the Reserve Requirement shall be deposited into the Reserve Account and shall be maintained therein. The amount on deposit in the Reserve Account shall be reduced from time to time to an amount equal to the Reserve Requirement at that time.

The City covenants and agrees that at any time that the amount in the Reserve Account shall be less than the Reserve Requirement, an amount equal to one-twelfth of the Reserve Requirement will be paid monthly into the Reserve Account from those funds in the Special Redemption Fund, the Operation and Maintenance Funds, the Depreciation Funds and the Surplus Fund which are in excess of the minimum amounts required by the preceding paragraphs to be paid therein until the Reserve Requirement will again have accumulated in the Reserve Account. If for any reason there shall be insufficient funds on hand in the Special Redemption Fund to meet principal or interest becoming due on the 2015 Bonds, the Bonds or any Parity Bonds secured by the Reserve Account, then all sums then held in the Reserve Account shall be

used to pay the portion of interest or principal on such 2015 Bonds, Bonds or Parity Bonds becoming due as to which there would otherwise be default, and thereupon the payments required by this paragraph shall again be made into the Reserve Account until an amount equal to the Reserve Requirement is on deposit in the Reserve Account.

Funds in the Special Redemption Fund in excess of the minimum amounts required to be paid therein plus reserve requirements may be transferred to the Surplus Fund.

Money in the Surplus Fund shall first be used when necessary to meet requirements of the Operation and Maintenance Funds including the one month reserve, the Special Redemption Fund including the Reserve Account, and the Depreciation Funds. Any money then remaining in the Surplus Fund at the end of any Fiscal Year may be used only as permitted and in the order specified in Section 66.0811(2), Wisconsin Statutes; provided that no money shall be transferred from the Surplus Fund to the general fund of the City. Money thereafter remaining in the Surplus Fund may be transferred to any of the funds or accounts created by this section.

Section 5. Service to the City. The reasonable cost and value of any service rendered to the City by the System by furnishing services of the System for public purposes, including reasonable health protection charges, shall be charged against the City and shall be paid by it in monthly installments as the service accrues, out of the current revenues of the City collected or in the process of collection, exclusive of the Revenues, and out of the tax levy of the City made by it to raise money to meet its necessary current expenses. It is hereby found and determined that the reasonable cost and value of such service to the City in each year shall be in an amount which, together with Revenues of the System, will produce Net Revenues equivalent to not less than 1.25 times the Annual Debt Service Requirement. Such compensation for such service rendered to the City shall, in the manner provided hereinabove, be paid into the separate and special funds described in Section 4 of this Resolution. However, such payment is subject to (a) annual appropriations by the Common Council therefor, (b) approval of the Wisconsin Public Service Commission, or successors to its function, if necessary, and (c) applicable levy limits, if any; and neither this Resolution nor such payment shall be construed as constituting an obligation of the City to make any such appropriation over and above the reasonable cost and value of services rendered to the City and its inhabitants or to make any subsequent payment over and above such reasonable cost and value.

Section 6. Operation of System; City Covenants. It is covenanted and agreed by the City with the owner or owners of the Bonds, and each of them, that:

(a) The City will faithfully and punctually perform all duties with reference to the System required by the Constitution and Statutes of the State of Wisconsin, including the making and collecting of reasonable and sufficient rates lawfully established for services rendered by the System, and will collect and segregate the Revenues of the System and apply them to the respective funds and accounts described hereinabove;

(b) The City will not sell, lease, or in any manner dispose of the System, including any part thereof or any additions, extensions, or improvements that may be made part thereto, except that the City shall have the right to sell, lease or otherwise dispose of any property of the System found by the Common Council to be neither necessary nor useful in the

operation of the System, provided the proceeds received from such sale, lease or disposal shall be paid into the Special Redemption Fund or applied to the acquisition or construction of capital facilities for use in the normal operation of the System, and such payment shall not reduce the amounts otherwise required to be paid into the Special Redemption Fund;

(c) The City will pay or cause to be paid all lawful taxes, assessments, governmental charges, and claims for labor, materials or supplies which if unpaid could become a lien upon the System or its Revenues or could impair the security of the Bonds;

(d) The City will maintain in reasonably good condition and operate the System, and will establish, charge and collect such lawfully established rates and charges for the service rendered by the System, so that in each Fiscal Year Net Revenues shall not be less than 125% of the Annual Debt Service Requirement, and so that the Revenues of the System herein agreed to be set aside to provide for the payment of the Prior Bonds, the Bonds and Parity Bonds and the interest thereon as the same becomes due and payable, and to meet the Reserve Requirement, will be sufficient for those purposes;

(e) The City will prepare a budget not less than sixty days prior to the end of each Fiscal Year and, in the event such budget indicates that the Net Revenues for each Fiscal Year will not exceed the Annual Debt Service Requirement for each corresponding Fiscal Year by the proportion stated hereunder, will take any and all steps permitted by law to increase rates so that the aforementioned proportion of Net Revenues to the Annual Debt Service Requirement shall be accomplished as promptly as possible;

(f) The City will keep proper books and accounts relative to the System separate from all other records of the City and will cause such books and accounts to be audited annually by a recognized independent firm of certified public accountants including a balance sheet and a profit and loss statement of the System as certified by such accountants. Each such audit, in addition to whatever matters may be thought proper by the accountants to be included therein shall include the following: (1) a statement in detail of the income and expenditures of the System for the Fiscal Year; (2) a statement of the Net Revenues of the System for such Fiscal Year; (3) a balance sheet as of the end of such Fiscal Year; (4) the accountants' comment regarding the manner in which the City has carried out the requirements of this Resolution and the accountants' recommendations for any changes or improvements in the operation of the System; (5) the number of connections to the System at the end of the Fiscal Year, for each user classification (i.e., residential, commercial, public and industrial); (6) a list of the insurance policies in force at the end of the Fiscal Year setting out as to each policy the amount of the policy, the risks covered, the name of the insurer, and the expiration date of the policy; and (7) the volume of water used as the basis for computing the service charge; and

(g) So long as any of the Bonds are outstanding the City will carry for the benefit of the owners of the Bonds insurance of the kinds and in the amounts normally carried by private companies or other public bodies engaged in the operation of similar systems. All money received for loss of use and occupancy shall be considered Revenue of the System payable into the separate funds and accounts named in Section 4 of this Resolution. All money received for losses under any casualty policies shall be used in repairing the damage or in replacing the property destroyed provided that if the Common Council shall find it is inadvisable to repair

such damage or replace such property and that the operation of the System has not been impaired thereby, such money shall be deposited in the Special Redemption Fund, but in that event such payments shall not reduce the amounts otherwise required to be paid into the Special Redemption Fund.

Section 7. Additional Bonds. The Bonds are issued on a parity with the Prior Bonds. No bonds or obligations payable out of the Revenues of the System may be issued in such manner as to enjoy priority over the Bonds. Additional obligations may be issued if their lien and pledge is junior and subordinate to that of the Bonds. Additional obligations may be issued on a parity with the Bonds as to the pledge of Revenues of the System ("Parity Bonds") only if all of the following conditions are met:

a. The Net Revenues of the System for the Fiscal Year immediately preceding the issuance of such additional obligations must have been equal to at least 1.25 times the highest combined annual principal and interest requirements on all bonds outstanding payable from Revenues of the System (other than bonds being refunded) and on the Parity Bonds then to be issued in any Fiscal Year. Should an increase in permanent rates and charges, including those made to the City, be properly ordered and made effective during the Fiscal Year immediately prior to the issuance of such additional obligations or during that part of the Fiscal Year of issuance prior to such issuance, then Revenues for purposes of such computation shall include such additional Revenues as an independent certified public accountant, consulting professional engineer or the Wisconsin Public Service Commission may certify would have accrued during the prior Fiscal Year had the new rates been in effect during that entire immediately prior Fiscal Year.

b. The payments required to be made into the funds and accounts enumerated in Section 4 of this Resolution (including the Reserve Account, but not the Surplus Fund) must have been made in full.

c. The Parity Bonds must have principal maturing or subject to mandatory redemption on May 1 of each year in which principal falls due and interest falling due on May 1 and November 1 of each year and cannot be subject to optional redemption earlier than the date on which the Bonds are first subject to optional redemption.

d. If the Parity Bonds are to be secured by the Reserve Account, the amount on deposit in the Reserve Account must be increased to an amount equal to the Reserve Requirement applicable upon the issuance of Parity Bonds as defined in Section 3 of this Resolution.

e. The proceeds of the Parity Bonds must be used only for the purpose of providing additions, extensions or improvements to the System, or to refund obligations issued for such purpose.

Section 8. Sale of Bonds. The City shall sell and deliver the Bonds to Robert W. Baird & Co. Incorporated (the "Purchaser") for the purchase price set forth in the Proposal. The Proposal is hereby approved, and the appropriate City officials are hereby authorized and directed to execute the same. The officers of the City are authorized and directed to do any and

all acts necessary to conclude delivery of the Bonds to the Purchaser, upon receipt of the purchase price, as soon after adoption of this Resolution as is convenient.

Section 9. Application of Bond Proceeds. All accrued interest received from the sale of the Bonds shall be deposited into the Special Redemption Fund. If necessary, an amount of proceeds of the Bonds sufficient to make the amount currently on deposit in the Reserve Account equal to the Reserve Requirement shall be deposited in the Reserve Account. An amount of proceeds of the Bonds sufficient to provide for the payment of the Refunded Obligations shall be deposited in a special fund designated as the "Refunding Fund" for that purpose. The balance of the proceeds, less the expenses incurred in authorizing, issuing and delivering the Bonds, shall be deposited in a special fund designated as the "System Improvement Fund." Said special fund shall be adequately secured and used solely for the purpose of meeting costs of the Project. The balance remaining in said Improvement Fund after paying said costs shall be transferred to the Special Redemption Fund for use in payment of principal of and interest on the Bonds.

Section 10. Amendment to Resolution. After the issuance of any of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except:

a. The City may, from time to time, amend this Resolution without the consent of any of the owners of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and

b. This Resolution may be amended, in any respect, with the written consent of the owners of not less than two-thirds of the principal amount of the Bonds then outstanding, exclusive of Bonds held by the City; provided, however, that no amendment shall permit any change in the pledge of Revenues derived from the System, or in the maturity of any Bond issued hereunder, or a reduction in the rate of interest on any Bond, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Bonds may be redeemed or make any other modification in the terms of the payment of such principal or interest without the written consent of the owner of each such Bond to which the change is applicable.

Section 11. Defeasance. When all Bonds have been discharged, all pledges, liens, covenants and other rights granted to the owners thereof by this Resolution shall cease. The City may discharge all Bonds due on any date by depositing into a special account on or before that date a sum sufficient to pay the same in full; or if any Bonds should not be paid when due, it may nevertheless be discharged by depositing into a special account a sum sufficient to pay it in full with interest accrued from the due date to the date of such deposit. The City, at its option, may also discharge all Bonds called for redemption on any date when they are prepayable according to their terms, by depositing into a special account on or before that date a sum sufficient to pay them in full, with the required redemption premium, if any, provided that notice of redemption has been duly given as required by this Resolution. The City, at its option, may also discharge all Bonds of said issue at any time by irrevocably depositing in escrow with a suitable bank or trust company a sum of cash and/or bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, or of a commission, board or other instrumentality of the U.S.

