



# Common Council Agenda

Tuesday, December 14, 2021 @ 7:00 PM

415 Main Street, Onalaska WI 54650

Meeting in person in Council Chambers & remotely on Zoom

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Members of the public wishing to attend remotely and provide public input:

Meeting Link: <https://zoom.us/j/91296765682?pwd=elpLZUdOSDdaRmVRTlmb1VJU1ErZz09>

Phone Number: 1-312-626-6799 Meeting ID: 912 9676 5682 Password: 54650

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 per individual).
5. **REPORT FROM THE MAYOR:**
  - A. Good News & Update from Onalaska Schools:
    1. Onalaska Luther High School Principal Philip Punzel
    2. Onalaska School District Superintendent of Schools Todd Antony
  - B. Appointment of Election Officials for 2022-2023.

**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).

## **FINANCE COMMITTEE**

- B. Approval of October 2021 Omni Center Financials.
- C. Approval of October 2021 General Fund Financials.
- D. Approval of 2022 City of Onalaska Fee Schedule.

## **PERSONNEL COMMITTEE**

- E. Recruitment Update. (For Information Only)
- F. Approval of an increase in hours for the Administrative Assistant position in the Fire Department from 20 to 25 hours per week in 2022.

## **JUDICIARY COMMITTEE**

- G. Approval of **Ordinance 1718-2021** – To Amend Chapter 2 of Title 2 of the Code of Ordinances of the City of Onalaska relating to City Administration.
- H. Approval of **Ordinance 1719-2021** – To Amend Section 12 of Division 1 of Chapter 4 of Title 2 of the Code of Ordinances of the City of Onalaska relating to Board of Public Works.
- I. Approval of **Resolution 38-2021** – To approve Special Event Fee Schedule for Extraordinary Services.

## **ADMINISTRATIVE COMMITTEE**

- J. Approval of Common Council & Committee Handbook.

### **BOARD OF PUBLIC WORKS**

- K. Approval of East Avenue mini roundabout project Right of Way Plat, Relocation Order and Acquisition Capabilities Statement.
- L. Approval of Change Order #3 for Green Coulee Reservoir Project in the amount of \$5,481.00.
- M. Approval of Change Order #1 for 2021 Fiber Optic Project in the amount of \$5,322.00.

### **PUBLIC TRANSIT COMMITTEE**

- N. Approval of October Shared Ride Transit Financials.
- O. Approval of Running, Inc. for the Onalaska Shared Ride Transit Program for 2022-2023.

### **ROOM TAX COMMISSION**

- P. Approval of 2021 3<sup>rd</sup> Quarter Room Tax Financials.

## **Non-Consent Agenda**

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

### **8. FINANCE COMMITTEE**

- A. Vouchers.

### **9. PERSONNEL COMMITTEE**

- A. Approval of Policy Updates:
  - 7.01 Leave of Absence (Non-FMLA) Policy
  - 7.02 FMLA Policy
  - 7.03 Military Leave Policy

### **10. BOARD OF PUBLIC WORKS**

- A. Consideration, possible recommendation and possible action in regards to the 2022 Capital Improvements Budget.

### **11. PUBLIC TRANSIT COMMITTEE**

- A. Resolution 41-2021 - To Approve the Contract for the Shared-Ride Taxi Program for the City of Onalaska.

### **12. PARKS, RECREATION & LIBRARY BOARD**

- A. Approval to replace generator switches at a cost not to exceed \$15,000.

### **13. REPORT FROM ALDERPERSON BURMASTER**

- A. Notification of Non-Candidacy.

### **14. CLOSED SESSION:**

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

- Claim for water damage at 1114 Well Street, Onalaska.

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

- Performance Evaluation of City Administrator
- Contract for City Administrator

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

#### 15. Adjournment.

Notice is hereby given that members of and possibly a quorum of members of other governmental bodies may attend this meeting to gather information about a subject over which they have decision making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Notices also provided to: Common Council (Ald. Cari Burmaster, Ald. Steven Nott, Ald. Dan Stevens, Ald. Diane Wulf, Ald. Jim Olson, Ald. Tom Smith), Mayor Kim Smith, City Administrator Eric Rindfleisch, Department Heads, Media

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.

Statutory Notice Mailed and Posted: 12/10/2021



# CITY OF ONALASKA

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## MAYOR'S OFFICE

415 Main Street | Onalaska, WI 54650 | p: (608) 781-9530 | [www.cityofonalaska.com](http://www.cityofonalaska.com)

December 7, 2021

Members of the Common Council  
415 Main Street  
Onalaska, WI 54650

RE: Appointment of Election Officials for 2022-2023

Dear Members of the Common Council:

Wisconsin State Statute 7.30(4)(a) requires the Mayor to nominate election officials to serve at the polling places, with approval by the governing body, by no later than December 31<sup>st</sup> of every odd numbered year. This will serve to notify you that I hereby approve the attached list of election workers for 2022-2023.

Thank you.

Sincerely,

Mayor Kim Smith

Cc: JoAnn Marcon, City Clerk

Attachment



## Election Inspectors for 2022-2023 Term

	Last Name	First Name	County of Residence	Party Affiliation
1	Baranowski	Robert	La Crosse	Unaffiliated
2	Baranowski	Mary	La Crosse	Unaffiliated
3	Bartheld	Lisa	La Crosse	Unaffiliated
4	Billings	Rachele	La Crosse	Republican
5	Burkhardt	Michelle	La Crosse	Unaffiliated
6	Campbell	Joan	La Crosse	Unaffiliated
7	Chilcote	Greg	La Crosse	Unaffiliated
8	DeGarmo	Carol	La Crosse	Unaffiliated
9	Dvorak	Linda	La Crosse	Unaffiliated
10	French	Jackie	La Crosse	Unaffiliated
11	Griffin	Marcia	La Crosse	Unaffiliated
12	Griffing	Rod	La Crosse	Republican
13	Guy	Geraldine	La Crosse	Unaffiliated
14	Hanson	Sandy	La Crosse	Republican
15	Havisto	Paula	La Crosse	Republican
16	Heram	Tamara	La Crosse	Republican
17	Hitchler	Dianna	La Crosse	Unaffiliated
18	Hoffman	Hubert	La Crosse	Republican
19	Hollowitsch	Mark	La Crosse	Unaffiliated
20	Hundt	Christina	La Crosse	Republican
21	Hunter	Heike	La Crosse	Republican
22	Jones	Harold	La Crosse	Unaffiliated
23	Kennedy	Kathleen	La Crosse	Republican
24	Killian	Sally	La Crosse	Unaffiliated
25	King	Suzanne	La Crosse	Unaffiliated
26	Kish	Julie	La Crosse	Unaffiliated
27	Lofald	Lori	La Crosse	Unaffiliated
28	Luce	Greg	La Crosse	Republican
29	Maher	Henry	La Crosse	Republican
30	Maher	Lynn	La Crosse	Republican
31	Marcon	McKenzie	La Crosse	Unaffiliated
32	Marcon	Alexis	La Crosse	Unaffiliated
33	Martz	Lisa	La Crosse	Unaffiliated
34	Miller	Joseph	La Crosse	Republican
35	Monsoor	John	La Crosse	Republican
36	Muller	Chris	La Crosse	Republican
37	Noble	Sherry	La Crosse	Republican
38	Novak	Sherri	La Crosse	Unaffiliated
39	O'Brien	Jackie	La Crosse	Republican
40	Opland	Linda	La Crosse	Unaffiliated
41	Panke	Sheila	La Crosse	Republican
42	Pederson	Gina	La Crosse	Unaffiliated
43	Phillips	Barbara	La Crosse	Unaffiliated
44	Pollert	Clay	La Crosse	Unaffiliated
45	Puls	Shelly	La Crosse	Unaffiliated
46	Richardson	RoseMary	La Crosse	Unaffiliated
47	Riley	Shari	La Crosse	Unaffiliated
48	Robbins	Cheryl	La Crosse	Unaffiliated
49	Rodgers	Pam	La Crosse	Republican
50	Rusch	Judy	La Crosse	Republican
51	Schneider	Shelia	La Crosse	Unaffiliated
52	Sheppard	Bill	La Crosse	Unaffiliated
53	Siefert	Judy	La Crosse	Unaffiliated
54	Stanienda	Janice	La Crosse	Unaffiliated
55	Stapleton	Don	La Crosse	Unaffiliated
56	Stellrecht	Joan	La Crosse	Unaffiliated
57	Stellrecht	Sabrina	La Crosse	Unaffiliated
58	Strahs	Ed	La Crosse	Republican
59	Swartout	William	La Crosse	Unaffiliated
60	Syverson	Kenneth	La Crosse	Republican
61	Tallman	Mary	La Crosse	Unaffiliated
62	Tomashek	Susan	La Crosse	Unaffiliated

	Last Name	First Name	County of Residence	Party Affiliation
63	Topolski	Andrew	La Crosse	Republican
64	Topolski	Elise	La Crosse	Republican
65	Topolski	Krista	La Crosse	Republican
66	Topolski	Mark	La Crosse	Republican
67	Topolski	Ryan	La Crosse	Republican
68	Tydrich	Rose	La Crosse	Republican
69	Weinberger	Tammy	La Crosse	Republican
70	White	Theresa	La Crosse	Unaffiliated
71	Williams	Lori	La Crosse	Unaffiliated
72	Worminghaus	Heidi	La Crosse	Republican
73	Wulf	David	La Crosse	Unaffiliated
74	Zillmer	Ardelle	La Crosse	Unaffiliated



