

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Common Council
DATE OF MEETING: April 12, 2016 (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. **PUBLIC INPUT: (limited to 3 minutes/individual)**
4. **REPORT FROM THE MAYOR:**
 - A. Library statistics for March
 - B. Proclamation for Charlotte Hougom Day
 - C. Proclamation for Arbor Day
 - D. Proclamation - Officer Knute Aasen Retirement
 - E. Proclamation – Officer Jim Page – Recognition for years of service
 - F. Recognition of staff for April 5, 2016 Spring Election

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.

5. **Consent Agenda**

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

FINANCE COMMITTEE

- B. Accept Omni Center Financials for 2016
- C. Accept City General Fund Financials for 2016
- D. Approval of the usage of enterprise improvement funds in the Cemetery to hire Paragon Associates regarding the design of cemetery pillars for the 2016 Cemetery Project not to exceed \$2,645

PERSONNEL COMMITTEE

- E. Approval of changes to the following job descriptions:
 1. Patrol Officer job description.
 2. DARE/GREAT Officer job description.
 3. Police Liaison job description.
 4. K-9 Patrol Officer job description.
 5. Investigator job description.
 6. Sergeant job description.
 7. Assistant Police Chief job description.

NOTICES MAILED TO:

*Mayor Joe Chilsen

*Ald. Jim Binash

*Ald. Jim Olson

*Ald. Jim Bialecki

*Ald Barry Blomquist

*Ald. Bob Muth

*Ald. Harvey Bertrand

City Attorney Dept Heads

La Crosse Tribune Charter Com.

Onalaska Holmen Courier Life

WIZM WKTY WLXR WKBH

WLSU WKBT WXOW

*Committee Members

Wieser Brothers

Steve Peters

Mike Gavin

Sarah Smith

Calvin King

Shari Collas

Jason Cance

Betty Sebring

Robert Hurd

Renate Hurd

Date Mailed & Posted: 4/08/16

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.

- F. Approval of authorization to replace and post and advertise a Patrol Officer position.
- G. Approval of authorization to replace and post and advertise a Sergeant position, and if promoted within the department, a Patrol Officer Position.
- H. Approval of Park & Recreation department reorganization.
- I. Approval of changes to the following job descriptions due to the Park & Recreation reorganization.
 - 1. Buildings Coordinator job description
 - 2. Recreation Coordinator job description
 - 3. Aquatic Center Specialist job description
 - 4. Concession Specialist job description
 - 5. Administrative Assistant job description
 - 6. Administrative Assistant – Omni job description
 - 7. Aquatic Center Attendant job description
 - 8. Aquatic Center Lead Attendant job description
 - 9. Lifeguard job description
 - 10. Head Lifeguard job description
 - 11. Concession Worker job description
 - 12. Concession Lead Worker job description
- J. Approval of authorization to replace and post and advertise:
 - 1. Recreation Coordinator (FT)
 - 2. Concession Specialist (PT)
 - 3. Administrative Assistant – Omni (PT)

JUDICIARY COMMITTEE

- K. Approval of **Ordinance No. 1544-2016** to amend Chapter 1 of Title 10, Section 34 of the Code of Ordinances of the City of Onalaska relating to Removal of Illegally Parked Vehicles (First and Second Reading)
- L. Approval of **Ordinance No. 1547-2016** to amend Chapter 2 of Title 6, Section 2 of the Code of Ordinances of the City of Onalaska relating to Sidewalk Permit required (Third and Final Reading)
- M. Approval of **Ordinance No. 1548-2016** to amend Chapter 2 of Title 2, Section 11 of the Code of Ordinances of the City of Onalaska relating to Special Meetings (First and Second Reading)
- N. Approval of **Ordinance No. 1549-2016** to amend Chapter 11 of Title 7, Section 1 of the Code of Ordinances of the City of Onalaska relating to Transient and Temporary Public Entertainments (Third and Final Reading)
- O. Approval of **Ordinance No. 1550-2016** to amend Chapter 4 of Title 7, Section 4 of the Code of Ordinances of the City of Onalaska relating to Registration of Direct Sellers (Third and Final Reading)
- P. Approval of **Ordinance No. 1551-2016** to amend Chapter 2 of Title 5, Section 9 of the Code of Ordinances of the City of Onalaska relating to Open Burning (Third and Final Reading)
- Q. Approval of **Ordinance No. 1552-2016** to amend Chapter 7 of Title 7, Section 1 of the Code of Ordinances of the City of Onalaska relating to Regulation of Fireworks (Third and Final Reading)
- R. Approval of **Ordinance No. 1553-2016** to amend Section 60 of Article C of Chapter 1 of Title 15 of the Code of Ordinances of the City of Onalaska relating to Gas Licenses (Third and Final Reading)
- S. Approval of **Ordinance No. 1555-2016** to amend Title 11 Chapter 2 of the City of Onalaska Code of Ordinances related to Carrying Concealed Weapons Prohibited (First and Second Reading)
- T. Approval of **Ordinance No. 1556-2016** to amend Title 7 Chapter 5 Section 9 of the City of Onalaska Code of Ordinances related to Failure to File a Room Tax Return (First and Second Reading)