Government, maturing on the dates and bearing interest at the rates required to provide funds sufficient to pay when due the interest to accrue on each of said Bonds to its maturity or, at the City's option, if said Bond is prepayable to any prior date upon which it may be called for redemption, and to pay and redeem the principal amount of each such Bond at maturity, or at the City's option, if said Bond is prepayable, at its earliest redemption date, with the premium required for such redemption, if any, provided that notice of the redemption of all prepayable Bonds on such date has been duly given or provided for. Upon such payment or deposit, in the amount and manner provided by this Section, all liability of the City with respect to the Bonds shall cease, terminate and be completely discharged, and the owners thereof shall be entitled only to payment out of the money so deposited.

Section 12. Investments and Arbitrage. Monies accumulated in any of the funds and accounts referred to in Sections 4 and 9 hereof which are not immediately needed for the respective purposes thereof, may be invested in legal investments subject to the provisions of Sec. 66.0603(1m), Wisconsin Statutes, until needed. All income derived from such investments shall be credited to the fund or account from which the investment was made; provided, however, that at any time that the Reserve Requirement is on deposit in the Reserve Account, any income derived from investment of the Reserve Account shall be deposited into the Special Redemption Fund and used to pay principal and interest on the Bonds. A separate banking account is not required for each of the funds and accounts established under this Resolution; however, the monies in each fund or account shall be accounted for separately by the City and used only for the respective purposes thereof. The proceeds of the Bonds shall be used solely for the purposes for which they are issued but may be temporarily invested until needed in legal investments. No such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations.

An officer of the City, charged with the responsibility for issuing the Bonds, shall, on the basis of the facts, estimates and circumstances in existence on the date of closing, make such certifications as are necessary to permit the conclusion that the Bonds are not "arbitrage bonds" under Section 148 of the Code or the Regulations.

Section 13. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the City and the owner or owners of the Bonds, and after issuance of any of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 10, until all of the Bonds have been paid in full as to both principal and interest. The owner or owners of any of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the City, the governing body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the City, its governing body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the

extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 15. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in the Wis. Stats. Sec 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 16. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 17. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 18. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an

arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

The foregoing covenants shall remain in full force and effect, notwithstanding the defeasance of the Bonds, until the date on which all of the Bonds have been paid in full.

Section 19. Qualified Tax-Exempt Obligations. The portion of the Bonds permitted pursuant to the provisions of Section 265(b)(3)(D)(ii) of the Code shall be deemed designated as "qualified tax-exempt obligations" (relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax exempt obligations). The balance of the Bonds shall be designated as "qualified tax-exempt obligations" pursuant to the provisions of Section 265(b)(3) of the Code.

Section 20. Redemption of Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on April 12, 2019 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with the Purchaser to cause timely notice of redemption of each of the Refunded Obligations to be given. Notice of the April 2018 Notes shall be given in substantially the form attached hereto as Exhibit D-1 and incorporated herein by this reference (the "Notice"), at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 21. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the closing of the Bonds, the appropriate City official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 22. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the

"Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 23. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 24. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 25. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent, sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 26. Conflicting Ordinances or Resolutions. All prior ordinances, resolutions, rules, or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage. In case of any conflict between this Resolution and the 2015 Resolution, or the 2016 Resolution, the 2015 Resolution or the 2016 Resolution shall control so long as any bonds authorized by such resolution are outstanding.

Adopted, approved and recorded March 12, 2019.

CITY OF ONALASKA

Joe Chilsen
Mayor

Caroline L. Burmaster
City Clerk

(SEAL)

EXHIBIT A

Bond Purchase Proposal

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B-2

Debt Service Schedule

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on May 1, 2034 (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on May 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on May 1, 2034

<u>Redemption Date</u>	<u>Amount</u>
2033	\$580,000
2034	600,000 (maturity)

EXHIBIT C

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
LA CROSSE COUNTY
NO. R-____ CITY OF ONALASKA \$_____
WATER SYSTEM AND SEWERAGE SYSTEM REVENUE BOND

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
May 1, _____ April 2, 2019 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the City of Onalaska, La Crosse County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), solely from the fund hereinafter specified, on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on November 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

The Bonds maturing on May 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on May 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

The Bonds maturing in the year 2034 are subject to mandatory redemption by lot as provided in the resolution authorizing the sale of the Bonds, at the redemption price of par plus accrued interest to the date of redemption and without premium.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

This Bond is one of an issue aggregating \$8,655,000, issued for the purpose of paying the cost of additions, improvements and extensions to the City's Water System and Sewerage System and to refund obligations of the City issued to finance additions, improvements and extensions to the Water System and Sewerage System, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, acts supplementary thereto and a Resolution adopted March 12, 2019, and entitled: "A Resolution Authorizing the Issuance and Sale of \$8,655,000 Water System and Sewerage System Revenue Bonds of the City of Onalaska, La Crosse County, Wisconsin, and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds" (the "Resolution") and is payable only from the income and revenues of said Water System and Sewerage System. Such revenues have been set aside and pledged as a special fund for that purpose and identified as "Special Redemption Fund", created by an ordinance adopted by the City on April 18, 1978 and a resolution adopted on November 12, 1986 and continued by the Resolution. The Bonds are issued on a parity with the City's Water System and Sewerage System Revenue Refunding Bonds, dated April 1, 2015 and Water System and Sewerage System Revenue Bonds, Series 2016, dated April 13, 2016. This Bond does not constitute an indebtedness of the City within the meaning of any constitutional or statutory debt limitation or provision.

This Bond is a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new

depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

It is hereby certified, recited and declared that all conditions, things and acts required by law to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient of the income and revenue to be received by said City from the operation of its Water System and Sewerage System has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

IN WITNESS WHEREOF, the City of Onalaska, La Crosse County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF ONALASKA,
LA CROSSE COUNTY, WISCONSIN

(SEAL)

By: _____
Joe Chilsen
Mayor

By: _____
Caroline L. Burmaster
City Clerk

COPY

Date of Authentication: _____, 2019.

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned Resolution of the City of Onalaska, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT D-1

NOTICE OF PARTIAL CALL*

CITY OF ONALASKA
LA CROSSE COUNTY, WISCONSIN
NOTE ANTICIPATION NOTES
DATED APRIL 3, 2018

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue in the amount set forth below which mature on the date; bear interest at the rate; and have a CUSIP No. as set forth below have been called for prior payment on April 12, 2019 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
07/01/2019	\$945,000**	2.125%	682217FD1

Upon presentation and surrender of said Notes to Associated Trust Company, National Association, Green Bay, Wisconsin, the registrar and fiscal agent for said Notes, the registered owners thereof will be paid the principal amount of the Notes plus accrued interest to the date of prepayment.

Said Notes will cease to bear interest on April 12, 2019.

By Order of the
Common Council
City of Onalaska
City Clerk

Dated _____

* To be provided to Associated Trust Company, National Association at least thirty-five (35) days prior to April 12, 2019. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 12, 2019 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

**Represents a portion of the Notes outstanding.



City of Onalaska

Final Pricing Summary
March 12, 2019

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
rwbaird.com/publicfinance



City of Onalaska

Issue Summary	
Description:	Water System and Sewerage System Revenue Bonds
Amount:	\$8,655,000
Dated & Settlement Date:	April 2, 2019
Maturities:	May 1, 2020 - 2039
First Interest Payment:	November 1, 2019
First Call Date:	May 1, 2027
Moody's Rating:	Aa2
True Interest Cost:	3.11%

CREDIT OPINION

6 March 2019

✓ Rate this Research

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 Japan 81-3-5408-4100
 EMEA 44-20-7772-5454

Onalaska (City of) WI Wtr. & Swr. Ent.

Update to credit analysis

Summary

The credit quality of the [City of Onalaska's combined water and sewer enterprise](#) (Aa2) is highlighted by the systems' stable service area adjacent to the [City of La Crosse](#) (Aa2), and robust days cash on hand. These factors are balanced against the systems' small operating scale, along with the system's moderate leverage that will increase with an upcoming sale to finance capital improvements. The water enterprise, in particular, is planning large rate increases in order to maintain strong debt service coverage and to counter the projected increase in debt service following the upcoming sale. Our assessment also considers strong bondholder protections on outstanding and upcoming senior lien revenue debt, as well as the city's commitment to contribute to the utility systems' financial condition, subject to appropriation, to ensure successful adherence to its rate covenant.

Credit strengths

- » Systems provide essential utility services to a stable customer base located within the La Crosse metropolitan region
- » History of solid net revenue coverage of annual debt service and robust operational liquidity
- » Strong legal protections on outstanding senior lien revenue debt

Credit challenges

- » Modest scale of annual operations with limited long term growth potential
- » Maintenance of strong coverage inclusive of growth in debt service costs will require large increases in rates
- » Lack of independent rating setting authority for water rates

Rating outlook

Outlooks are typically not assigned to local government credits with this amount of debt.

Factors that could lead to an upgrade

- » Substantial expansion of the combined systems, including growth in the scale of annual operations and number of customers

Factors that could lead to a downgrade

- » Material contraction of the combined systems, including reductions to the scale of annual operations or number of customers
- » Failure to enact substantial rate increases as anticipated that results in deterioration of annual debt service coverage and/or combined system liquidity
- » Further increases to the combined system's debt burden

Key indicators

Exhibit 1

Onalaska (City of), WI Water and Sewer Enterprise					
System Characteristics					
Asset Condition (Net Fixed Assets/ Annual Depreciation)	24 years				
System Size - O&M (\$000)	\$2,764				
Service Area Wealth: MF % of USmedian	104.30%				
Legal Provisions					
Rate Covenant (x)	1.25x				
Debt Service Reserve Requirement	DSRF funded at the lesser of the standard 3-prong test (Aa)				
Management					
Rate Management	A				
Regulatory Compliance and Capital Planning	A				
Financial Strength					
	2013	2014	2015	2016	2017
Operating Revenue (\$000)	\$3,715	\$3,609	\$3,793	\$4,076	\$4,220
System Size - O&M (\$000)	\$2,506	\$2,665	\$2,781	\$2,752	\$2,764
Net Revenues (\$000)	\$1,242	\$957	\$1,034	\$1,348	\$1,515
Net Funded Debt (\$000)	\$4,922	\$5,048	\$8,690	\$8,808	\$8,558
Annual Debt Service (\$000)	\$609	\$628	\$627	\$571	\$741
Annual Debt Service Coverage (x)	2.0x	1.5x	1.6x	2.4x	2.0x
Cash on Hand	528 days	461 days	384 days	393 days	376 days
Debt to Operating Revenues (x)	1.3x	1.4x	2.3x	2.2x	2.0x

Sources: Moody's Investors Service, US Census Bureau, City of Onalaska audited financial statements

Profile

The City of Onalaska is located in southwestern [Wisconsin](#) (Aa1 stable), directly north of the City of La Crosse. The city's combined water and sewer systems provides essential utility services to customers with the city's corporate limits. Both systems are managed by the city's Common Council, though water rates are subject to approval by the state's Public Service Commission (PSC).