## City of Onalaska Fee Schedule

Title 2 Government and Administration							
Ordinance #	Description	Fee					
2.02.32.	Special Meetings	\$250.00					
Title 3 Finance							
Ordinance #	Description	Fee					
3.01.18.	Statement of Real Property Status	\$25.00	\$30.00				
	Tax Exempt	\$20.00	\$25.00	*Per Parcel			
	Administrative Fee	\$75.00	\$80.00				
	Title Searches	\$30.00	\$35.00	*((\$30.00 to Clerk & \$5.00 to Water Department)			
	Non-Sufficient Funds (NSF)	\$30.00	\$35.00				
	Mailing Labels	\$1.00	\$1.50	*Per Page			
	Faxes	\$0.25	\$0.50	*Per Page			
Title 4 Public Records							
Ordinance #	Description	Fee					
4.01.14.C.2.	Reproduction Fees:						
	Per Page Charge over 100 pages	\$0.03					
	USB	\$5.00					
4.01.14.C.2.f.	Mailing fee	Actual Cost					
Title 5 Public Safety							
Ordinance #	Description	Fee					
5.03.12.B.	Fire Sprinkler Suppression System (new or modified):	\$85.00		*Base Fee			
	Commercial (Non-warehouse) and Multi-Family	\$.09/SF		*Plus Base Fee			
	Warehouse Structures	\$.06/SF		*Plus Base Fee			
5.03.15.	Fire Alarm Testing	\$50.00					
5.03.15.	Hood Fire Suppression System Test	\$50.00					
5.03.15.	Occupancy Inspection	\$50.00					
5.03.15.	Re-Inspection Fee	\$50.00					
5.04.25.	False Alarms-Alarm Systems (Fire)	\$500.00		*After two warnings all fire false alarms \$500			
		After 2 Warnings 3rd-\$25 4th-\$35 5th-\$45 6th or more-\$65	After 2 Warnings 3rd - \$50 4th or more - \$75				
5.04.25.	False Alarms-Alarm Systems (Police)						
		*Resets Annually					
5.04.27.	Permit for Private Alarm Systems	\$25.00					
Title 6 Public Works							
Ordinance #	Description	Fee					
6.02.21.B.	Street Signs	\$75.00					
6.02.42.E.	Renewal of Excavation Permit	\$25.00					
6.02.42.F.	Street Opening Permit	\$30.00	*Plus Actual City Costs	REMOVE			
602.44.E	Permit to Excavate in the Rights-of-Way	\$30.00	Plus \$.10 for each foot after the first 100 feet		NEW		
602.44.E.4	Inspections / Reinspections	\$85.00			NEW		
602.44.K	Registration for Rights-of-Way Excavation, Construction and Permanent Occupation	\$80.00			NEW		
602.44.M	Obstruction in the Right-of-Way	\$30.00			NEW		
6.02.45.C.	Street Privilege Permit	\$30.00	*Plus Actual City Costs				
6.02.46.C.	Dumpster in Street Permit	\$30.00					
6.06.13.	Stormwater Management Permits:						
	Under one (1) acre of disturbance (Residential)	\$100.00					
	Over one (1) acre of disturbance (Residential)	\$150.00					
	Subdivision/Condominium Plat (under ten (10) acres)	\$300.00					
	Subdivision/Condominium Plat (over ten (10) acres)	\$500.00					
	Under one (1) acre of disturbance (Commercial)	\$150.00					
	Over one (1) acre of disturbance (Commercial)	\$250.00					
6.04.11.D.	Sidewalk Permit	\$25.00	\$30.00				
		*Per Stretch					
6.04.15.E.	Driveway Permits (per opening)	\$25.00	\$30.00				



6.05.15.	Administrative Fee	\$75.00					
6.07.12.D.	Additional Refuse Container	\$70.00					
6.07.12.D.	Additional Recycling Container	\$30.00					
	Cart Size Change Refuse Container	\$50.00					
	Cart Size Change Recycling Container	\$50.00					
6.07.12.E.	Lost/Damaged Refuse/Recycle Cart	\$85.00					
6.07.16.	Yard Waste Sticker	\$25.00					
	Yard Waste Cart Delivery	\$25.00					
6.08.12.C.	<b>Grave Openings:</b>	Adult	Infant				
	Full Burial M-F (7am-3pm)	\$740.00	\$295.00				
	Ashes M-F (7am-3pm)	\$360.00	NA				
	Full Burial Outside of M-F 8am-3pm & Holidays	\$1,040.00	\$430.00				
	Ashes Burial Outside of M-F 8am-3pm & Holidays	\$500.00	NA				
	Grave Plots	\$880.00	\$295.00				
6.08.12.D.	Cemetery Transfer Charge	\$65.00					
6.08.12.E.	Monument and Marker Fees	\$85.00	*Per Lot				
	Burial of Ashes in Monument	\$70.00					
	Burial of Ashes in Monument Outside of M-F 8am-3pm & Holidays	\$160.00	NEW				
<b>Title 7 Licensing &amp; Registration</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
7.01.14.A.	Replacement/Re-issuance of Licenses	\$5.00					
7.02.23.A.1.	Retail Class "A" Intoxicating Liquor License	\$425.00	\$500.00				
7.02.23.A.2.	Retail Class "B" Intoxicating Liquor License	\$450.00	\$500.00	*\$10,000 for Reserve Licenses			
7.02.23.A.3.	Class "A" Fermented Malt Beverage Retailer's License	\$75.00	\$100.00				
7.02.23.A.4.	Class "B" Fermented Malt Beverage Retailer's License	\$100.00					
7.02.23.A.5.	Special Class "B" Fermented Malt Beverage Retailer's License	\$10.00					
7.02.23.A.6.	Wholesaler's License	\$25.00					
7.02.23.A.7.	Retail Class "C" Wine License	\$100.00					
7.02.22.F.1.	Temporary Class "B" Fermented Malt Beverage or Wine License ("Picnic License")	\$10.00					
7.02.51.A.1	"Class A" or Class B" Outdoor Venue License	\$100.00	*\$15.00 Annual Renewal	\$125.00	\$50 Annual Renewal		
7.02.62.B.1.	Operator's License ("Bartender's License")	\$35.00/ 2 year	*\$20.00/1 year	\$50.00/2 yr.	\$30.00/1 yr.		
7.02.62.B.2.	Provisional Operator's License	\$15.00					
7.02.62.B.2.	Temporary Operator's License	\$15.00	NEW				
	Publication Fee	\$10.00	\$15.00				
	Change of Agent	\$10.00					
	Transfer of Liquor License	\$10.00					
7.03.12.B.	<b>Manufactured and Mobile Home Park License:</b>						
	1-50 sites	\$90.00	\$100.00				
	51-100 sites	\$180.00	\$200.00				
	over 100 sites	\$270.00	\$300.00				
7.03.21.B.	Cigarette License	\$100.00					
7.03.33.B.1.	Direct Sellers License	\$40.00	*\$20.00/2nd and Subsequent	\$45.00	\$25.00/2nd and subsequent		
7.03.42.A.2.	Firework Seller's Permit	\$100.00					
7.03.42.B.1.	Fireworks Location Permit & Inspection Fee	\$85.00					
7.03.52.B.	<b>Weights and Measures License:</b>	Administrative Fee	\$50.00				
	Device Fee - Per Device (In addition to Administrative Fee)	\$10.00					
	Timer Fee - Per Timer (In addition to Administrative Fee)	\$7.00					
7.03.61.B.1.	<b>Taxicab License</b>	\$125.00					
7.03.72.B.	<b>Pawn Brokers and Secondhand Article Dealers:</b>	\$210.00					
	Article Dealer	\$27.50					
	Jewelry Dealer	\$30.00					
	Mall/Flea Market	\$165.00					



7.03.82.B.	Junk Dealers License	\$125.00					
	Itinerant Junk Dealer License	\$20.00					
7.04.92.B.	Blasting and Rock Crushing License	\$100.00					
7.04.11.C.3.	<b>Dog/Cat Licenses:</b>						
	Dogs/Cats (spayed or neutered)	\$14.00					
	Dogs/Cats (intact)	\$25.00					
	Dogs/Cats Late Fee (per animal)	\$25.00					
	Replacement Animal Tag	\$5.00					
7.04.11.E.	Late Fee	\$25.00					
7.04.12.C.1.	Keeping of Bees License	\$50.00	*Renewal \$20.00				
7.04.13.C.	Keeping of Chickens License	\$75.00	*Renewal \$40.00				
7.05.14.B.	<b>Special Event Permit - CURRENT FEES</b>						
	0-299 people	\$25.00					
	300-499 people	\$250.00					
	500-999 people	\$350.00					
	1,000 or more people	\$500.00					
	Special Events - 2 or more consecutive days	\$100.00					
	<b>Special Event Permit - PROPOSED FEES</b>						
	0-300 people	\$25.00					
	301-999 people	\$50.00					
	1,000 or more people	\$100.00					
	Multi Day Events or Series Events *In addition to base fee	\$25.00					
	*Extraordinary Services will be billed for items like barricades, traffic control, etc.						
	*For events with 750+ people, it is within the City's discretion to require a deposit towards extraordinary services						
7.05.24.B.	<b>Marches or Public Assembly Permit:</b>						
	0-299 people	\$25.00					
	300-499 people	\$250.00					
	500-999 people	\$350.00					
	1,000 or more people	\$500.00					
7.05.14.B.	<b>Parade Permit</b>	\$25.00	(Fee hasn't changed - Wasn't previously listed on Schedule)				
7.05.32.B.	Carnival License	\$50.00					
7.06.13.B.	<b>Transient Room Permit License ("Hotel/Motel/Short Term Rental"):</b>						
	2 year License	\$30.00					
	1 year License	\$25.00					
7.07.13	Open Burning Permit	\$200.00					
7.07.15	Recreational Burning Permit	\$40 -2 year					
<b>Title 8 Parks and Recreation</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
8.01.16.B.1.	Ultra-light Aircraft Operator Permit	No Charge					
<b>Title 9 Public Utilities</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
9.01.17.K.	Cross Connection Hydrant Rental of Meter	\$125.00					
9.02.23.C.	Initial Water & Sewer Inspection Fee	\$10.00	REMOVE				
9.02.23.C.	Follow up Water and Sewer Inspection	\$5.00	REMOVE				
9.02.31.F.4.	<b>Quarterly Sewer Flat Fee:</b>						
	5/8 - 3/4 meter size	\$6.50					
	1" meter size	\$8.60					
	1.5" meter size	\$13.20					
	2" meter size	\$18.60					
	3" meter size	\$31.30					
	4" meter size	\$49.40					
9.02.47.	Sanitary Sewer Connection Charge - Area A	\$28.00					
9.02.47.	Sanitary Sewer Connection Charge - Area B	\$53.00					