Detailed credit considerations

Service area and system characteristics: modestly-sized, but stable, service area north of La Crosse

We expect the combined water and sewer systems' service area will remain stable, though material expansion of the customer base is unlikely. The combined utility system is coterminous with the City of Onalaska's boundaries which covers approximately 12.5 square miles in [La Crosse County](#) (Aa1). Aside from a small amount of annexation opportunities the service area is static. The water system provides treatment and distribution services and the sewer system provides the interceptor network but contracts sewerage treatment to the City of La Crosse. The city has an average socioeconomic profile, with median family income equivalent to 104.3% of the national figure and a full value per capita estimated at \$108,000.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on www.moodys.com for the most updated credit rating action information and rating history.

The water system operates four wells with water storage provided by five reservoirs and utilizes 95.5 miles of variously sized mains. The number of customers served by the water system has grown 4.8% since 2014 while the sewer customer growth has been mostly flat during the same period. Both customer bases exhibit minimal user concentration with the top ten users comprising 6.7% of total water billings and 10% of sewer billings. The customer base is expected to mirror the relative stability of the city's property tax values. With peak daily consumption of 4.6 million gallons per day (MGD) and an average of 2.1 MGD in 2018, the water system operates well below its maximum capacity of 13 MGD. The combined system's scale is a notable credit quality challenge as annual operations and maintenance total just \$2.7 million in fiscal 2017.

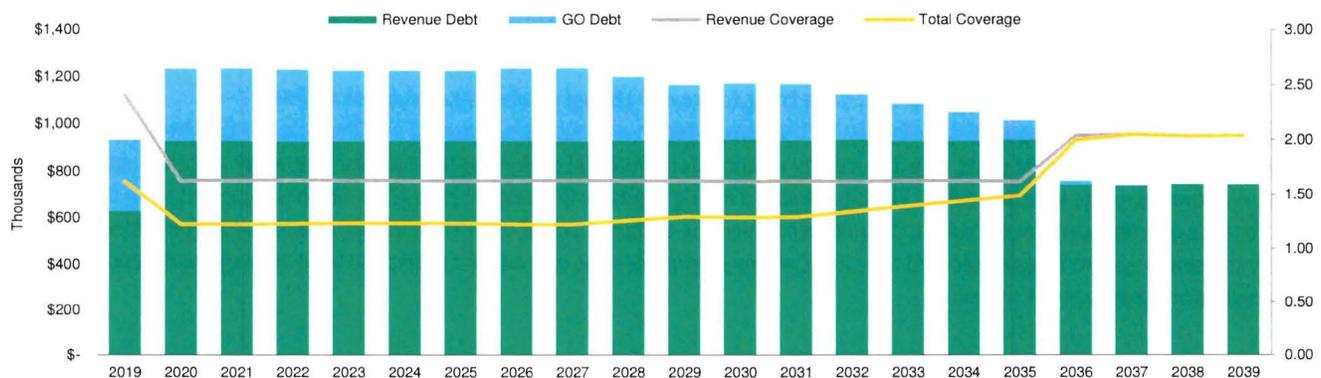
Debt service coverage and liquidity: maintenance of strong debt service coverage will require rate increases; strong liquidity

Rates increases will be necessary for the combined water and sewer systems to maintain strong financial operations, coverage and cash. The city is in the process of issuing \$8.6 million in senior lien revenue bonds for upgrades and extensions to each system. The addition of the debt is projected to increase annual debt service from \$741,000 in fiscal 2017, the most recent year of audited information, to \$1.2 million in fiscal 2020.

Management plans to annually revise its rate structure to both systems to maintain strong coverage given the rising annual debt service costs. The state's Public Service Commission (PSC) must approve all water rate increases. The water system implemented a simple rate increase of 3% effective fiscal 2019, with a full PSC water rate adjustment review anticipated to be implemented in fiscal 2020. That requested rate increase could exceed 25%. Favorably, the city's Common Council has unlimited rate setting authority on sewer rates, allowing the city to either increase sewer revenue, or pass on rising treatment costs from La Crosse, in a timely manner. Fiscal 2017 net revenue provides for 1.6x maximum annual debt service (MADS) on senior lien revenue debt, following the sale of the upcoming senior lien revenue bond offering, and 1.2x coverage on total debt. Failure of management to enact timely rate increases as anticipated could result in deterioration of credit quality.

Exhibit 2

Failure to enact rate increases would result in substantial drop in coverage



Coverage levels based on audited fiscal 2017 net revenue.

Sources: City of Onalaska audited financial statements, preliminary official statement of Water System and Sewerage System Revenue Bonds

Management has enacted rate increases to both the water and sewer systems in recent years. Water rate increases of 14% and 15% were implemented in June 2015 and 2016, respectively, with in conjunction with more modest rate increases on the sewer side helped to grow gross revenues by 4.4% in fiscal 2017. The growth in revenue, along with virtually no operating expenditure growth from fiscal 2015 through 2017, enabled the combined systems to generate net revenue of \$1.5 million. Net revenue provided for 3.6x coverage of senior lien revenue debt, and 2.0x coverage of total debt, inclusive of general obligation (GO) debt supported by the utilities. Unaudited results for fiscal 2018 depict senior lien coverage falling to a still strong 3.2x, with total debt service coverage estimated at 1.8x.

LIQUIDITY

Combined system liquidity is strong. At the close of fiscal 2017 the water and sewer enterprise funds maintained \$2.9 million in unrestricted cash, equivalent to 375 days cash on hand. Management has no plans to materially reduce cash from current levels.

Debt and legal covenants: strong legal covenants and manageable debt to revenue ratio

Inclusive of the upcoming revenue bond sale the combined net water and sewer revenue secure \$13.2 million of outstanding revenue debt as well as pay for \$3.5 million of the city's GO debt. Although debt to gross operating revenue is set to rise to from 2.0x in fiscal 2017 to 3.9x total leverage will still be moderate. The combined systems' total leverage is expected to lessen over time, as debt is retired, given limited future borrowing plans and a service area that is almost fully built out

The legal provisions for the parity issued revenue bonds, including the upcoming offering referenced above, provide strong security for bondholders. Revenue bonds are secured by a senior lien on the net revenues of the combined systems. The rate covenant calls for net revenues to provide at least 1.25x annual debt service coverage on the bonds. Bond resolutions also provides for an adequate additional bonds test (ABT) of 1.25x of MADS. A debt service reserve fund will be maintained in an amount equal to the lesser of MADS, 125% of average annual debt service on the bonds, or 10% of the stated principal amount of the bonds. Additionally the city covenants to, in the event of need, transfer available funds to enterprise funds in an amount necessary to meet the requirements of the rate covenant. This pledge of the city is subject to annual appropriation, as well as state imposed levy limits and does not constitute a general obligation of the city.

DEBT STRUCTURE

Projected principal amortization is slower than average with an estimated 46% of all outstanding debt repaid over the next 10 years. The enterprise maintains a 5-year capital improvement plan that is extended and updated annually. Prior to upcoming capital investments the asset condition of the combined systems have an estimated useful life of 24 years.

DEBT-RELATED DERIVATIVES

All debt issued for the combined enterprise is fixed rate and is not hedged by any derivatives.

PENSIONS AND OPEB

System employees participate in the Wisconsin Retirement System (WRS), a multi-employer cost-sharing defined benefit pension plan. In fiscal 2017 the water and sewer systems contributed \$54,000 to the plans, equal to a low 1.3% of combined system gross revenue. For more information on the city's participation in WRS, please see our most recent report on the GO credit quality of [City of Onalaska](#) (Aa2). The city does not offer any other post-employment healthcare benefits (OPEB).

Management and governance: independent rate setting for sewer though water rates subject to PSC

The City of Onalaska has full rate setting authority for the sewer system and has demonstrated a willingness to raise rates as needed to support operations and capital costs, as evidenced by its consistent financial performance. However, the water system is subject to final rate approval from the Wisconsin PSC. The city utilizes a rolling capital improvement plan (CIP) which is expected to be limited to maintenance and replacement of pipes and equipment given the systems' lack of large scale infrastructure needs going forward. Favorably the sewer system is separated and the city operates stormwater out of a distinct enterprise fund. Management reports no notable regulatory challenges at this time.

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REPORT NUMBER 1163503

CLIENT SERVICES

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Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

CITY OF ONALASKA

Position: City Administrator
Location: City Hall
Page: 1 of 5

Department: Administration
Supervisor: Common Council
Classification: Salaried Exempt

Approved by F & P Committee: 12/2/15, 12/5/18
Approved by Council: 12/8/15, 11/21/16, 12/11/18

Under the general direction of the Common Council, this is a management position responsible for planning, organizing, directing, coordinating, and expediting the effective and efficient performance of all City services, functions, and programs. Work involves planning, organizing, and directing the daily operations of the City departments. This position is responsible for actively communicating with elected officials to ensure they are continually advised about financial situations and the status of City service levels. There is frequent interaction with the public and other local officials.

ESSENTIAL JOB FUNCTIONS:

General Administrative Responsibilities:

- A. Coordinates and administers all City functions, except where such authority is vested in boards and commissions by the Wisconsin Statutes or city ordinances.
- B. Directs the day-to-day administration of the City, including the operation and general office management of the City and oversight of City department heads, Information Technology and Municipal Court departments; prepares recommendations regarding City operations. Reviews and makes recommendations on departmental organizational and procedures at all levels of the organization, including but not limited to promoting interdepartmental cooperation, in order to achieve and maintain greater effectiveness in City government.
- C. Responsible for hiring, supervision, training, motivation, evaluation, discipline, scheduling, and layout of work of departmental heads, Municipal Court Supervisor and IT Systems Administrator. Administers all personnel requests for leave time; reviews and signs time sheets.
- D. Reviews and assesses pending and adopted county, State, and Federal legislation that may affect the operations of the City.
- E. Develops and maintains positive relationships with the community, media, and other members of the public. Establishes procedures to facilitate communication and ensure that citizen comments receive prompt attention.
- F. Attends all City Council meetings, and brings to the attention of the City Council pending matters requiring Council action.

Staff Responsibilities to the Common Council:

- A. Effectuates actions of the Common Council and implement administrative matters as directed by the Council.
- B. Attends meetings of Council Committees or other meetings of City boards, commissions, committees, and task forces at the request of the Council.
- C. Represents the City at a variety of meetings including meetings with local, regional, State and Federal government agencies, private organizations, business, and citizens.
- D. Shall be an ex-officio member of any and all City committees as appointed by the Mayor and/or Council.
- E. Assesses the board and long term impact of trends in local government, including issues related to city growth and development and relevant actions of other units of government and formulate solutions and recommendations for consideration and action by the Common Council and Mayor.
- F. Provides information and policy alternatives to the Common Council. Informs the Mayor and Common Council on matters pertaining to municipal services, programs, activities, and fiscal matters on a timely basis. Recommends the best course of action for each problem, situation or event. Keeps the Council informed through oral and written reports.

Budget and Financial Responsibilities:

- A. Using information provided by the Finance Director, prepare the annual executive budget for submission to the Mayor and Common Council for their consideration and action.

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- B. Coordinates, advises, and prepares such work papers as necessary in the preparation of the annual report, capital improvement plan, and budget of the City.
- C. Supervises the development of a long range financial plan.
- D. Confer with and advise City officials, department heads and others on City financial matters.
- E. Researches the availability of, and inform Mayor, Common Council and department directors of county, state, federal and private grant opportunities appropriate for the City and administer the procurement of such grants as directed by the Common Council.
- F. Provides overall financial direction in the acquisition and use of financial resources through the operating and capital improvement budgeting process; reviews and recommends modifications to the annual operating budget and capital improvement plan.

Human Resources Responsibilities:

- A. Using information provided by the Human Resource Director, recommends pay increases, benefit adjustments and policy revisions to the Common Council for non-represented City employees as a group.
- B. Recommends to the Common Council, the appointment, promotion and when necessary for the welfare of the City, the suspension or termination of department heads that are under the jurisdiction of the Common Council.
- C. In consultation with Human Resources and appropriate department head, appoint, promote and when necessary for the good of the City, suspend or terminate employees below the department head level.
- D. Evaluates the job performance of all appointed department heads at least annually.
- E. Develops and enforces high standards of performance by City employees; assures that City employees have proper working conditions; and works closely with Human Resource Director and department heads to promptly resolve personnel problems or grievances.
- F. Serves as a member of the City's management negotiating team.

Planning, Zoning, Inspection Responsibilities:

- A. Assists City Planning Manager on preparation of City grant applications for financial assistance from federal, state, local, and private agencies and administer grant funds on behalf of the City.
- B. Oversees development of departmental policies and objectives for planning, zoning, economic development, and inspection.
- C. Works with City Engineer in developing long range planning for the Capital Improvements Budget.
- D. Assists all Department Heads with planning-related issues.
- E. Attends Plan Commission, Community Development Authority and Common Council meetings; and any other City meetings as required.
- F. Supervises the City Planning Manager in the implementation of the Comprehensive Plan and related long range plans for the City with direction from the Long Range Planning Committee.
- G. Assists in providing data, information, policy interpretations and technical assistance related to Zoning and Land Information programs and projects for professional clients, local officials, and the general public.
- H. Oversees compliance with the Zoning Code; prohibits the use or erection of any structure, land, or water until site has been inspected and approved. Assists enforcing and updating the Subdivision and Zoning Codes.
- I. Acts as Director of Inspection; oversees the office that directs all of the field inspections and issues permits for residential and commercial properties to insure compliance with the City Ordinances, building codes, and government regulations for existing and new construction, including plumbing, electrical, and HVAC installations; may participate in reviewing complaints related to City Ordinances.

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Economic Development Responsibilities:

- A. Promotes economic well-being and growth of the City through public and private sector cooperation.
- B. Coordinates negotiations with special interest groups including developers, builders, and citizen groups.
- C. Develops, promotes, and directs the City's economic development activities.
- D. Identify and implement intergovernmental programs, which implement the objectives of City land use plans.
- E. Coordinates assigned projects and responsibilities with consulting architects, engineers, attorneys, planners, and developers involved in City programs.
- F. Executive staff to the Community Development Authority.
- G. Drafts with the counsel of the City Attorney, developer agreements and manages such agreements.
- H. Identify and implement intergovernmental programs which implement the objectives of promoting the City. Other duties as assigned or requested.

RELATED JOB FUNCTIONS:

- A. Maintains an ongoing program of employee performance and evaluation with the advice and assistance of Human Resources, Mayor, and department heads.
- B. Completes other projects as directed by the City Council.
- C. Prepares periodic and special reports.
- D. Assures that persons affected by City Council actions are properly notified.
- E. Develops goals and objectives for the performance of the Administrator's duties and responsibilities and for the proper administration of the City.
- F. Oversees preparation of the official agenda for the City Council meetings, in coordination with the Mayor and City Clerk.
- G. ~~Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned~~ Acts as the City's public information officer, to keep the news media informed about the City's operations, and to ensure that open meeting rules and regulations are followed; serves as the Director of the Emergency Operations Center responsible for the coordination and administration of all operations within the City during an emergency.
- H. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- I. Performs other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Ability to have maturity, self-confidence, and strength of professional convictions to provide administrative insights, counsel, and administrative leadership to the Mayor and City Council. Be able to firmly and diplomatically present professional views, concerns, and implications of proposed policy action which may be under consideration, while also being committed to carry out impartial manner.
- B. Ability to work with appropriate local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner, respecting City policies and directives in an effective manner.
- C. Comprehensive knowledge of the concepts, practices, and techniques of municipal management including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- D. Considerable experience in team building, planning, organizing, and directing the work of others.

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- E. Comprehensive skill in managing and coordinating diverse municipal operations.
- F. Ability to communicate and listen effectively with people at various levels both within and outside the City.
- G. Knowledge and proficiency in the fields of building construction, plumbing, heating, and electrical installation and the related State codes.
- H. Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming and budget development and control.
- I. Considerable ability to conduct sound research and to develop effective recommendations for policies, program analysis, and implementation procedures.
- J. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.
- K. Ability to make oral presentations to groups of various sizes and compositions.
- L. Excellent computer skills, specifically in Microsoft Word and Excel.
- M. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.
- N. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Public Administration preferred, with preference with Master's degree in related field.
- B. A minimum of five or more years' experience in Public Administration involving supervisory and administrative responsibilities.
- C. Knowledge and/or experience of land use, zoning, and/or professional planning experience required. Experience in a public agency preferred.
- D. A minimum of five years progressively responsible experience in budgeting/financial management, human resource management and/or economic development desired.
- E. Experience in intergovernmental relations.
- F. Experience in mediation-arbitration and general labor relations, possessing a reputation for dealing openly and fairly with individual employees and employee groups.
- G. Experience involving risk management/insurance issues, economic development, land use planning and zoning, and utility management.
- H. Valid driver's license.

PHYSICAL REQUIREMENTS:

- 1. Frequently sits at keyboard.
- 2. Frequent twisting.
- 3. Reads and writes.
- 4. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- 5. Occasional bending and climbing up and down stairs or on ladders.
- 6. Occasionally lifts and carries less than (50) pounds.
- 7. Pushes and pulls office equipment up to (30) pounds within the office area.
- 8. Large percentage of time is spent talking, hearing, speaking and using near and far vision
- 9. Eighty (80) percent of work day spent sitting.
- 10. Ten (10) percent of work day spent walking.

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11. Ten (10) percent of work day spent standing.
12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day:

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	•			
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. over 50+# - 100+#				•

 Signature of Employee

 Date

 Signature of Employer

 Date

LEADERSHIP SKILLS INVENTORY

Leader Name: _____ Position Title: _____

Directions: Please place an X on the appropriate line.

	Strongly Agree (4)	Agree (3)	No Opinion (2)	Disagree (1)	Strongly Disagree (0)
1. Gives appreciation to others.					
2. Confronts people with situations as they arise.					
3. Spends time and stays close with subordinates.					
4. Gives encouragement to others.					
5. Makes clear to subordinates what is expected.					
6. Is a good listener.					
7. Coaches employees to ensure compliance with goals.					
8. Treats people like they are important.					
9. Is actively involved in the development of subordinates.					
10. Holds me accountable for meeting set standards.					
11. Gives the credit to those who deserve it.					
12. Is a leader people feel confident following.					
13. Shows patience and self-control with others.					
14. Has the technical skills necessary to do the job.					
15. Meets the legitimate needs of others.					
16. Is able to forgive mistakes and not hold grudges.					
17. Is someone people can trust.					
18. Does not engage in backstabbing or gossip.					
19. Gives positive feedback to subordinates.					
20. Does not embarrass people or punish them in public.					
21. Sets high goals for self, subordinates, and departments.					
22. Has a positive attitude on the job.					
23. Is sensitive to the effects of decisions across dept.					
24. Is a fair and consistent leader and leads by example.					
25. Is not an over controlling micro-manager.					

26. What are the greatest leadership strengths/skills that the person being evaluated possesses?

27. What leadership skills does the person being evaluated need to work on?

28. What do you think the short term or long term goals should be for the City? (i.e. 1-2 years vs. 4-5 years)

****Completed surveys should be put in an envelope and given to the HR Director.****

Employee Name: _____

This Review for the Period: _____

Job Title: _____

Department: _____

City of Onalaska City Administrator Appraisal



INSTRUCTIONS:

All staff should be evaluated with this form as the prime evaluation tool. Additional material is optional. Annual Evaluations are required, at a minimum, but may be done at any time deemed appropriate by the supervisor. Anniversary date of employment is the time the evaluations may be done, or the evaluations may be done at a regular time during the year at the supervisor's discretion, as long as completed by year-end.

A meeting between the employee and the supervisor is required to discuss the evaluation. There must be a mutually clear understanding of the job the employee is expected to perform, the work standards expected by the supervisor, how well the employee is performing, and what the employee can do to improve job performance.

NOTE:

Substantially Exceeds Expectations (SEE) - requires a separate events log documenting the dates and type of performance

Consistently Exceeds Expectations (CEE) - requires supervisor notes be written on this form describing performance

Consistently Accomplishes Expectations (CAE) - does not require notes, but supervisors comments are recommended

Meets Minimum Standards (MME)- requires notes to be written on this form describing performance

Unsatisfactory Performance / Needs Improvement (UNI) - requires a work plan to be completed to discuss with the employee what needs to be done to meet expectations. Human Resources may be contacted to help assist in developing a work plan.

Work plans may be used even if performance Meets Minimum Expectations, to indicate supervisor's expectations for the future, or to document the employee's assignment to certain tasks. Work plans may be used with good performance.

To receive a merit increase the employee must receive "substantially exceeds expectations" or "consistently exceeds expectations" ratings in over half of the applicable performance qualities and the Goal Statement, and cannot have any "unsatisfactory performance, needs improvement" ratings.

Forms are available from the Human Resource Department. Contact the Human Resources Department with questions about use of evaluation forms. File the original Evaluation with the Human Resources Department; give the employee a copy; and the supervisor may keep a copy as needed to monitor performance.



City of Onalaska

Employment Review

Name: _____

Review Date: _____

Position: _____

Department: _____

TYPE OF REVIEW: Annual Trial work period Other (*specify*) _____

SER = Substantially Exceeds Requirements (5)

MMS = Meets Minimum Standards (2)

CEE = Consistently Exceeds Expectations (4)

UNI = Unsatisfactory Performance / Needs Improvement (1)

CAE = Consistently Accomplishes Expectations (3)

NA = Non-Applicable (0)

PERFORMANCE FACTORS

1. **QUALITY OF WORK:** Accuracy, completeness, over-all quality, and attention to detail.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

2. **TIME MANAGEMENT/ PRODUCTIVITY:** Effectively plans, organizes and utilizes all available time; uses resources effectively and meets all deadlines. Gets to work on time. Completes tasks in a timely manner. Produces a significant volume of accurate thorough and acceptable work. Responds to questions from Council promptly.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

3. **JOB KNOWLEDGE:** Understands and demonstrates the practical/technical skills and information used for this position.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

4. **ADHERENCE TO POLICY:** Follows all established policies and procedures within the intent and letter of the policies and procedures.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

5. **RELIABILITY/INDEPENDENCE:** Can be relied upon to complete tasks and follow up with little or no supervision.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

6. **SKILLS AND PROFICIENCY:** the mastery of physical or mental skills or technical competency required by the job.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

7. **PUNCTUALITY:** Is timely for business appointments and meetings. Observes prescribed breaks, lunch and work periods.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

8. **RESPONSIBILITY:** Receives and cares for City property and equipment in a responsible manner. Consistency of performance, reliability, and acceptance of personal responsibility for results.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