	Video Service Provider Fee	3%	*Of Gross Revenues				
9.04.13.A.	PEG Support Fee	0.25	*Per Subscriber				
	<b>Water Utility Special Service Charge Areas: (See City Engineer's Office for Map and Fees)</b>						
	North Abbey Road Zone Charges						
	Crestwood Lane Zone Charges						
	French Road / Crestwood Lane Water System High Pressure Zone Charges:						
	Greens Coulee Water System High Pressure Zone Charges						
	Sanitary Sewer Utility Special Service Charge Areas:						
<b>Title 10 Motor Vehicles and Traffic Code</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
10.01.24.C.3.a.	Temporary Heavy Load Permit	\$30.00					
10.02.21.A.	Bicycle Registration	No Charge					
10.02.43.	Electric Bicycle Registration	No Charge					
10.04.32.A.	Neighborhood Electric Vehicle Inspection (PD)	\$25.00					
10.05.21.A.	Golf Cart Registration (PD)	\$100.00					
<b>Title 11 Offenses</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
11.02.11.D.	Explosive Devices Permit	\$50.00					
11.02.21.I.1.	Amplifying Devices Permit	\$25.00					
<b>Title 12 Property Maintenance, Public Nuisance, and Vacant Building Code</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
12.01.52.B.1.	Snow Ice Removal	\$2.00/lineal ft	*Plus a \$50.00 Administrative fee				
	Long Grass Abatement	Contractor cost	*Plus a \$50.00 Administrative fee				
12.0341.A.	Vacant Building Registration Permit	No Charge					
<b>Title 13 UDC</b>							
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>					
13.05.21.	<b>Site Plan Permit:</b>						
	Accessory Structure w/disturbed areas up to 1,200 SF & Principal Structures up to 250 SF	\$75.00					
	Parking lot construction/reconstruction and/or other site improvements w/o other projects	\$150.00					
	Additions: Accessory Structure w/disturbed areas >1,200 SF & Principal Structure >251 SF	\$250.00					
	New Construction (including Class 1 Telecommunication Towers)	\$350.00					
	<b>Conditional Use Permits:</b>						
13.02.68.T.1.d.i.	Class 1 Collocation	\$3,000.00					
13.02.68.T.1.e.i.	Class 2 Collocation or Radio Broadcast/Antenna	\$500.00					
13.05.23.	Variance	\$300.00					
13.05.24.	Appeal of UDC Interpretation	\$100.00					
	<b>Planned Unit Developments (PUD), Downtown Planned Unit Developments (D-PUD):</b>						
13.05.25.	Creation of PUD, Creation of D-PUD	\$1,000.00	*Plus \$30.00 Recording Fee				
13.05.26.	Minor Amendment to PUD, D-PUD, or Planned Commercial Industrial District (PCID)	\$300.00					
13.05.27.	Major Amendment to PUD, D-PUD, or Planned Commercial Industrial District (PCID)	\$700.00	*Plus \$30.00 Recording Fee				
13.05.28.	Historic Preservation Certificate of Appropriateness	No Charge					
	<b>Subdivisions: Certified Survey Maps, Preliminary &amp; Final Plat Review:</b>						
13.05.32.	Minor Subdivision/Metes & Bounds Lot Line Adjustment (CSM review)	No Charge					
13.05.33.	Minor Subdivision/Metes & Bounds Land Division (CSM review)	\$75.00 + \$10.00/lot					
13.05.34.	Major Subdivision - Preliminary Plat	\$200.00 + \$25.00/lot					
13.05.35.	Major Subdivision - Final Plat	\$150.00 + \$10.00/lot	*Plus \$30.00 Recording Fee				
13.05.36.	Extraterritorial Plat Review	\$300.00					
13.05.36.	Extraterritorial Minor Subdivision (CSM) Review (within 1/2 mile of Municipal Boundary)	\$40.00 + \$10.00/lot					
13.05.36.	Extraterritorial Minor Subdivision (CSM) Review (1/2 mile & 3 miles of Municipal Boundary)	No Charge					
13.05.41.	UDC Text Amendment	\$300.00					
13.05.42.	UDC / Zoning Map Amendment (Rezoning)	\$300.00					
	<b>Medical Campus Districts:</b>						
13.05.43.	Creation of Medical Campus District (MCD)	\$700.00	*Plus \$30.00 Recording Fee				
13.05.44.	Minor Amendment to MCD	\$300.00					



13.05.45.	Major Amendment to MCD	\$500.00	*Plus \$30.00 Recording Fee			
13.05.46.	Annexation Petition	\$300.00				
13.02.68.K.	Home Occupation Permit (Major)	\$50.00 1st Yr	\$100 Renewal			
13.02.68.K.	Home Occupation Permit (Minor)	\$20.00				
13.02.68.O.1.	Residential Swimming Pool	\$170.00				
13.02.68.M.	Temporary Tent	\$100.00	*Per Tent			
	Comprehensive Plan Amendment	\$600.00				
	Right-of-Way Vacation/Discontinuance	\$300.00				
	Republication Fee (CUP, Rezone, PUD/D-PUD/PCID/MCD, Variance, ROW Vacation, Annexation)	\$100.00				
	Tax Increment Financing Application	\$1,000.00				
13.02.36.F.2.	Airport Overlay - Land Use Permit	\$100.00				
	<b>Zoning Verifications:</b>					
	Commercial	\$100.00				
	Residential	\$25.00				
	<b>Park Development Fees:</b>					
13.04.44.F.1.	Residential Unit (Park Fee)	\$922.21	*Per Unit			
13.04.44.F.2.	Commercial (Green Fee)	\$638.47	*Per Unit			
	Residential Unit with Land Dedication (Park Fee - reduced)	\$448.52	*Per Unit			
<b>Title 14 Sign Code</b>						
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>				
14.01.31.	<b>Sign Permits:</b>					
	New Sign - Non-Illuminated (façade, projecting, awning/canopy, and roof)	\$50.00 + .60/SF				
	New Sign - Illuminated (façade, projecting, roof)	\$85.00 + .60/SF				
	New Sign - Ground/Freestanding	\$85.00 + .60/SF				
14.01.36.	Special Exception for Signs	\$300.00				
<b>Title 15 Building Code</b>						
<b>Divisions 1/2 Building</b>		<b>*Permits double if work is commenced before permit</b>				
<b>Ordinance #</b>	<b>Description</b>	<b>Fee</b>				
15.01.16.B.	<b>Building Permits and Inspection Fees:</b>					
	Base Inspection fee	\$85.00				
	Reinspection Fee	\$85.00				
	State Application Processing 1 & 2 Family	\$250.00	*New construction			
15.01.12.A.	Residential Building Additions, Alterations and Accessory Structures (porches, decks & egress windows)	\$0.40/SF	*Minimum fee \$85.00			
15.01.14.A.	<b>Residential Razing/Demolition &gt; 200 SF:</b>					
	Accessory Structures	\$85.00				
	Residences	\$170.00				
15.01.15.A.	Residential Moving	\$170.00				
	<b>Residential Occupancy Permits:</b>					
15.01.12.A.11.	Residential Temporary Occupancy Permit	\$250.00	*Per Unit (single family, duplex, twindo)			
15.01.12.A.11.	Residential Certificate of Occupancy	\$85.00				
	Residential Zoning Permit	\$85.00				
	Residential Roofing (over 200 SF)	\$85.00				
15.01.23.B.	<b>Erosion Control/Fill/Excavation Permits:</b>					
& 15.02.23.	Under one (1) acre of disturbance (Residential)	\$100.00				
	Over one (1) acre of disturbance (Residential)	\$150.00				
	Subdivision/Condominium Plat (under ten (10) acres)	\$300.00				
	Subdivision/Condominium Plat (over ten (10) acres)	\$500.00				
	Under one (1) acre of disturbance (Commercial)	\$150.00				
	Over one (1) acre of disturbance (Commercial)	\$250.00				
	Commercial Permission to Start (footings/foundation/excavation)	\$350.00				
15.01.13.B.	Commercial & Multi-Family Structures (non-warehouse)	\$0.50/SF	*Minimum fee \$170.00 Maximum of \$50,000			
15.01.13.B.	Commercial Warehouse Structure	\$0.40/SF	*Minimum fee \$170.00			
15.01.14.A.	Commercial Razing/Demolition	\$170.00				