9. **FINANCIAL MANAGEMENT:** Ability to manage staffing needs, financial priorities, materials, and supplies. Annually submits (or assists in preparation of) realistic and justifiable budget requests for the next budget year based upon factual information timely with sufficient information included. Continually manages their operating budget so as not to exceed the annual allocation.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

10. **PROBLEM SOLVING:** (Judgment, Critical Thinking): the ability to make good decisions regarding all work responsibilities and tasks.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

11. **APPLICATION OF KNOWLEDGE TO WORK:** the ability to apply knowledge and training to daily accomplishment of tasks. Has knowledge of municipal operations. Represents Council positions and policies accurately and effectively.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

12. **ORGANIZATION:** (productive use of work time): effective use of time, ability to organize priorities and quality of work produced. Agenda items and supporting documents are given to Council in sufficient time to allow for appropriate deliberation and consideration.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

13. **SAFETY ON THE JOB:** awareness of and adherence to safety principles and rules while at work. (May be appropriate for those in the field more often)

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

14. **COMMUNICATION SKILLS:** Uses oral and written communication methods appropriate to professional relationships; actively listens, writes clearly, thoughtfully, and accurately. Is available to supervisor, peers, and public and is easy to talk to. Keeps supervisors informed timely and shares information equally.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

CHARACTER FACTORS

15. **ACCOUNTABILITY:** Personal acceptance of responsibility and accountability. Takes disciplinary actions when necessary. Met Council objectives and followed up with departments on work being completed timely/effectively.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

16. **EFFECTIVENESS UNDER STRESS:** Thinking and functioning effectively under conditions of physical or mental pressure. Maintaining composure appropriate for a situation.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

17. **INITIATIVE / CREATIVITY:** Ability to take appropriate action in the absence of specific direction from supervisors. Being creative, proactive, and decisive.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

18. **FLEXIBILITY:** Reacts and adapts to difficult, changing or emergency situations with little or no disruption in production or performance.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

19. **PROFESSIONAL RELATIONSHIPS:** Has the ability to establish friendly and professional relationships with peers, other employees, and supervisors. Contributes to a productive work environment. Works well and effectively with the public, media and other municipalities.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

20. **JUDGMENT:** Recognizes and defines problems; develops workable solutions recognizing the pertinent factor involved with a particular problem or situation. Reviews alternatives in making recommendations to ensure the quality of those recommendations.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

21. **KEEPING JOB SKILLS CURRENT:** the willingness to learn new duties and to maintain job skills at a level sufficient to successfully perform the job.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

22. **CUSTOMER SERVICE / COURTEOUS DEMEANOR:** willingness to help and serve the customer, whether they are the public, clients, coworkers, or other people in a customer role. Respects Council opinions and directions.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

23. **ACCEPTANCE OF CHANGE / ADAPTABILITY:** willingness to adapt to changing priorities or circumstance as required and willingness to accept recommendations for change from supervisor or others.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

24. **ETHICS / CONFIDENTIALITY:** the display of ethical behavior and measuring compliance with rules on the maintenance of confidentiality as to any sensitive or protected information. Is honest and ethical in performance of duties.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

25. **BEHAVIOR:** displays in words and actions a pleasant, cheerful and positive outlook toward work, City of Onalaska and department goals, is enthusiastic and sets a positive example.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

LEADERSHIP FACTORS

26. **LEADING OTHERS / SET EXAMPLE:** Provides direction and motivates others to accomplish assigned tasks while sustaining morale and maximizing performance. Personal action that demonstrates the appropriate conduct, personal appearance, ethical behavior, and self-discipline that employees and peers should emulate.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

27. **DEVELOPING PERSONNEL:** Provides atmosphere that allows for the personal and professional growth of others. Challenges others to exceed their perceived potential. Uses team concept to work toward a common objective.

SER (5) CEE (4) CAE (3) MMS (2) UNI (1)

Future Goal Statement – List goals for the next review period.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Manager's Signature _____ Date _____

Employee Comments (after review has been completely discussed):

Employee's Signature _____ Date _____

CITY OF ONALASKA
CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

AGREEMENT made and entered into this ____ day of _____, 2017, by and between the City of Onalaska, 415 Main Street, Onalaska, Wisconsin 54650 and Eric C. Rindfleisch, hereinafter referred to as "City Administrator".

WHEREAS, it is the intent and purpose of the parties to determine and establish the provisions of their agreement of said employment;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties here to respectfully agree as follows:

1. DEFINITIONS.

"Council" shall mean the Common Council, otherwise known as the governing body of the City of Onalaska.

"City" shall mean the City of Onalaska.

2. EMPLOYMENT. Subject to the provisions herein contained, the City, acting by and through its Common Council hereby hires and employs Eric C. Rindfleisch as City Administrator of the City of Onalaska.
3. EFFECTIVE DATE. The effective date of this Agreement is hereby established as May 1, 2017; which will also be the original date of hire.
4. TERM. Administrator is appointed by and serves at the pleasure of the Council for the City of Onalaska.
 - a. Subject to Section 12, the term of this Agreement shall be for four (4) years. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of the City Administrator at any time with or without cause, during the term of this Agreement, subject only to Section 12 below. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Administrator to resign at any time during this Agreement subject only to Section 12, below. Upon expiration of the term of this Agreement, the City Administrator's employment with the City shall terminate unless the parties have executed a successor agreement.
 - b. Six months prior to the end of the four year term of this agreement and no later than October 31, 2020, the City of Onalaska Finance and Personnel Committee shall provide the City Administrator with notice of its intent to renew for a like term or not to renew the Agreement at the end of the term set forth above.
5. HOURS OF WORK. Generally, Administrator will be in the City Office from 8:00 am to 5:00 pm Monday through Friday. The City will allow the Administrator to flex their hours on Friday afternoons. In addition, Administrator must attend all meetings of the

Common Council, and must conduct other City business as needed outside formal office hours.

Administrator shall not engage in any other employment without the written pre-approval of the City. Any outside employment required to be approved shall be subject to periodic review by the City Finance and Personnel Committee, and the Common Council may revoke its approval of outside employment upon recommendation of the Finance and Personnel Committee. Any outside employment shall not interfere with the duties performed for the City of Onalaska. If outside employment interferes with those duties then the City has the right to order the Administrator to cease any or all outside employment.

6. PAID TIME OFF. The Administrator shall be considered qualified for Vacation, Holidays, Personal Days, and Sick days and shall operate under the provisions of the City's adopted policies regarding such Vacation, Holidays, Personal Days, and Sick days. As of the Effective Date of this Agreement, for the year of 2017, the Administrator has been credited with 120 hours of vacation. All paid time off must be reported to the Finance and Personnel Committee.
7. ONGOING EMPLOYMENT EVALUATIONS. The performance of the City Administrator shall be reviewed annually by the Common Council midway through each year before the adoption of the annual operating budget. The review shall include, but not by way of limitation, examination and evaluation of the performance of City Administrator and consideration of future step, merit and other compensation increases by the City to City Administrator.
8. DUTIES. The City Administrator shall perform each of the following functions and duties:
 - a. Those duties imposed by Wisconsin law and not assigned to any other officer or board, commission, committee, or to the Council.
 - b. Those duties as are set forth in the position description, attached hereto and incorporated by reference as Exhibit "A".
 - c. Those duties referenced by the City of Onalaska Code of Ordinances.
 - d. As are set forth expressly or by incorporation in this Agreement.
 - e. As are set forth in amendments to State Statutes or City Code.
 - f. Such other, and further legally permissible duties as are assigned from time to time by the Common Council.
 - g. The Employee shall not, at any time during or following employment, disclose, use, transfer or sell, except in the course of employment with the City, as approved by the City, any confidential information or proprietary data of the City as long as such information or proprietary data remains confidential and has not been disclosed or is not otherwise in the public domain. The Employee must follow the Wisconsin open records law and any contrary provision herein is void.
9. COMPENSATION.

- a. Base Salary. Employee's annual base salary as of the effective date of this agreement, for the year 2017, is \$120,000. Salary is payable in installments at the same time that other City employees of the Employer are paid.
- b. This agreement shall be automatically amended to reflect any future salary adjustments that are provided, such as annual COLA's, or other adjustments as required by the Employer's compensation policies. In addition to salary adjustments provided annually, the Common Council shall consider step increases to reward the City Administrator on the basis of merit during the annual review.

10. ADDITIONAL BENEFITS.

- a. The City shall provide, allow, or pay the City Administrator all benefits in the form of paid holidays, life insurance, health and hospitalization insurance, and other like benefits as are provided, allowed, or paid to other unrepresented administrative employees of the City, as outlined within and subject to the provisions of the City's Employee Manual and other policies; and, subject to the provisions of this Agreement, the City reserves the right to increase, augment, change, reduce, or abolish such employee benefits in the same manner and to the same extent as are applicable to City Department Heads. In the event that the City reduces or abolishes any employee benefits (Personnel Policies), it shall not be considered as a breach of its duties toward the City Administrator.
- b. At its option the City shall either make available to the City Administrator a City-owned vehicle to be used for City business or to reimburse him the current Internal Revenue Service mileage rate for all City business conducted with his personal vehicle as long as the City required documentation is filed with the City.
- c. The City shall provide a cell phone for use on City business.
- d. The City shall pay the City Administrator annual membership fees to the, Wisconsin City/County Management Association, and like organizations and subscriptions to professional journals and publications pending approval of the common council. Further the City shall budget \$2,000.00 annually for the purpose of encouraging the City Administrator to participate in continuous professional development in order to benefit the City of Onalaska with the delivery of efficient municipal services in a cost effective manner. The City will pay reasonable expenses for said professional development in accordance with City policies.
- e. The City shall provide for attendance and membership fees to local community events, activities and organizations that benefit the City of Onalaska and allow the Administrator to become more involved in the local and regional community.
- f. **INSURANCE.** The City agrees to provide health insurance for employees and their dependents under the Wisconsin Employee Trust Funds Health Insurance Plan. In accordance with the City's Personnel Policy, the City will pay 80% of the average monthly premium of the family and/or single plans for health insurance for the Administrator, and the remaining health insurance premium cost shall be the Administrator's responsibility. Health insurance will be effective on May 1, 2017 on the Commencement of Employment. Additionally, effective on May 1,

2017 on the Commencement of Employment, the City will provide to the Administrator the same dental and life insurance that is available to all other City employees and on the same terms as all other City employees, subject to periodic change as determined by the City. Additional Life Insurance, Short Term Disability, Long Term Disability, Accidental Insurance, Cancer Insurance, and Critical Illness Insurance may be purchased by the Administrator similar to all other City employees and on the same terms as all other City employees, subject to periodic change as determined by the City. To the extent that the City offers a Section 125 plan, the Administrator will be eligible to participate in the benefits of the Plan.