15.01.15.A.	Commercial Moving	\$170.00					
	Commercial Roofing over 1,000 SF	\$170.00					
15.01.13.B.	Commercial Miscellaneous ( interior and exterior modifications)	\$170.00					
	<b>Telecommunication Structures:</b>						
	Class 1 Collocation Antenna/Tower	\$600.00					
	Class 2 Collocation/Radio Broadcasting	\$250.00					
	<b>Commercial Occupancy Permits:</b>						
15.01.13.E.	Commercial Structure Temporary Occupancy Permit	\$425.00	*Projects <15,000 SF, all other 3% of total structure SF				
15.01.13.E.	Multi-Family Structure Temporary Occupancy Permit	\$350.00/unit	*\$170.00/additional unit or entire floor is no charge				
15.01.13.E.	Commercial Certificate of Occupancy	\$85.00					
15.01.13.E.	Multi-Family Certificate of Occupancy	\$85.00					
15.01.13.F.	Commercial Change of Use / Certificate of Occupancy	\$85.00					
<b>Division 3 Plumbing</b>							
	<b>Plumbing Permits (Commercial)</b>						
	Base Inspection Fee	\$85.00					
15.01.32.	Commercial (Non-warehouse) and Multi-Family	\$ .09/SF	*Plus Base				
15.01.32.	Warehouse Structures	\$ .06/SF	*Plus Base				
15.01.32.	Miscellaneous work not addressed (includes 1 inspection)	\$85.00					
	Reinspection Fee	\$85.00					
	<b>Commercial Utility Connection Permits:</b>						
	Sewer Utility Connection	\$30.00					
	Sewer Utility Relay	\$30.00					
	Water Utility Connection	\$30.00					
	Water Utility Relay	\$30.00					
	<b>Well Permits:</b>						
	New Well Permit	\$5,000.00					
	Well Permit	\$25.00					
	<b>Plumbing Permits (Residential)</b>						
	Base Inspection Fee	\$85.00					
15.01.32.	Residential Construction, Remodels, Additions	\$ .05/SF	*Plus Base				
15.01.32.	Miscellaneous work not addressed (includes 1 inspection)	\$85.00					
	Reinspection Fee	\$85.00					
	<b>Residential Utility Connection Permits:</b>						
	Sewer Utility Connection	\$30.00					
	Sewer Utility Relay	\$30.00					
	Water Utility Connection	\$30.00					
	Water Utility Relay	\$30.00					
	<b>Well Permits:</b>						
	New Well Permit	\$5,000.00					
	Well Permit	\$25.00					
<b>Division 4 HVAC</b>							
	<b>HVAC Permits (Commercial)</b>						
	Base Inspection Fee	\$85.00					
15.01.46.	Commercial (Non-warehouse) and Multi-Family	\$0.09/SF	*Plus Base				
15.01.46.	Warehouse Structures	\$0.06/SF	*Plus Base				
15.01.46.	Miscellaneous work not addressed (includes 1 inspection)	\$85.00					
	Reinspection Fee	\$85.00					
	<b>HVAC Permits (Residential)</b>						
	Base Inspection Fee	\$85.00					
15.01.46.	Residential Construction, Remodels, Additions	\$0.05/SF	*Plus Base				
15.01.46.	Miscellaneous work not addressed (includes 1 inspection)	\$85.00					
	Reinspection Fee	\$85.00					
<b>Division 5 Electrical</b>							
15.01.54.E.	<b>Electrical/Low Voltage Permits (Commercial)</b>						



	Base Inspection Fee	\$85.00					
15.01.54.A.-B.	Commercial (Non-warehouse) and Multi-Family	\$0.09/SF	*Plus Base				
15.01.54.A.-B.	Warehouse Structures	\$0.06/SF	*Plus Base				
	<b>Meters:</b>						
	200 AMP Meter	\$45.00					
	320 & 400 AMP Meter	\$60.00					
	600 AMP Meter	\$80.00					
	800 AMP Meter	\$100.00					
	1000 + AMP Meter	\$125.00					
	Additional Meters	\$4.00/meter	*Plus Base				
15.01.54.A.-B.	Miscellaneous work not addressed (includes 1 inspection)	\$85.00					
	Reinspection Fee	\$85.00					
	<b>Electrical/Low Voltage Permits (Residential)</b>						
	Service Upgrades	\$55.00					
15.01.54.A.-B.	Residential Construction, Remodels, Additions	\$0.05/SF	*Plus Base				
15.01.54.A.-B.	Miscellaneous work not addressed (includes 1 inspection)	\$85.00					
	Reinspection Fee	\$85.00					
<b>City of Onalaska Printing Fees</b>							
(Non-Open Records Requests/ Digital Maps provided at no charge)							
	<b>Description</b>	<b>Fee</b>					
	Mailing Labels - 8.5" x 11" (30/pg) - Black & White Ink	\$1.00	*Per Page				
	Letter - 8.5" x 11"						
	Black & White Ink	\$0.50	*Per Page				
	Color Ink	\$1.00	*Per Page				
	Legal - 8.5" x 14"						
	Black & White Ink	\$0.50	*Per Page				
	Color Ink	\$1.00	*Per Page				
	Tabloid - 11" x 17"						
	Black & White Ink	\$0.50	*Per Page				
	Color Ink	\$1.00	*Per Page				
	ANSI C - 17" x 22"						
	Black & White Ink	\$5.00	*Per Page				
	Color Ink (No Aerial Image)	\$10.00	*Per Page				
	Color Ink with Aerial Image	\$15.00	*Per Page				
	ANSI D - 22" x 34"						
	Black & White Ink	\$10.00	*Per Page				
	Color Ink (No Aerial Image)	\$15.00	*Per Page				
	Color Ink with Aerial Image	\$20.00	*Per Page				
	ANSI E - 34" x 44"						
	Black & White Ink	\$15.00	*Per Page				
	Color Ink (No Aerial Image)	\$20.00	*Per Page				
	Color Ink with Aerial Image	\$25.00	*Per Page				



# CITY OF ONALASKA

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## HUMAN RESOURCES

415 Main Street | Onalaska, WI 54650 | p: (608) 392-0203 | [www.cityofonalaska.com](http://www.cityofonalaska.com)

#6-E

**To:** Finance and Personnel Committee & Common Council

**From:** Amy Frandsen, Human Resources Manager

**Date:** November 30, 2021

**Re:** Recruitment Update

(0) regular positions filled during the month of November 2021.

Additional hiring updates:

1. Administrative Assistant / Paralegal – in the process of determining a candidate.
2. Police Officer - in the process of determining a candidate for the remaining vacancy.

## ORDINANCE NO. 1718 - 2021

**AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 2 OF THE CODE  
OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO CITY ADMINISTRATION**

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

SECTION I. Chapter 2 of Title 2 entitled City Administration is hereby deleted in its entirety and replaced as follows:

## **Chapter 02            City Administration**

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### **Division 1    Common Council and Committees**

#### **2.02.11    Common Council**

- A. The Council Member(s) of the City shall constitute the Common Council. The Common Council shall be vested with all the powers of the City not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code.
- B. The Common Council has the power to preserve order at its meetings, compel attendance of Council Members and may fine or expel for neglect of duty. The Common Council shall be judge of the election and qualification of its members.

#### **2.02.12    Council Members**

- A. **Election, Term, Number.** The City shall have six (6) Council Members in addition to the Mayor, who is a member of the Common Council by virtue of their office as Mayor. The six (6) Council Members shall constitute the Common Council. Two Council Member(s) shall be elected from each Council Aldermanic District. One (1) Council Member(s) from each of the three (3) Council Aldermanic Districts shall be elected at the annual City election in the even-numbered years, and one (1) each of said Council Members shall be elected at the City election in the odd-numbered years, all to hold office for a period of two (2) years.
- B. **Appointment as Mayor.** A Council Member shall be eligible for appointment as Mayor to fill an unexpired term.

#### **2.02.13    President of the Council**

- A. The Common Council at its first meeting subsequent to the regular election and qualification of new members shall, after organization, annually choose from its members a President of the Council in the manner as set forth below ("Council President") who, in the absence of the Mayor, shall preside at meetings of the Council and, during the absence or inability of the Mayor, shall have the powers and duties of the Mayor, except that they shall not have power to approve an act of the Common Council which the Mayor has disapproved, by filing objections with the City Clerk. When so officiating, the Council President shall be referred to as "Acting Mayor." The Council President shall be elected for a one (1) year term of office.
  - 1. **Council President Election.** Nominations for Council President shall be by floor nominations. The Chair shall open the floor for nominations. Candidates shall accept or decline the nomination upon being nominated. Once there are no longer any nominations, the Chair shall close nominations. After the closing of nominations, Candidates may speak one time for up to three (3) minutes each. Order of speech shall be determined at random. After all candidates have spoken a roll call vote shall occur. Upon the roll call, each Council Member shall state the name of the candidate they are voting for. The process shall be repeated until such time as a Council President has been chosen by majority vote.

#### **2.02.14    Standing Committees; Action on Committee Reports**

- A. **Standing Committees.** At the organizational meeting of the Common Council in each year following the annual election, the Mayor shall appoint three (3) Council Members to each of the following committees, subject to Council confirmation, the respecting general duties of which shall be as follows, and to make



whatever recommendations to the Council as they deem appropriate or as may be directed by the Council:

1. **Administrative Committee** (licenses, administrative regulations and functions, recreation, City Cemetery).
  2. **Finance and Personnel Committee** (personnel administration, compensation, bond programs, risk management, financial/legal claims against the City).
  3. **Judiciary Committee** (ordinances, resolutions).
- B. **Committee Chairpersons.** The chairperson of each committee shall be designated by the Mayor. No Council Member shall serve more than two (2) consecutive years as a chairperson of a standing committee. Each member shall serve as appointed unless excused by a majority of the members of the Council. All Council Members shall serve on at least one (1) standing committee. The Mayor shall be an ex-officio member of each standing committee.
- C. **Committee of the Whole; Special Committees.**
1. If any issue requires committee review by more than one (1) committee, this issue may be referred to the entire Common Council meeting as a "Committee of the Whole."
  2. The Mayor may declare the entire Council a Committee of the Whole for informal discussion at any meeting or for any other purpose, and shall ex-officio be chairman of the same.
  3. The Mayor may, from time to time, appoint such special committee or committees as may deem advisable or as provided for by motion or resolution stating the number of members and object thereof to perform such duties as may be assigned to them.
- D. **Reference and Reports.**
1. The Mayor may refer new business coming before the Common Council to the appropriate committee, unless otherwise referred or disposed of by motion of the Council.
  2. Formal committee recommendations will be placed on the agenda for Council action only if they are submitted to the City Clerk within the deadlines set forth by the Clerk's office and a minimum of thirty-six (36) hours prior to the meeting at which action is requested.
- E. **Cooperation of City Officers.** All City officers shall, upon request of the chairman of the committee, confer with the committee and supply to it such information as may be requested in connection with any matter pending before the committee.

#### 2.02.15 Powers of the Common Council

- A. **General.** The Common Council shall be vested with all the powers of the City not specifically given some other officer. Except as otherwise provided by law, the Common Council shall have the management and control of the City property, finances, highways, streets, navigable waters and the public service, and shall have the power to act for the government and good order of the City, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, forfeiture, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.
- B. **Construction of Powers.** Consistent with the purpose of giving to cities the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the Common Council in this Section and throughout this Code of Ordinances shall be liberally construed in favor of the rights, powers and privileges of cities to promote the general welfare, peace, good order and prosperity of the City and its inhabitants.

#### 2.02.16 Cooperation with Other Municipalities

- A. The Common Council, on behalf of the City, may join with other villages, towns, cities, counties or other governmental entities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees and joint purchasing programs.

#### 2.02.17 Rules of the Common Council and its Sub-Committees

- A. The Common Council and members of its sub-committees shall follow the "Rules of the Common Council and its Committees" as adopted by the Common Council and as may be amended from time to time.

#### 2.02.18 Vacancy in the Office of the Common Council

- A. In the event of a vacancy in the office of the Common Council such vacancy shall be filled pursuant to Sec. 17.23 Wis. Stats. Where the Common Council appoints a successor, the procedure for appointment of a successor shall be as follows:
1. The Mayor shall provide notice to the Common Council that a vacancy has occurred at the first meeting after the Mayor is informed or provided notice of the vacancy. At the time of the decision to fill a vacancy in the Common Council, the Common Council shall determine whether the appointed



successor shall serve until the end of the current term or whether a special election shall occur pursuant to Secs. 8.50 and 17.23, Wis. Stats.

2. Upon the Common Council voting to fill the vacancy by appointment, the Council may direct the medium used to publicize the vacancy. The Mayor will announce that resumes and letters of interest from individuals interested in filling the vacancy shall be accepted in the office of the City Clerk for twenty-one (21) days following the meeting ("Application Period").
3. Following the 22nd day after the Mayor's announcement of the vacancy, the City Clerk shall make all resumes received from individuals interested in the vacancy available to the Common Council and the Mayor following the closure of the Application Period. The City Clerk will schedule joint Mayor and Common Council interviews with all eligible candidates in a timely fashion.
4. The Mayor shall recommend an individual to fill the vacancy in the Common Council at the first Common Council meeting following completion of interviews.
5. The Common Council shall vote in a public ballot on the approval of the appointment of the individual recommended by the Mayor.
6. If the Common Council does not approve the appointment of the individual recommended by the Mayor, the Mayor shall recommend an alternate candidate. This process shall continue until a successor is approved by majority vote.

### 2.02.19 Salary and Expenses

- A. **Salary.** Commencing on April 20, 2021, upon election, alderpersons shall be compensated Six Thousand Dollars (\$6,000.00) per calendar year paid monthly while holding office. At the beginning of each term thereafter, the compensation shall increase by the same percentage as approved by the Council for the full-time non-union positions for the preceding two years. The Common Council President, upon election, shall receive an additional salary of One Hundred Dollars (\$100.00) per month for the execution of their duties as Council President. At the beginning of each election as Common Council President thereafter, the compensation shall increase by the same percentage as approved by the Council for the full-time non-union positions for the preceding year. Commencing upon election in 2021 and 2022 depending on election year, alderpersons shall no longer receive the budgeted expense allotment.

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## Division 2 Mayor

### 2.02.21 Mayor

- A. **Election.** The Mayor shall be elected in even-numbered years for a term of four (4) years.
- B. **Duties.**
  1. The Mayor shall be the Chief Executive officer of the City. They shall take care that City ordinances and the State Statutes are observed and enforced.
  2. The Mayor shall, from time to time, provide the Council such information and recommend such measures as they may deem advantageous to the City. When present, they shall preside at the meetings of the Council.
  3. The Mayor shall have such other duties and responsibilities as are prescribed in the Wisconsin Statutes.
  4. The Mayor shall vote in the event of a tie vote by the Common Council.
- C. **Signatory for Grants-In-Aid.** The Mayor is authorized without approval of the Common Council to execute applications to State or Federal agencies for financial grants-in-aid for lawful purposes. This shall be done on the condition that such applications shall not bind the City to an expenditure of funds and a report that such an application, including the reasons therefor, shall be made to the Common Council within thirty (30) days after execution by the Mayor. The Council, within thirty (30) days of the receipt of the report, may, upon majority vote of all members, cause the application to be withdrawn.
- D. **Veto Power.** The Mayor shall have the veto power as provided by State law as to acts of the Council. All Council acts shall be submitted to the Mayor by the City Clerk, and shall be in force upon their approval, evidenced by their signature, or upon their failing to approve and disapprove within five (5) days, which fact shall be certified thereon by the City Clerk. If the Mayor disapproves, they shall file their objection with the City Clerk, who shall present it to the Council at its next meeting. A two-thirds (2/3) vote of all the members of the Council shall be necessary to make the act effective, notwithstanding the objection of the Mayor.

### 2.02.22 Salary

- A. **Salary.** Commencing on April 16, 2024, the Mayor shall be compensated Twenty-Three Thousand Dollars (\$23,000.00) per calendar year paid monthly while holding office. Commencing with each new term, the compensation shall increase by the same percentage as approved by the Council for the full-



time non-union positions for the four years prior. Commencing on April 16, 2024 the Mayor shall no longer receive the budgeted expense allotment.

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## Division 3 Meetings

### 2.02.31 Meetings of the Common Council

- A. **Annual Organization Meeting.** Following a regular City election, the Common Council shall meet on the third Tuesday of April for the purpose of organization.
- B. **Regular Meetings.** Regular meetings of the Common Council shall be held on the second Tuesday of each calendar month, at the hour of 7:00 p.m. for each month of the year. Any regular meetings falling upon a legal holiday shall be held on the next following secular day, at the same hour and place, or as otherwise designated by majority vote of the Common Council. All meetings of the Council shall be held in the Onalaska City Hall when practicable, including special meetings, unless another location is designated by the Common Council at a previous meeting. All meetings shall be offered in a hybrid fashion allowing attendance in person and remotely utilizing videoconferencing. Meetings may be held only telephonically or via videoconference subject to open meetings law at the will of the Council or when necessitated by an emergency declared under Title 5 of the City Ordinances.

### 2.02.32 Special Meetings

- A. Special meetings may be called by the Mayor or by two (2) Council Members upon notice of the time and purpose thereof being delivered at least twenty-four (24) hours before the meeting to each member of the Council by written electronic notice delivered personally to each member or left at the member's usual abode at least twenty-four (24) hours before the meeting unless an affirmative waiver of notice has been received. Any special meeting attended by all Council Members shall be a regular meeting for the transaction of any business that may come before such meeting.
- B. The Mayor may call a special meeting, without notice, at a regularly convened Council meeting if all members are present. A special meeting may also be called if all members consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the City Clerk before the commencement of the meeting.
- C. Non-governmental parties requesting a special meeting of the Council shall pay a fee as set forth on the City of Onalaska Fee Schedule for such a meeting.

### 2.02.33 Open Meetings

- A. Except as provided in Sec. 19.85, Wis. Stats., all meetings of the Common Council, committees thereof, boards, and commissions, shall be open to the public.

### 2.02.34 Quorum

- A. Two-thirds (2/3) of all members of the Common Council shall constitute a quorum, but a lesser number may adjourn if two-thirds (2/3rds) is not present or compel the attendance of absent members. The Mayor shall not be counted in computing a quorum. No action shall be taken unless a quorum is present.
- B. The Council may, by a majority vote of those present, adjourn to a specific date and hour.
- C. When the Council is required to take action at a regularly scheduled or special Council meeting and cannot defer such action to the next regularly scheduled Council meeting, and it is known that the number of the Council members required to establish a quorum or take such action cannot be physically present at the meeting, any such absent member may be present at and participate in the meeting via teleconference or videoconference as if the member were present in person.

### 2.02.35 Presiding Officers

- A. **Presiding Officer.** The Mayor shall preside over all meetings of the Common Council. In the absence of the Mayor, the President of the Council shall preside. In case of absence of the Mayor and President of the Council, the City Clerk shall call the meeting to order and the senior Council Member present shall be the president pro tem.
- B. **Duties.** The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in the current edition of Robert's Rules of Order, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. An appeal shall be sustained by a two-thirds (2/3) vote of the members present excluding the Mayor. In the absence of the City Clerk, the presiding officer shall appoint a Clerk pro tem.

### 2.02.36 Order of Business

- A. **Order of Business.** At all regular meetings, the order of business shall be according to the tentative agenda prepared by the City Clerk and distributed to the Mayor and the members of Common Council no later than the Monday preceding the regular meeting. The Mayor, City Officers or any two Members of Council may elect to place something on the agenda. Any items being placed on the Agenda shall be submitted to the City Clerk in a timely fashion. Generally, the following order may be observed in the conduct of all meetings of the Council.
1. Call to Order/Roll Call.
  2. Pledge of Allegiance.
  3. Public Input.
  4. Report from the Mayor.
  5. Consent Agenda.
  6. Recap of Items Pulled from the Consent Agenda.
  7. Finance & Personnel Committee.
  8. Judiciary & Administrative Committees.
  9. Board of Public Works & Utilities.
  10. Plan Commission.
  11. Public Transit Committee.
  12. Parks, Recreation and Library Board.
  13. Other sub-committees, boards and commissions which shall be listed in alphabetical order.
  14. Reports by City Administrator, City Clerk, City Attorney, Officers and Departments.
  15. Any Items for Closed Session.
  16. Any other business permitted by law.
  17. Adjournment.
- B. **Order to be Followed; Citizen Comments.** No business shall be taken up out of order unless by unanimous consent of all Council Members and in the absence of any debate whatsoever. The Mayor or presiding officer may impose a time limit on the length of time citizens may address the Council.
- C. **Roll Call; Procedure When Quorum Lacking.** As soon as the Council shall be called to order, the City Clerk shall proceed to call the names of the members, noting who are present and who are absent and record the same in the proceedings of the Council. If it shall appear that there is not a quorum present, the fact shall be entered on the record and the Council shall adjourn.