11. RETIREMENT. The Administrator shall pay the required employee contribution to the Wisconsin Retirement System. The City shall pay the required employer contribution to the Wisconsin Retirement System.
12. RESIGNATION; TERMINATION OF EMPLOYMENT; SEVERANCE PAY, WHEN APPLICABLE.
 - a. The City may choose to terminate the employment of the City Administrator at any time during the term of this Agreement for cause only after the City Common Council provides the Employee an opportunity to be heard with at least one (1) week written notice of the City Common Council holding a hearing to determine if cause exists for termination of the City Administrator. A vote of no less than five (5) members of the City Common Council (3/4 supermajority) determining that cause exists, is required to terminate for cause. The City must provide no less than fourteen (14) paid days' notice to the City Administrator of the City's intent to terminate this Employment Agreement for cause. Termination for cause shall include, but not be limited to, conviction by a court of competent jurisdiction of any criminal act or omission involving moral turpitude (which shall include, but not be limited to, embezzlement, tax evasion, fraud, or criminal sexual conduct) which crime substantially relates to the circumstances of the City Administrator's job duties, a violation of an express provision of the Wisconsin Statutes, or by failure, refusal, or neglect to perform the assigned duties of the office of City Administrator as prescribed by the Agreement, or by misrepresentation of prior experience and/or employment. In the event of termination of employment for cause, the City shall not be required to pay severance pay as set forth in Section 12 C., below, and the City Administrator shall forfeit any and all accrued but unused benefits, except for earned vacation as outlined in the Personnel Policies.
 - b. Following the Administrator's opportunity to be heard as required in Section 12 a., above, the City still reserves the right at any time, without cause, upon a vote of no less than four (4) members of the City Common Council (2/3 supermajority), and no less than fourteen (14) paid days' notice to the City Administrator of the City's intent, to terminate this Employment Agreement without cause, subject only to payment of the severance pay under Section 11 c., below.
 - c. Severance pay shall be paid by the City to the City Administrator only in the event of termination of employment pursuant to b. above: a lump sum cash

payment equal to the aggregate annual salary of the City Administrator (in the year of termination) for a period of twelve (12) months, together with all accrued vacation benefits and twelve (12) months of full benefits as determined by current/active City Personnel Policies. Severance shall only be paid in exchange for the Administrator's full release of any and all claims the Administrator may have against the City at the time of his termination. The parties may choose to accomplish such through a mutual "separation agreement."

- d. The City Administrator may resign his employment with the City at any time; nothing in this Agreement shall prevent, limit, or otherwise restrict his right to submit his resignation. The City Administrator agrees to provide sixty (60) days' notice of his intention to resign. In the event of the resignation, the City shall not be required to pay the City Administrator the severance pay prescribed in c., above, but he shall be entitled to all earned and accrued vacation time.
- e. In the event that the City Administrator is permanently disabled or is otherwise unable to perform the duties of the position by reason of sickness, accident, injury, mental incapacity, or ill health for a period of four (4) consecutive weeks beyond and in addition to any statutory leave and/or the exhaustion of all available leaves of absence, the City reserves the right to terminate this Agreement with no severance pay due and owing to the City Administrator. Any time off after exhaustion of paid leave shall be without pay. The City Administrator shall be eligible in the same manner as are other full time employees of the City for short term or long term disability benefits. These provisions shall not abrogate the City's obligations under the ADA or FMLA. For purposes of the FMLA, the City Administrator shall be deemed to be a "key employee".

13. MOVING EXPENSES. It is agreed that the City of Onalaska shall pay a one-time stipend of \$7,500.00 to the Administrator for expenses related to moving or establishing a household undertaken by the Administrator for the purposes of commencing employment with the City of Onalaska.

14. MISCELLANEOUS.

- a. The provisions contained herein shall constitute the entire agreement between the City and City Administrator. No additions or amendments hereto shall be permitted except by mutual agreement of the parties; additions and amendments by the City shall be authorized by the City as provided by Wisconsin Statutes.
- b. If any provision or any portion thereof contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of the Agreement shall remain in effect and the objectionable portion thereof shall be deemed severable, and the remainder shall not be affected thereby and shall remain in full force and effect.
- c. The Agreement shall be construed and applied under Wisconsin Law.
- d. Notices. Notices under or pertaining to this Agreement shall be personally delivered or served by First Class U.S. mail as follows:

City of Onalaska:

City Clerk
City of Onalaska
415 Main St.
Onalaska, WI 54650

City of Onalaska Administrator:

Residence on file with the City of Onalaska

- e. Venue for disputes pertaining to this Agreement shall be in the Circuit Court, La Crosse County, Wisconsin.
- f. If any provision of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect as if the severed portion were not included in this Agreement.

IN WITNESS WHEREOF, the City of Onalaska has caused this Agreement to be signed and executed on its behalf by its Mayor who has signed and executed this Agreement, on the day and year first above written at the City of Onalaska, Wisconsin and the Administrator has signed and executed this Agreement on the day and year first written above.

CITY OF ONALASKA

CITY ADMINISTRATOR

By: _____
Joe Chilsen, Mayor

By: _____

Date: _____

Date: _____

By: _____
Caroline Burmaster, City Clerk

Date: _____

EXHIBIT A

CITY OF ONALASKA

Position: City Administrator
Location: City Hall
Page: 7 of 11

Department: Administration
Supervisor: Common Council
Classification: Salaried Exempt

Approved by F & P Committee: 12/2/15
Approved by Council: 12/8/15, 11/21/16

Under the general direction of the Common Council, this is a management position responsible for planning, organizing, directing, coordinating, and expediting the effective and efficient performance of all City services, functions, and programs. Work involves planning, organizing, and directing the daily operations of the City departments. This position is responsible for actively communicating with elected officials to ensure they are continually advised about financial situations and the status of City service levels. There is frequent interaction with the public and other local officials.

ESSENTIAL JOB FUNCTIONS:

General Administrative Responsibilities:

- A. Coordinates and administers all City functions, except where such authority is vested in boards and commissions by the Wisconsin Statutes or city ordinances.
- B. Directs the day-to-day administration of the City, including the operation and general office management of the City and oversight of City department heads; prepares recommendations regarding City operations. Reviews and makes recommendations on departmental organizational and procedures at all levels of the organization, including but not limited to promoting interdepartmental cooperation, in order to achieve and maintain greater effectiveness in City government.
- C. Reviews and assesses pending and adopted county, State, and Federal legislation that may affect the operations of the City.
- D. Develops and maintains positive relationships with the community, media, and other members of the public. Establishes procedures to facilitate communication and ensure that citizen comments receive prompt attention.
- E. Attends all City Council meetings, and brings to the attention of the City Council pending matters requiring Council action.

Staff Responsibilities to the Common Council:

- A. Effectuates actions of the Common Council and implement administrative matters as directed by the Council.
- B. Attends meetings of Council Committees or other meetings of City boards, commissions, committees, and task forces at the request of the Council.
- C. Represents the City at a variety of meetings including meetings with local, regional, State and Federal government agencies, private organizations, business, and citizens.
- D. Shall be an ex-officio member of any and all City committees as appointed by the Mayor and/or Council.
- E. Assesses the board and long term impact of trends in local government, including issues related to city growth and development and relevant actions of other units of government and formulate solutions and recommendations for consideration and action by the Common Council and Mayor.
- F. Provides information and policy alternatives to the Common Council. Informs the Mayor and Common Council on matters pertaining to municipal services, programs, activities, and fiscal matters on a timely basis. Recommends the best course of action for each problem, situation or event. Keeps the Council informed through oral and written reports.

Budget and Financial Responsibilities:

- A. Using information provided by the Finance Director, prepare the annual executive budget for submission to the Mayor and Common Council for their consideration and action.
- B. Coordinates, advises, and prepares such work papers as necessary in the preparation of the annual report, capital improvement plan, and budget of the City.
- C. Supervises the development of a long range financial plan.
- D. Confer with and advise City officials, department heads and others on City financial matters.
- E. Researches the availability of, and inform Mayor, Common Council and department directors of county, state, federal and private grant opportunities appropriate for the City and administer the procurement of such grants as directed by the Common Council.
- F. Provides overall financial direction in the acquisition and use of financial resources through the operating and capital improvement budgeting process; reviews and recommends modifications to the annual operating budget and capital improvement plan.

Human Resources Responsibilities:

- A. Using information provided by the Human Resource Director, recommends pay increases, benefit adjustments and policy revisions to the Common Council for non-represented City employees as a group.
- B. Recommends to the Common Council, the appointment, promotion and when necessary for the welfare of the City, the suspension or termination of department heads that are under the jurisdiction of the Common Council.
- C. In consultation with Human Resources and appropriate department head, appoint, promote and when necessary for the good of the City, suspend or terminate employees below the department head level.
- D. Evaluates the job performance of all appointed department heads at least annually.
- E. Develops and enforces high standards of performance by City employees; assures that City employees have proper working conditions; and works closely with Human Resource Director and department heads to promptly resolve personnel problems or grievances.
- F. Serves as a member of the City's management negotiating team.

Planning Responsibilities:

- A. Responsible for hiring, supervision, training, motivation, evaluation, discipline, scheduling, and layout of work of departmental personnel in planning, and inspection. Administers all personnel requests for leave time; reviews and signs time sheets.
- B. Develops departmental budget to include: planning, economic development, and inspection.
- C. Assists City Planner on preparation of City grant applications for financial assistance from federal, state, local, and private agencies and administer grant funds on behalf of the City.
- D. Develops departmental policies and objectives for planning, zoning, economic development, and inspection.
- E. Works with City Engineer in developing long range planning for the Capital Improvements Budget.
- F. Assists all Department Heads with planning-related issues.
- G. Attends Plan Commission, Community Development Authority and Common Council meetings; and any other City meetings as required.
- H. Supervises the City Planner in the implementation of the Comprehensive Plan and related long range plans for the City with direction from the Long Range Planning Committee.

Zoning Responsibilities:

- A. Assists in providing data, information, policy interpretations and technical assistance related to Zoning and Land Information programs and projects for professional clients, local officials, and the general public.
- B. Assists in ensuring that all structures, land, and waters are inspected as often as necessary to assure compliance with the Zoning Code; prohibits the use or erection of any structure, land, or water until site has been inspected and approved. Assists enforcing and updating the Subdivision and Zoning Codes.

- C. May assist or review investigations on complaints made relating to the location of structures and the use of structures, lands and waters, give notice of all violations of the Zoning Code to the owner, resident, agents or occupant of the premises and report uncorrected violations to the City Attorney.
- D. Requests assistance and cooperation from the Police Department and City Attorney as necessary.

Inspection Responsibilities:

- A. Supervises the office that directs all of the field inspections and issues permits for residential and commercial properties to insure compliance with the City Ordinances, building codes, and government regulations for existing and new construction, including plumbing, electrical, and HVAC installations.
- B. Supervises or directly investigates complaints that relate to City Ordinances; interprets applicable codes for compliance.

Economic Development Responsibilities:

- A. Promotes economic well-being and growth of the City through public and private sector cooperation.
- B. Coordinates negotiations with special interest groups including developers, builders, and citizen groups.
- C. Develops, promotes, and directs the City's economic development activities.
- D. Identify and implement intergovernmental programs, which implement the objectives of City land use plans.
- E. Coordinates assigned projects and responsibilities with consulting architects, engineers, attorneys, planners, and developers involved in City programs.
- F. Executive staff to the Community Development Authority.
- G. Drafts with the counsel of the City Attorney, developer agreements and manages such agreements.
- H. Identify and implement intergovernmental programs which implement the objectives of promoting the City. Other duties as assigned or requested.