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## Division 4 Robert's Rules and Meeting Conduct

### 2.02.41 Conduct of Deliberations

- A. A roll call shall be used with all questions, upon request of a Council Member or as required by law.
- B. A voice vote shall be used with all motions not requiring a roll call.
- C. All ye and nay votes shall be recorded in the official minutes.
- D. Except as provided below, the Common Council shall in all other respects determine the rules of its procedure, which shall be governed by the current edition of Robert's Rules of Order, Revised, which is hereby incorporated by reference, unless otherwise provided by ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances;
1. No Council Member shall address the Council until they have been recognized by the presiding officer. They shall thereupon address themselves to the presiding officer and confine their remarks to the question under discussion.
  2. When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
  3. No person other than a Council Member shall address the Council except under order of business, except that citizens may address the Council with the permission of the presiding officer as to matters which are being considered by the Council at the time.
  4. No motion shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.
  5. The Mayor shall not vote except in the case of a tie. When the Mayor does vote in case of a tie, their vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure. A majority vote of all members of the Council in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by ordinance or State Statute. Except as otherwise provided, a majority vote of those present shall prevail in other cases.
  6. Any member of the Council may demand a roll call vote. On confirmation of appointments and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating



any liability or charge against the City or any fund thereof, the vote shall be by roll call. A member of the Council may not change their vote on any question after the result has been announced.

7. When a question is under discussion, the following motions shall have precedence in the order listed:
  - a. To adjourn.
  - b. To recess.
  - c. To lay on the table.
  - d. To move the previous question.
  - e. To postpone to a day certain.
  - f. To refer to a committee.
  - g. To amend.
  - h. To postpone indefinitely.

#### 2.02.42 Reconsideration and Rescission of Questions

- A. **Reconsideration.** It shall be in order for any member, if in the majority, to move for the reconsideration of any vote in question at the same meeting or at the next succeeding regular adjourned meeting. A motion to reconsider being put and lost shall not be renewed. If the motion for reconsideration is brought at the succeeding Council meeting, it must appear on the agenda, due to open meeting law requirements.
- B. **Rescission.** A motion for rescission may be heard at the next succeeding regular meeting of the Council or the sub-committees which undertake the action proposed for rescission provided that such motion is on the agenda for such meeting and specifies exactly what action the Council or sub-committee will be asked to take. A motion for rescission requires a two-thirds (2/3rds) vote. After the Council action in question has been published it cannot be rescinded.

#### 2.02.43 Call for the Previous Question

- A. Any member desirous of terminating the debate may call the previous question when the question announced by the Mayor shall be "call the main question." If a majority of the members present vote in the affirmative, the main question shall be put to a vote without further debate, and its effect shall be to put an end to all debate and bring the Council to a direct vote, first upon the pending amendment and then upon the main question.

#### 2.02.44 Amendment of Rules

- A. The rules of this Chapter shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of two-thirds (2/3) of all the members of the Council.

#### 2.02.45 Suspension of Rules

- A. Any of the provisions of Divisions 3-5 of this Chapter, may be suspended temporarily by a recorded vote of two-thirds (2/3) of the Council members present at any meeting.

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### Division 5 Ordinances

#### 2.02.51 Introduction of Business, Resolutions and Ordinances; Disposition of Communications

- A. **Ordinances to be in Writing.** All ordinances submitted to the Council shall be in writing and shall begin with a title introducing the same. Any written material introduced may be referred to the appropriate committee pursuant to Sec. 2.02.14. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.
- B. **Subject and Numbering of Ordinances.** Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- C. **Notice.**
  1. The Common Council may act on an ordinance only if it appears on the written agenda for the meeting at which action is requested.

#### 2.02.52 Publication and Effect of Ordinances

- A. All general ordinances of the City and all regulations imposing any penalty shall be published in the official paper of the City and shall be immediately recorded, with the affidavit of publication, by the City Clerk. A printed copy of such ordinance or regulation published or purporting to be published therein by direction of the Common Council shall be prima facie proof of due passage, publication and recording thereof.



- B. All ordinances shall take effect and be in force from and after passage, unless otherwise provided and published copies thereof shall have appended the date of first publication.

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 14<sup>th</sup> day of December.

CITY OF ONALASKA

By: \_\_\_\_\_  
Kim Smith, Mayor

By: \_\_\_\_\_  
JoAnn Marcon, Clerk

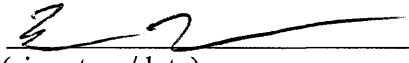
PASSED:  
APPROVED:  
PUBLISHED:

**FISCAL IMPACT OF ORDINANCE 1718-2021**

Amend Title 2

**Please route in this order**

Eric Rindfleisch, Administrator

 11/29/21  
(signature/date)

☒ No Fiscal Impact

☐ Budgeted Item

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

JoAnn Marcon, City Clerk

 11/29/21  
(signature/date)

☒ No Fiscal Impact

☐ Budgeted Item

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

ORDINANCE NO. 1719-2021

AN ORDINANCE TO AMEND SECTION 12 OF DIVISION 1 OF CHAPTER 4 OF TITLE 2 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO BOARD OF PUBLIC WORKS

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

SECTION I. Section 12 of Division 1 of Chapter 4 of Title 2 entitled Board of Review is hereby deleted in its entirety and replaced as follows:

**2.04.12 Board of Public Works & Utilities.**

**A.** The Board of Public Works & Utilities shall consist of the Director of Public Works, the Mayor, the Financial Services Director, and two Council members, along with an alternate Council member. The two Council members shall be annually appointed by the Mayor, subject to confirmation by the Council at the organizational meeting. The alternate Council member shall serve when either of the regular Council members are absent or must withdraw on grounds of conflict of interest. The Board of Public Works & Utilities shall perform those duties prescribed in this Code of Ordinances and § 62.14, Wis. Stats.

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 14<sup>th</sup> day of December, 2021.

CITY OF ONALASKA

By: \_\_\_\_\_  
Kim Smith, Mayor

By: \_\_\_\_\_  
JoAnn Marcon, Clerk

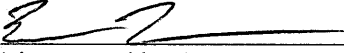
PASSED:  
APPROVED:  
PUBLISHED:

**FISCAL IMPACT OF ORDINANCE 1719-2021**

Amend Title 2 Relating to BOPW

**Please route in this order**

Eric Rindfleisch, Administrator


 11/29/21  
(signature/date)

☒ No Fiscal Impact

☐ Budgeted Item

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

JoAnn Marcon, City Clerk

 11/29/21  
(signature/date)

☒ No Fiscal Impact

☐ Budgeted Item

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



**RESOLUTION 38-2021**

**RESOLUTION TO APPROVE SPECIAL EVENTS FEE SCHEDULE FOR  
EXTRAORDINARY SERVICES**

WHEREAS, the City of Onalaska receives a variety of applications for special event permits for events including but not limited to run/walks, parades, music festivals, assemblies, fireworks and other similar events;

WHEREAS, the City of Onalaska employees may need to assist with such events outside of their normal job duties or provide City equipment or materials, resulting in increased costs to the City;

WHEREAS, the City desires to seek the reimbursement of such extraordinary costs and services;

NOW, THEREFORE, BE IT RESOLVED, that the City of Onalaska approves the City of Onalaska Special Events Fee Schedule for Extraordinary Services attached hereto as Exhibit A for the year 2022 and orders such fee schedule to be made available to the public on the City of Onalaska website, the City Clerk's office and any office in which such fees are imposed.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk shall have the authority to correct any minor errors on the fee schedule, including but not limited to missing fees or incorrect references provided that such fees do not reflect an increase from what was originally included in the City of Onalaska ordinances unless approved by the Common Council and such changes shall be reflected on the fee schedule.

Dated this 14th day of December, 2021.

CITY OF ONALASKA

By: \_\_\_\_\_  
Kim Smith, Mayor

By: \_\_\_\_\_  
JoAnn A. Marcon, Clerk

PASSED:  
APPROVED:  
PUBLISHED: N/A

**Exhibit A**  
**2022 Special Events Fee Schedule**

** Below Special Event wages include a 15% admin fee.
---

<b><u>Fire Department</u></b>	<b><u>Reg Wages/HR</u></b>	<b><u>OT Wages/HR</u></b>
Fire Fighter	\$ 40.11	\$ 60.16
LT Fire Fighter	\$ 46.01	\$ 69.02
Paid on Call	\$ 16.10	
<b><u>Inspection</u></b>		
Inspector	\$ 58.87	\$ 88.30
<b><u>Omni</u></b>		
Full-time	\$ 53.94	\$ 80.90
Part-time	\$ 17.91	\$ 26.86
<b><u>Parks Department</u></b>		
Full-time	\$ 54.38	\$ 81.58
Part-time	\$ 17.91	\$ 26.86
<b><u>Police</u></b>		
Patrol Officer	\$ 56.81	\$ 85.22
Sergeant's	\$ 67.56	\$ 101.34
<b><u>Street Department</u></b>		
Full-time	\$ 49.93	\$ 74.90
<b><u>Utility Department</u></b>		
Full-time	\$ 52.09	\$ 78.13

<b>Placement of Temporary signs</b>	No charge for events using less than 50 no parking signs. \$5 fee for events using 50 or more no parking signs.
<b>Traffic Cones &amp; Class II Barricades</b>	No charge for events using less than 25 cones. \$20 fee for events using 25 or more cones.
<b>Class III Barricades/Signs</b>	No charge for events using less than 3 barricades. \$5 per barricade or sign per day of event, for events using 4 or more barricades/signs.

#### **Other Personnel**

Costs for personnel, not specifically identified by this resolution, providing extraordinary services in support of a Special Event, March or Public Assembly shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees herein.