RELATED JOB FUNCTIONS:

- A. Maintains an ongoing program of employee performance and evaluation with the advice and assistance of Human Resources, Mayor, and department heads.
- B. Completes other projects as directed by the City Council.
- C. Prepares periodic and special reports.
- D. Assures that persons affected by City Council actions are properly notified.
- E. Develops goals and objectives for the performance of the Administrator's duties and responsibilities and for the proper administration of the City.
- F. Oversees preparation of the official agenda for the City Council meetings, in coordination with the Mayor and City Clerk.
- G. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- H. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- I. Performs other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Ability to have maturity, self-confidence, and strength of professional convictions to provide administrative insights, counsel, and administrative leadership to the Mayor and City Council. Be able to firmly and diplomatically present professional views, concerns, and implications of proposed policy action which may be under consideration, while also being committed to carry out impartial manner.

- B. Ability to work with appropriate local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner, respecting City policies and directives in an effective manner.
- C. Comprehensive knowledge of the concepts, practices, and techniques of municipal management including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- D. Considerable experience in team building, planning, organizing, and directing the work of others.
- E. Comprehensive skill in managing and coordinating diverse municipal operations.
- F. Ability to communicate and listen effectively with people at various levels both within and outside the City.
- G. Knowledge and proficiency in the fields of building construction, plumbing, heating, and electrical installation and the related State codes.
- H. Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming and budget development and control.
- I. Considerable ability to conduct sound research and to develop effective recommendations for policies, program analysis, and implementation procedures.
- J. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.
- K. Ability to make oral presentations to groups of various sizes and compositions.
- L. Excellent computer skills, specifically in Microsoft Word and Excel.
- M. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.
- N. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Public Administration preferred, with preference with Master's degree in related field.
- B. A minimum of five or more years' experience in Public Administration involving supervisory and administrative responsibilities.
- C. Knowledge and/or experience of land use, zoning, and/or professional planning experience required. Experience in a public agency preferred.
- D. A minimum of five years progressively responsible experience in budgeting/financial management, human resource management and/or economic development desired.
- E. Experience in intergovernmental relations.
- F. Experience in mediation-arbitration and general labor relations, possessing a reputation for dealing openly and fairly with individual employees and employee groups.
- G. Experience involving risk management/insurance issues, economic development, land use planning and zoning, and utility management.
- H. Valid driver's license.

PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reads and writes.
4. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
5. Occasional bending and climbing up and down stairs or on ladders.
6. Occasionally lifts and carries less than (50) pounds.
7. Pushes and pulls office equipment up to (30) pounds within the office area.
8. Large percentage of time is spent talking, hearing, speaking and using near and far vision

9. Eighty (80) percent of work day spent sitting.
10. Ten (10) percent of work day spent walking.
11. Ten (10) percent of work day spent standing.
12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day:

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	•			
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. over 50+# - 100+#				•

Signature of Employee

Date

Signature of Employer

Date

PROPOSED ORDINANCE**Sec. 2-3-14 City Administrator.**

- (a) **Office and Purpose.** The office of City Administrator is created, to be an officer of the City, pursuant to Wis. Stats. §62.09(1)(a). The City Administrator shall be the chief operating officer of the City, shall administer City departments to implement the policies set by the Council, and shall be responsible for the efficient coordination of all City departments, boards and commissions. The Common Council may adopt a job description for the City Administrator and amend it from time to time, and the City Administrator shall substantially comply with the requirements of the job description. It is the intent that the City Administrator shall have the clear authority to coordinate and administer the day-to-day operations of municipal government as specified in this section.
- (b) **Appointment and Termination.** At any time there is a vacancy in the office of City Administrator, a nominee for the office shall be selected by a selection committee. The selection committee may delegate any duties of the selection process to City staff or working groups and may appoint nominating committees or interview panels as necessary. The selection committee shall negotiate the basic terms of the nominee's employment contract, and the final contract shall contain such additional provisions as are determined by the Common Council and Human Resources. The nominee and the proposed terms of the employment contract shall be presented to the Council, which shall then confirm or reject the nominee and the proposed terms of the nominee's employment contract. Confirmation shall be by simple majority vote. Upon confirmation by the Council, the Mayor shall execute the employment contract and the nominee shall assume the office. If the Common Council does not confirm either the nominee or the proposed terms of the employment contract, then the selection committee shall either begin searching for another nominee or attempt to re-negotiate the terms of the employment contract to which the Council objects, and shall continue until a nominee and a contract have been confirmed by the Council and an employment contract has been executed by the Mayor on behalf of the City. Selection and confirmation of the City Administrator shall be based solely on merit, including education, training, general fitness for office and experience in municipal administration and municipal land use, development, planning and zoning.
- (c) **Term.** The City Administrator shall hold office for an indefinite term, subject to removal at any time by a two-thirds (2/3) vote of the Council.
- (d) **Contract.** The City Administrator's employment contract shall be in writing, and shall specify that employment is at-will.
- (e) **Organizational Level.** The City Administrator, as chief operating officer, is delegated the Mayor's executive authority to administer independently the operations of certain City departments, as defined below, and is therefore subordinate to, and performs duties at the request of, the City Council. The City Administrator is superior to, and has direct authority over, the heads of the City departments which are under the City Administrator's direction.
- (f) **Specific Duties.** The City Administrator shall perform the following duties, in addition to the duties attendant to the office and as specified in the City Administrator's job description:
- (1) Administer the operations of, and have direct authority over the heads of, the following City departments: Assessor; Cemetery; Finance; Information Technology; Parks and Recreation; Public Works; and all other City departments and offices the oversight of which is not given to other City officials
 - (2) Coordinate the operations of, and facilitate the cooperation of all City departments, commissions and boards to maximize the efficiency of implementation of policies set by

the Council, regardless of whether the City Administrator has direct authority over the departments, commissions or boards.

- (g) **Annual Review.** The City Administrator shall undergo an annual performance review. The review shall be conducted by a committee composed of the Common Council President and Finance & Personnel Chair; if they are one and the same, then another Council member, other than the Council President shall be involved. The Human Resources Director will serve as an advisor to the annual performance review committee. The committee shall prepare a report to the Council of the results of the review, identify specific goals to address performance deficiencies, and recommend other appropriate actions to be taken, including salary adjustments.
- (h) **Acting City Administrator.** The City Administrator may designate a City officer to act as City Administrator in the City Administrator's absence from office for reasons of illness, vacation, business or any other reason for a period of more than three days.

EXISTING ORDINANCE

Sec. 2-3-14 City Administrator.

- (a) **Office and Purpose.** The office of City Administrator is created, to be an officer of the City, pursuant to Wis. Stats. §62.09(1)(a). The City Administrator shall be the chief operating officer of the City, shall administer City departments to implement the policies set by the Council, and shall be responsible for the efficient coordination of all City departments, boards and commissions. The Common Council may adopt a job description for the City Administrator and amend it from time to time, and the City Administrator shall substantially comply with the requirements of the job description. It is the intent that the City Administrator shall have the clear authority to coordinate and administer the day-to-day operations of municipal government as specified in this section.
- (b) **Appointment and Termination.** At any time there is a vacancy in the office of City Administrator, a nominee for the office shall be selected by a selection committee, composed of the Common Council and the Mayor. The selection committee may delegate any duties of the selection process to City staff or working groups and may appoint nominating committees or interview panels as necessary. The selection committee shall negotiate the basic terms of the nominee's employment contract, and the final contract shall contain such additional provisions as are determined by the Common Council and Human Resources. The nominee and the proposed terms of the employment contract shall be presented to the Council, which shall then confirm or reject the nominee and the proposed terms of the nominee's employment contract. Confirmation shall be by simple majority vote. Upon confirmation by the Council, the Mayor shall execute the employment contract and the nominee shall assume the office. If the Common Council does not confirm either the nominee or the proposed terms of the employment contract, then the selection committee shall either begin searching for another nominee or attempt to re-negotiate the terms of the employment contract to which the Council objects, and shall continue until a nominee and a contract have been confirmed by the Council and an employment contract has been executed by the Mayor on behalf of the City. Selection and confirmation of the City Administrator shall be based solely on merit, including education, training, general fitness for office and experience in municipal administration and municipal land use, development, planning and zoning.
- (c) **Term.** The City Administrator shall hold office for an indefinite term, subject to removal at any time by a two-thirds (2/3) vote of the Council.
- (d) **Contract.** The City Administrator's employment contract shall be in writing, and shall specify that employment is at-will.
- (e) **Organizational Level.** The City Administrator, as chief operating officer, is delegated the Mayor's executive authority to administer independently the operations of certain City departments, as defined below, and is therefore subordinate to, and performs duties at the request of, the Mayor and the City Council. The City Administrator is superior to, and has direct authority over, the heads of the City departments which are under the City Administrator's direction. Municipal Officers and Employees 2-3-14 The City Administrator implements policies set by the Common Council, and therefore shall not follow directives which are contrary to such policies.
- (f) **Specific Duties.** The City Administrator shall perform the following duties, in addition to the general duties attendant to the office and as specified in the City Administrator's job description:
 - (1) Administer the operations of, and have direct authority over the heads of, the following City departments: Assessor; Cemetery; Finance; Information Technology; Parks and

- Recreation; Public Works; and all other City departments and offices the oversight of which is not given to other City officials
- (2) Coordinate the operations of, and facilitate the cooperation of all City departments, commissions and boards to maximize the efficiency of implementation of policies set by the Council, regardless of whether the City Administrator has direct authority over the departments, commissions or boards.
 - (3) Prepare a plan of administration, including an organization chart, which defines the duties and authority of all City positions.
 - (4) Stay informed about the availability of federal, state and county funds for local programs; and assist department heads and the Council in obtaining such funds.
 - (5) Act as the City's public information officer, to keep the news media informed about the City's operations, and to ensure that open meeting rules and regulations are followed.
 - (6) Serve as the Director of Emergency Management and be responsible for the coordination and administration of all operations within the City during an emergency.
 - (7) Attend all Council meetings and report all material administrative activities and the City's fiscal position.
 - (8) In coordination with the Mayor, the Council, and the City Clerk, ensures that agenda are prepared for all City meetings in compliance with state law.
 - (9) Recommend to the Council the appointment, promotion, suspension or termination of department directors and managers, except as otherwise provided by law.
 - (10) Assist the Human Resource Director with labor contract negotiations and collective bargaining.
 - (11) Appoint interim department directors and managers when vacancies exist.
Appointments to vacancies in positions for which the City Administrator does not have original appointment power shall be made by the City Administrator, subject to the Mayor's approval.
 - (12) Prepare the annual City executive budget for presentation to, and approval by, the Mayor and Council.
 - (13) Administer the adopted budget. Municipal Officers and Employees 2-3-14
 - (14) Perform planning and zoning administrative duties, provide review of development plans and documents, act as staff liaison for the City of Onalaska Plan Commission and perform the duties contained in the Land Use and Development Director job description as adopted by the Common Council.
 - (15) Acts as the Director of Inspections and performs the duties of such job as set forth in 2-3-9 of the City of Onalaska Code of Ordinances.
- (g) **Annual Review.** The City Administrator shall undergo an annual performance review. The review shall be conducted by a committee composed of the Mayor, Common Council President and Human Resources Director. The committee shall prepare a report to the Council of the results of the review, identify specific goals to address performance deficiencies, and recommend other appropriate actions to be taken, including salary adjustments.
- (h) **Acting City Administrator.** The City Administrator may designate a City officer to act as City Administrator in the City Administrator's absence from office for reasons of illness, vacation, business or any other reason for a period of more than three days.

CITY OF ONALASKA

Grade 12

Position: Administrative Assistant/Paralegal**Department:** Administration**Location:** City Hall**Supervisor:** City Attorney**Page:** 1 of 3**Classification:** Hourly Non-Exempt

Approved by F & P Committee:

Approved by Council:

Under general supervision of the City Attorney, an employee in this classification assists in the maintenance, care and custody of the legal papers and records of the department and performs clerical work of moderate complexity, variety and maintains a high level of confidentiality. Assists in researching law, investigating facts, and preparing documents to assist the City Attorney. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Works frequently with confidential information. Work is reviewed for accuracy and adherence to established procedure by the supervising authority but frequently no check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

- A. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes.
- B. Prepares or assists in preparing briefs, pleadings, appeals, contracts, and other legal documents as required or necessary.
- C. Prepares letters, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, filing, copying, sorting, and other clerical activities.
- D. Provides assistance to the City Attorney and City Administrator in the performance of general office work including typing, filing, composing letters, memos or other correspondence, answering incoming calls, processing department mail, customer service and other duties as required.
- E. Provides high level of customer service to both internal and external customers and attempts to dispose of issues and matters or refers customer to the proper department; and, if necessary, arranges for conferences and/or appointments with the appropriate staff in accordance to supervisors guidelines.
- F. Maintains confidentiality in all matters relating to correspondence, meetings, phone calls, and/or general conversation.
- G. Organizes and schedules meetings and appointments for the City Attorney and/or City Administrator as requested.
- H. Operates various office machines not limited to fax machines, copy machines, scanners, typewriter, calculator, dictating equipment, computer, multi-line phone, mobile phone as required of the position.

RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- B. May provide support to the City Administrator, or other departments as needed or requested.
- C. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Ability to write reports, business correspondence, and procedure manuals; ability to conduct detailed research.
- B. Excellent typing and computer skills.

CITY OF ONALASKA

Position: Administrative Assistant/Paralegal
Location: City Hall
Page: 2 of 3

Department: Administration
Supervisor: City Attorney
Classification: Hourly Non-Exempt

Approved by F & P Committee:
 Approved by Council:

- C. Ability to operate a variety of office machines, multi-line phone system, typewriter, computer, fax, calculator, imaging equipment and copier.
- D. Ability to maintain confidentiality.
- E. Excellent math skills; excellent organizational and time management skills; ability to maintain records and files.
- F. Excellent general office skills, including word processing, spreadsheets, and data entry; ability to pay attention to detail including proofreading documents; ability to multi-task and prioritize work with a minimum of supervision.
- G. Excellent customer service, interpersonal and communication skills; ability to communicate effectively with oral and written communication.
- H. Ability to work in a team and collaborate with a variety of personalities.
- I. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
- J. Ability to train seasonal election employees clearly and concisely in a professional manner.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. High School diploma or equivalent required.
- B. Associates degree in Business, Paralegal, or Office Assistant, or related field and two (2) to four (4) years' experience in an office setting, or equivalent combination of education and experience.
- C. Previous experience in customer service.
- D. Experience with Microsoft Office products and other related computer programs.
- F. Valid driver's license is required.

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- E. Occasional bending and stooping; climbing up and down stairs or on ladders.
- F. Occasionally lifts and carries less than fifty (50) pounds.
- G. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
- H. Large percentage of time is spent talking, hearing, speaking and using near and far vision
- I. Forty-five (45) percent of workday spent sitting.
- J. Twenty-five (25) percent of work day spent walking.
- K. Thirty (30) percent of workday is spent standing.
- L. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	•			
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max				•
Heavy Freq. to 50#-100# max				•

CITY OF ONALASKA

Position: Administrative Assistant/Paralegal

Department: Administration

Location: City Hall

Supervisor: City Attorney

Page: 3 of 3

Classification: Hourly Non-Exempt

Approved by F & P Committee:

Approved by Council:

Very Heavy <i>Freq. over 50+# - 100+#</i>				•
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Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Grade 15

Position: Planning Technician
Location: City Hall
Page: 1 of 3

Department: Planning/Zoning
Supervisor: Planning Manager
Classification: Non-Exempt Hourly

Approved by F & P Committee: 12/5/18
Approved by Council: 12/11/18

Under the direction of the Planning Manager, this position is responsible for the enforcement of municipal ordinances pertaining to nuisance and property maintenance; assists with the enforcement of municipal ordinances pertaining to zoning and development; inspects/follows up with the fat, oil, and grease disposal program, and inspects/follow-ups for soil erosion violations. This position conducts inspections, data collection, recordkeeping, field work, and serves as a liaison between the public and City regarding ordinance and/or code violations. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor, and is reviewed for accuracy and adherence to established procedure by the supervisor.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Enforces City Ordinances pertaining to nuisances & property maintenance; composes and sends correspondence to individuals in response to complaints and ordinance violations.
- B. Enforces City Ordinances and the Wisconsin Erosion Code in conducting inspections of commercial buildings and multi-family buildings.
- C. Develops and maintains a consistent system of ordinance compliance report organization utilizing ArcGIS and the municipal permit tracking software; maintains data through photography and report writing.
- D. Maintains required logs and reports; assists in record keeping and performs office procedures as required.
- E. Serves as a liaison between the public and the City regarding ordinance violations and ordinance enforcement.
- F. Assists committees and staff to develop policies and procedures to improve the overall maintenance and appearance of properties in the City.
- G. Assists with the enforcement of the zoning ordinance including inspections, follow-up on complaints, and preparation of documentation of ordinance violations; may assist inspection staff with non-technical inspections.
- H. Inspects new development for compliance with conditions of approval; assists developers in achieving compliance.
- I. Develops outreach activities to inform public and City Council of the City's Property Maintenance activities.
- J. Assists Planning Manager with report preparation; meeting and agenda preparation; data collection; site plan review, etc; attends City Committee meetings as required during absence of the Planning Manager or as requested.
- K. Assists City Engineer/Department of Public Works with report writing; stormwater utility calculations; data collection; field work; and data entry.
- L. Assists with the Urban Forestry Program by responding to customer inquiries, creating and providing educational information, planting plans, preparation of bid documents, and coordinating/supervising contractor activity).
- M. Inspects, enforces, and completes required paperwork/reporting for City Ordinances on the fat, oil and grease disposal program.

RELATED JOB FUNCTIONS:

- A. Acts as a member of the City's Emergency Operation Team and is responsible for emergency management tasks as assigned.
- B. May serve as a backup to the Office Clerical Support position.

CITY OF ONALASKA

Grade 15

Position: Planning Technician

Location: City Hall

Page: 2 of 3

Department: Planning/Zoning

Supervisor: Planning Manager

Classification: Non-Exempt Hourly

Approved by F & P Committee: 12/5/18

Approved by Council: 12/11/18

- C. May assist in maintaining and archiving records as requested; performs end of the year records clean up and storage.
- D. Other duties as requested or assigned.
- E. Contributes to a cooperative working effort by demonstrating a willingness to assist other departments and to perform other job-related work as needed or requested. Assistance is given to others, and special projects are completed as scheduled or requested.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Knowledge of zoning and property maintenance issues including ability to enforce City ordinances.
- B. Knowledge of operation of level, understanding of slopes and grades, and earthwork-type construction; knowledge of Erosion Control measures.
- C. Ability to establish and maintain effective working relationships with businesses, developers, property owners, citizens, and elected officials; excellent oral and written communication skills with ability to communicate effectively.
- D. Ability to maintain a professional demeanor, calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for extended periods of time, and be flexible.
- E. Excellent organization skills, including the ability to work on multiple tasks establishing priorities for work and procedures to follow.
- F. Ability to maintain records, files, prepare paperwork/reports from such information.
- G. Ability to use Microsoft Office Suite, Adobe, GIS software (i.e. ArcMap) or other City Planning software; ability to assist with managing websites.
- H. Ability to understand and read maps, site plans, blueprints, utility, and basic construction.
- I. Ability to operate various office machines, including, but not limited to: copier, fax machine, mobile phone, multi-line phone, calculator, camera, and PC required.
- J. Ability to operate a motorized vehicle: automobiles and light truck (pick-up).

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. Associates degree in geography, natural resources, forestry, planning, construction management or related field; or equivalent combination of education and experience.
- B. One (1) to three (3) years of experience in a municipal environment, natural resources, planning, engineering or an equivalent combination of education and/or similar experience is required.
- C. Valid driver's license with good driving record is required.
- D. Must obtain Wisconsin Erosion Control certification within six (6) months of hire.
- E. One (1) to three (3) years of experience working with the public or customer service required; public sector customer service preferred.

PHYSICAL REQUIREMENTS:

- A. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- B. Frequently sits at keyboard.
- C. Reads and writes.
- D. Frequent twisting, turning, bending and stooping.
- E. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
- F. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training to navigate field conditions, negotiate slopes, and terrain.
- G. Occasionally pushes and pulls equipment up to forty (40) pounds within the office or field.
- H. Ability to lift/carry objects of varying sizes and weights up to fifty (50) pounds.
- I. Work is done in varying weather conditions from extreme heat to cold temperatures.

CITY OF ONALASKA

Grade 15

Position: Planning Technician
Location: City Hall
Page: 3 of 3

Department: Planning/Zoning
Supervisor: Planning Manager
Classification: Non-Exempt Hourly

Approved by F & P Committee: 12/5/18
Approved by Council: 12/11/18

- J. Thirty (30) percent of workday spent sitting.
- K. Forty (40) percent of workday spent walking.
- L. Thirty (30) percent of workday spent standing.
- M. Percentages of time sitting, standing, walking, and driving may vary depending on the task performed and the time of year.

Percent of 8 Hour Day:

	67% – 100% Consistently	34% – 66% Frequently	6% – 33% Occasionally	0% – 5% Rarely
Sedentary 0 – 10# max		•		
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. over 50+# - 100+#				•

Signature of Employee

Date

Signature of Employer

Date

#10-A

CITY OF ONALASKA
BID OPENING
2019 ABBEY ROAD RECONSTRUCTION
March 12, 2019 @ 11:00 AM

Contractor	Bidders Proof	Bid Bond	Addendum Received	Base Bid	Alt #1 Box Culvert	Alt #2 Elliptical	Alt #3 Sanitary T.V.	Alt #4 Storm T.V.
MCHUGH EXCAVATING	X	X	X	\$1,656,915.00	\$200,008.00	\$166,783.00	\$4,875.00	\$1,840.00
GERKE EXCAVATING	X	X	X	\$1,426,041.98	\$172,549.29	\$108,399.11	\$1,722.50	\$487.60
A-1 EXCAVATING	X	X	X	\$1,524,274.00	\$199,722.50	\$137,702.50	\$2,600.00	\$736.00

RECOMMEND AWARD TO: GERKE EXCAVATING \$1,536,651.19 (Base Bid + Alt #2 + Alt #3 + Alt #4)

#10-B

CITY OF ONALASKA
BID OPENING
2019 MISCELLANEOUS CONCRETE
March 12, 2019 @ 10:00 AM

Contractor	Bidders Proof	Bid Bond	Addendum Received	Bid Amount
STEIGER CONSTRUCTION	X	X	X	\$111,125.00
FOWLER & HAMMER INC	X	X	X	\$109,838.75
PEMBER COMPANIES	X	X	X	\$152,547.20

APPARENT LOW BIDDER: FOWLER & HAMMER INC