#### **Special Equipment**

Cost for Special Equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.

#### **Parades**

There will be no charge for barricades, signs, traffic cones and assignment of police officers or auxiliary police officers for community-wide parades.

#### **Neighborhood Block Parties**

There will be no charge for barricades for Residential Neighborhood Block Parties where such parties are limited to 5 blocks or less.

#### **Administrative Fee**

There shall be an administrative fee of 15% of the total costs of the services and equipment used for the processing, review and invoicing of the special event fees.

**Policy: Leave of Absences (NON FMLA)**

Page: 1 of 1

Updated: December 14, 2021

Created: November 11, 2008

**Policy Number: 7.01**

The City Administrator may grant a leave(s) of absence without pay not to exceed eighty (80) hours within any calendar year without loss of benefits, including insurance, upon approval of the department head. All leaves in excess of eighty (80) hours of unpaid leave must be approved by the Common Council. In no event shall unpaid leave be granted for longer than ninety (90) days, unless special circumstances can be shown or it is needed to meet the City's reasonable accommodation obligations. A leave of absence without pay shall only be considered after all other accrued paid leave has been exhausted. Sick leave shall not accrue for any full month absence, the employee shall not be eligible for holiday pay, nor shall the City contribute to the City cost of group health or dental insurance premiums for the employee during an unpaid leave of more than ten (10) consecutive days. You may continue to pay the insurance premiums by direct payment on the first of the month. You must notify the City of your intent to continue insurance coverage while on leave. Failure to pay the full premium contribution within 30 days of the premium's due date may result in cancellation of your insurance coverages.

**Full Time Employees Who Work for the C.D.A./City, Not Requesting FMLA Extensions, Can Request Unpaid Leave :**

~~Applications for unpaid leaves of absence shall be made in writing to the Department Head. The granting of such leave shall depend upon the reasons for the request. The Department Head may grant leaves of absence without pay subject to the approval of the Finance & Personnel Committee. This request will be presented to the Common Council for its final approval. All full-time employees will be given consideration for an unpaid personal leave, not to exceed 40 hours in a twelve month period, so long as they have used up all available accrued paid benefits. Any request beyond 40 hours of unpaid leave will be denied, and the employer/employee relationship will be terminated when unpaid leave exceeds 40 hours in a 12 month period consistent with this provision. For a leave that is contained within this 40 hour limitation, the C.D.A./City will continue to pay its regular contribution to insurance premiums and all paid benefits will continue to accrue. This leave must be used in no less than 4 hour increments. A leave of absence will not be granted for the purpose of taking other employment, except a leave of absence may be granted for the purposes of seeking elected office.~~

**Full Time Employees With One year or More of Seniority Requesting an FMLA Leave Extension**

~~A leave without pay may be granted to any full-time employee who has been continuously employed with the City of Onalaska for at least one (1) consecutive year. Applications for leaves of absence shall be made in writing to the Department Head. The granting of such leave and length of time shall depend upon the reasons for the request. This leave can only be requested after the employee has used all available accrued leave benefits. The Department Head may grant leaves of absence without pay for up to sixty (60) calendar days in a twelve month period for extensions of FMLA leave, subject to the approval of the Finance & Personnel Committee and Common Council. All such leaves, if granted, shall be for a specified period. When a leave of absence is requested and granted pursuant to this provision, the employee will not receive any benefits including, but not limited to, accrual of vacation, sick leave, insurances and holidays for the duration of the unpaid leave after the first 40 hours. Therefore, after the first 40 hours of such an approved leave, the C.D.A./City will not pay the regular contribution to insurance premiums and paid benefits will not accrue. For any leave beyond 40 hours pursuant to this policy, your group health and dental insurance will be maintained during your leave as required by law, provided that you continue to make timely payments of your entire health and dental insurance premiums (including what the~~



**Policy: Leave of Absences (NON FMLA)**

Page: 2 of 1

Updated: December 14, 2021

Created: November 11, 2008



**Policy Number: 7.01**

~~C.D.A./City would normally pay toward this benefit on your behalf) for the entire duration of this leave. Failure to pay the required premium contribution within 30 days of the premium's due date may result in cancellation of your health insurance coverage. Leave must be taken in no less than 4 hour increments.~~

**Full Time Employees Who Have Worked 90 Consecutive days but Less Than One Consecutive Year for Purposes Consistent with Definitions Under FMLA.**

~~Employees who have not been continuously employed for one (1) year, but who have worked for the C.D.A./City for 90 calendar days may be granted limited time off without pay at the discretion of the Department Head. (See below for additional information.)~~

The following conditions will apply:

- ~~1. Prior to requesting this leave, the employee must use all available accrued leave benefits;~~
- ~~2. Up to 4 weeks of unpaid leave can be taken within your first year of employment pursuant to this policy for:
  - ~~▪ the birth or placement of a child for adoption;~~
  - ~~▪ to care for the employee's spouse, child, or parent (not a parent in-law) with a serious health condition; and~~
  - ~~▪ for the employee's own serious health condition that renders the employee unable to perform his/her job.~~~~
- ~~3. If you wish to take advantage of this leave, the C.D.A./City must receive reasonable advance notice of the leave when reasonably possible.~~
- ~~4. We require certification from a health care provider if you request family leave to care for a child, spouse, or parent with a serious health condition, or if you request personal medical leave pursuant to this policy. We may also require a second opinion or, if the first two opinions differ, a third opinion, at the C.D.A./City's expense, from a health care provider.~~
- ~~5. For a leave that is contained within a 40 hour limitation, the C.D.A./City will continue to pay its regular contribution to insurance premiums and all paid benefits will continue to accrue.~~
- ~~6. For any leave beyond 40 hours pursuant to this policy, your group health and dental insurance will be maintained during your leave as required by law, provided that you continue to make timely payments of your entire health and dental insurance premiums (including what the C.D.A./City would normally pay toward this benefit on your behalf) for the entire duration of this leave. Failure to pay the required premium contribution within 30 days of the premium's due date may result in cancellation of your health insurance coverage.~~
- ~~7. Intermittent leave can only be taken in 4 hour increments, when reasonable to management.~~
- ~~8. No leave request pursuant to this policy can total more than 160 hours.~~

**Policy: Leave of Absences (NON FMLA)**

Page: 3 of 1

Updated: December 14, 2021

Created: November 11, 2008



**Policy Number: 7.01**

**Labor Agreements**

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



1. **Statement of Policy.** This policy outlines the provisions of the federal and Wisconsin Family and Medical Leave Acts (FMLA) and the rights and obligations of employees and the City. Should this policy conflict in any way with the applicable Wisconsin or federal law, the provisions of the applicable law shall control.
  - a. The City administers this FMLA policy on a calendar year basis, except for military caregiver leave.
  - b. Definitions of terms, such as “serious health condition,” “child,” “parent,” “spouse,” and “domestic partner,” are applied pursuant to the applicable Wisconsin or federal law.
  - c. Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave which is available to you under the City’s policies or collective bargaining agreements, as well as under federal or Wisconsin law, including worker’s compensation, to the extent such leave qualifies for federal or Wisconsin FMLA.
  - d. Leave taken under this FMLA Policy will not be used against you in any employment decision, including attendance assessment, the determination of wage increases, promotions or disciplinary action.
2. **Eligibility for Leave.**
  - a. **Wisconsin** - You are eligible for Wisconsin family or medical leave if you have worked at least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the 52-week period prior to the time leave begins.
  - b. **Federal** - You will be eligible for federal family and medical leave if you have worked for at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12-month period immediately prior to the time leave begins.
3. **Amount of Leave Available.**
  - a. **Wisconsin FMLA**
    - i. Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement.
    - ii. Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition.
    - iii. Up to 2 weeks for your own serious health condition.
  - b. **Wisconsin Bone Marrow and Organ Donation Leave Act**
    - i. Employees who give written verification they are going to be bone marrow and/or an organ donor will receive up to 6 weeks leave for the purpose of serving as that donor.
  - c. **Federal FMLA**
    - i. Up to 12 weeks of leave for:
      - 1) The birth of a child and to care for the newborn within one year of birth;
      - 2) The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
      - 3) To care for your spouse, child, or parent who has a serious health condition;
      - 4) A serious health condition that makes you unable to perform the essential functions of your job.
    - ii. **Military Caregiver Leave.** Unpaid leave of up to 26 weeks under federal law may be taken by you to care for your parent, spouse, child or next of kin who is a covered servicemember and who sustains a serious illness or injury while



on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation or therapy, whether inpatient or outpatient, or has been assigned to the temporary disability retired list. The maximum 26 weeks of Federal FMLA leave to care for a service member includes, and is not in addition to, all other Federal FMLA leave. In other words, you may not take more than a total of 26 weeks of Federal FMLA during a single 12-month period for any qualifying reason under Federal FMLA.

- iii. **Qualifying Exigency.** Unpaid leave of up to 12 weeks under federal law may be taken by you for any “qualifying exigency” that arises as a result of your spouse, child or parent serving on active duty, or being notified of an impending call to active duty status, in support of a contingency operation. The federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active duty orders.
- 4. **Intermittent Leave.** You may take FMLA leave on an intermittent or reduced schedule basis within the parameters set by Wisconsin and federal law. Only the amount of leave actually taken will count against leave entitlements. Please contact Human Resources to discuss the parameters of intermittent or a reduced schedule leave. The City allows for intermittent leave to be taken in no less than one-quarter (1/4) hour.
- 5. **Pay During FMLA Leave.** In general, both Wisconsin and federal FMLA leaves are unpaid. The City requires you, under Federal FMLA, to substitute paid leave (such as accrued vacation days, sick leave, holidays, or compensatory time) with the exception of (40) hours of vacation leave or (72) hours vacation leave for Firefighters before unpaid leave is granted under Federal FMLA. Unpaid leave is available under Wisconsin FMLA; or, you may choose to substitute any available accrued leave for unpaid Wisconsin FMLA. You may not substitute disability payments to reduce utilizing accrued leave under the Wisconsin or Federal FMLA.
- 6. **Notifying the City of Your Need for FMLA Leave.**
  - a. You must timely notify the City of your need for FMLA leave. Whenever possible, you should request FMLA leave in writing on forms provided by Human Resources. The information provided by you must be sufficient to allow the City to determine a need for FMLA.
  - b. You must respond to the City’s inquiries to determine if an absence potentially qualifies as FMLA. If you do not provide sufficient information to support an FMLA determination, the leave may be denied or delayed.
  - c. You need to provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, you must provide the City notice of the need for leave as soon as practicable. If you fail to give 30 days’ advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be delayed or denied.



**7. Medical Certification.**

- a. If leave is for your own serious health condition, the serious health condition of a covered family member or a qualifying exigency arising as a result of the employee's spouse, child or parent being on covered active duty in the Armed Forces or being notified of an impending call or order to covered active duty in the Armed Forces, you will be required to provide the City with a medical certification form or substantial medical documentation completed by the health care provider or in case of exigency leave appropriate documentation to support your request. Documentation/medical certification must be submitted to the City within 15 calendar days of being notified of the City's request. If you make a diligent good faith effort but are unable to meet the 15-calendar day deadline, you will be given additional time to provide the certification. You may be required to provide the City with updated medical certification forms on a periodic basis to the extent permitted by law. Medical certification forms are available by contacting Human Resources.
- b. If you fail to provide the medical certification form as requested, your leave (or the continuation of your leave) may be denied or delayed until the required certification is provided. If you never produce a requested certification, the leave is not FMLA leave and your leave will not be protected by FMLA laws.
- c. **Genetic Information Nondiscrimination Act (GINA) Notice.** GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by the law. Please do not provide any genetic information when responding to a request for a medical certification. GINA defines genetic information to include your family medical history, the results of your or a family member's genetic tests, the fact that you or a family member sought or received genetic services, and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

**8. Insurance and Benefits.**

- a. You may continue to receive health, dental and other insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or if on unpaid FMLA by direct payment on the first of the month or make arrangements to make-up the premiums upon your return. You must notify the City of your intent to continue insurance coverage while on leave.
- b. Benefits that accumulate based upon hours worked shall not accumulate during a period of unpaid FMLA.

**9. Return to Work.**

- a. At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return to work entitlement will be no greater than if you had continued in employment without the taking of leave.
- b. Under federal FMLA, the return to work entitlement does not apply to "key" employees. You will be notified regarding key employee status and its possible implications on job restoration at the time leave is requested.
- c. You must notify your immediate supervisor if your return to work date changes. If



you want to return to work before leave is scheduled to end, and work is available, you must notify the City at least 2 work days prior to the desired return date.

- d. If you do not return to work from an FMLA leave at the designated time, you will be considered to have voluntarily terminated your employment, unless you were unable, due to an emergency, to notify the City.
- e. If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact Human Resources to discuss available options, which will take into consideration the circumstances of your particular situation and any obligation the City may have to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

#### **Labor Agreements**

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

**Policy: Military Leave**

Page: 1 of 1

Updated: December 14, 2021

Created: August 10, 1999



**Policy Number: 7.03**

Employees requiring leave due to voluntary or involuntary service in the military services shall be granted time off, reinstatement and health insurance continuation and any other rights or benefits, in accordance with applicable federal and Wisconsin law. Notification of leave needed for military service must be provided to the employee's supervisor at the earliest possible time.

~~Military leave of absence may be granted to employees for the purpose of fulfilling their voluntary or involuntary military obligation. Requests for Military Leave will be honored in accordance to Wisconsin Statute 45.50.~~

~~Any request for military leave must be made at the employee's first knowledge of orders to report for military duty, and supported by a copy of said orders. The effective date of the leave shall be the specific date of the orders.~~

~~Upon expiration of a military leave of absence, an employee shall be reinstated to their former position. The City of Onalaska may, at their discretion, request any employee returning from military leave to have an assessment of the person's physical and mental abilities to verify competency to carry out the essential job duties of the position.~~

**Labor Agreements**

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



**RESOLUTION NO. 41 - 2021**

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

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

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

WHEREAS, the City of Onalaska advertised a Request for Proposals (RFP) for the operator of such program; and

WHEREAS, as a result of that RFP, the City of Onalaska has negotiated a contract with Running Inc. for the City of Onalaska Shared-Ride Program; and

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

WHEREAS, in order to participate in the 2022 Operating Assistance Program, application must be submitted to the Wisconsin Urban Mass Transit Operating Assistance Program through the Wisconsin Department of Transportation by December 31, 2021.

THEREFORE, BE IT RESOLVED, that the Financial Services Director/Treasurer of the City of Onalaska is hereby authorized to submit applications for the State Mass Transit Operating Assistance under Sec. 85.20, Wis. Stats. and Federal Section 9 to assist in financing the City of Onalaska/Holmen/West Salem Public Transit during the calendar year 2022.

Dated this 14<sup>th</sup> day of December, 2021.

**CITY OF ONALASKA**

**BY:**

\_\_\_\_\_  
Kim Smith, Mayor

\_\_\_\_\_  
JoAnn Marcon, City Clerk

Passed:  
Approved:  
Published:





2135 Enterprise Avenue  
La Crosse, WI 54603  
608-785-0207 Fax 608-782-5599  
www.kishelectric.com

#12-A

## PROPOSAL

Proposal Date: 12/6/2021

<b>Prepared for:</b>	12695
City of Onalaska 415 Main Street Onalaska, WI 54650	

<b>Job Name &amp; Location:</b>
City of Onalaska 415 Main Street Onalaska, WI

Fax:
(608)781-9507

Customer Phone
(608)781-9530

Email:

Site Phone
(608)781-9530

### Description Of Work

Remove each of two emergency generator automatic transfer switches and dispose. Supply and install two new transfer switches, program and test. Note transfer switches have lead time of 16 to 19 weeks. Option 1, if load shed option is needed add \$1500.00 to proposal amount.

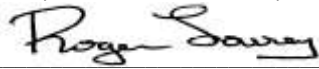
This is a proposal to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Thirteen thousand five hundred dollars

\$13,500.00

Payments terms are net 30 days upon approved credit. All payments are to be made by cash or check. If credit card payment is preferred, add 3% to the quoted price. All materials are guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will become an extra charge over and above the estimate and will be billed at our normal rate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation.

KISH & SONS ELECTRIC, INC.

By: 

Note: This proposal may be withdrawn by us if not accepted within 60 days.

**Proposal Acceptance - The above prices, specifications, terms, and conditions (including Appendix A) are hereby accepted and I agree to be bound thereby. I hereby acknowledge receipt of a copy of this document on the date set forth below. This proposal constitutes the whole agreement between the parties and supersedes any prior proposals**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Owner and or Prime Contractor (Indicate either or both on the signature line)

APPENDIX A

CONSTRUCTION LIEN NOTICE

PRIME CONTRACTOR

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, KISH & SONS ELECTRIC, INC HEREBY NOTIFIES OWNER \_\_\_\_\_ THAT PERSONS OR COMPANIES FURNISHING LABOR AND MATERIALS FOR THE CONSTRUCTION OF THE OWNER'S \_\_\_\_\_ LAND MAY HAVE LIEN RIGHTS ON THAT LAND AND ON THE BUILDINGS ON THAT LAND IF THEY ARE NOT PAID FOR SUCH LABOR AND MATERIALS. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, KISH & SONS ELECTRIC,

Statements for services and materials shall be sent monthly, and the balance shown shall be due in full upon receipt a FINANCE CHARGE may be added to each statement. The amount subject to a FINANCE CHARGE shall be that part of the Previous balance not paid or otherwise credited before the statement is due. The FINANCE CHARGE shall be determined by applying a periodic (monthly) percentage rate of 1.5% (corresponding to an annual percentage rate of 18%). An

The making of final payment shall constitute waiver of all claims, other than for faulty work appearing after final payment.

YOUR BILLING RIGHTS

KEEP THIS NOTICE FOR FUTURE USE

This notice contains important information about your rights and our responsibilities under the Fair Credit Billing Act.

If you think that your Statement is wrong, or if you need more information about a transaction on your Statement, write us at the address shown on your statement. Write to us as soon as possible. We must hear from you no later than 60 days after we sent you the first Statement on which the error or problem appeared. You can telephone, but doing so will not preserve your rights.

In your letter, give us the following information:

- \* Your Name
- \* The dollar amount of suspected error
- \* Describe the error and explain if you can, why you believe there is an error. If you need more information, describe the item you are not sure about

YOUR RIGHTS AND OUR RESPONSIBILITIES AFTER WE RECEIVE YOUR WRITTEN NOTICE

We must acknowledge your letter within 30 days, unless we have corrected the error by then. Within 90 days, we must either correct the error or explain why we believe the Statement was correct.

After we receive your letter, we cannot try to collect any amount in question, or report you as delinquent. We cannot continue to bill you for the amount you question, including FINANCE CHARGES. You do not have to pay any questioned amount which we are investigating, but you are still obligated to pay the parts of your Statement that are not in question.

If we find that we made a mistake on your Statement, you will not have to pay any FINANCE CHARGES related to any questioned amount. If we did not make a mistake, you may have to pay FINANCE CHARGES, and you will have to make up any missed payments on the questioned amount. In either case, we will send you a notification of the amount you owe and the date that it is due.

If you fail to pay the amount that we think you owe, we may report you as delinquent. However, if our explanation does not satisfy you and you write to us within ten days telling us that you still refuse to pay, we must tell anyone we report you to that you have a question about your Statement. We must also tell you the name of anyone we reported you to. We must tell anyone we report you to, that the matter has been settled between us when it finally it.

If we do not follow these rules, we cannot collect the first \$50.00 of the questioned amount, even if your Statement is correct.