ADMINISTRATIVE COMMITTEE

- U. Approval of a Class "B" Outdoor Venue License at 910 2nd Avenue North, Onalaska for Two Beagles Brewpub
- V. Approval of Operator's Licenses as listed on report dated April 6, 2016
- W. Approval of 2015-2016 Class B Liquor License for the following applicant:
 - 1. TWIN BEAGLES BREWING COMPANY, LLC d/b/a, TWO BEAGLES BREWPUB, 910 Second Avenue North, Onalaska, Wisconsin, 54650

X. Special Events Permits:

1. Approval of March of Dimes Run/Walk – March for Babies on April 30, 2016 from 9am to 2pm in Rowe Park, Onalaska
2. Approval of Celebrate Onalaska Event from noon on June 24, 2016 through 3pm on June 26, 2016 at Omni Center / Van Riper Park, Onalaska
3. Approval of the Rugged Run on June 26, 2016 from 11am – 3pm starting at Van Riper Park, Onalaska

Y. Approval of request for Change of Agent for La Crosse Country Club, 300 Marcou Road, Onalaska to Mark Tennie

Z. Denial of request from family for burial of ashes for Don J. Hurd in Block 140, Lot 6, Grace 4 with ashes of parents

AA. Approval of increasing the fee for special meetings to \$250

BOARD OF PUBLIC WORKS

BB. Approval of professional engineering services for preliminary design of Greens Coulee high pressure zone improvements by Short Elliot Hendrickson in the amount of \$10,500

CC. Approval of transfer of property from Elmwood Partners to the City of Onalaska along Nathan Hill Estates stormwater ponding area (Parcel # 18-4451-8 & 9-20-0)

DD. Approval of construction engineering services for 2016 Great River Landing Project Phase I to Short Elliot Hendrickson in the amount of \$74,500

EE. Approval of surveying services for Certified Survey Map for Great River Landing Project Phase I from Short Elliot Hendrickson in the amount of \$7,100

FF. Approval of archaeological services for Great River Landing Project Phase I with Mississippi Valley Archaeology Center in the amount of \$17,776

GG. Approval of geotechnical services for Great River Landing phase I with Braun Intertec in the amount of \$6,675

HH. Approval of bus shelter installation along the 1300 block of County Road PH

II. Approval of bids received for 2016 Miscellaneous Concrete Project to Fowler & Hammer Inc. in the amount of \$118,262.50

JJ. Approval of bids received for 2016 Main Street Concrete Project to C.P.R. Inc. in the amount of \$162,987.50

KK. Approval of bids received for 2016 Pavement Project by Mathy Construction including alternates #1, #2, and #3 in the amount of \$1,464,229.50

LL. Approval of 2016 pavement maintenance

1. Chip seal with La Crosse County Highway Department in the amount of \$319,204
2. Installation of fiber patching material by Fahrner Asphalt Sealers in the amount of \$49,170
3. Asphalt pavement expansion installation by Fahrner Asphalt Sealers in the amount of \$34,400
4. Centerline painting by Fahrner Asphalt Sealers in the amount of \$12,700
5. Purchase of fiber patching material from Sherwin Industries, Inc. in the amount of \$19,600
6. Parking lot sealing/crack filling by Fahrner Asphalt Sealers
 - i. Library in the amount of \$4,532.65
 - ii. Omni Center/Aquatic Center in the amount of \$26,691.13
 - iii. City Hall in the amount of \$12,638.40
7. Concrete joint sealing on Main Street

MM. Approval of closure of the 200 block of Riders Club Road from Friday, June 24th to Sunday June 26th for the Celebrate Onalaska event

NN. Approval of view shed enhancement along State Trunk Highway 35 between Poplar Street and Troy Street by Zielies Tree Service in the amount of \$13,600

OO. Approval of Wisconsin Department of Natural Resources 2015 Stormwater Permit Annual Report

PLAN COMMISSION

PP. Approval of a rezoning request filed by the City of Onalaska for City-owned parcels along Irvin Street, 1st Avenue, and 2nd Avenue South (State Road 35) from miscellaneous zoning districts including R-1, B-1, M-3, and undefined to Public and Semi-Public for the purpose of public recreation and open space uses to construct the Great River Landing (Tax Parcels #18-1-0, 18-9-100, 18-6-0, 18-15-0, 18-20-1, 18-19-0, 18-16-0, 18-18-0, and 18-2-2).

- QQ. Approval of a rezoning request filed by Mike Gavin, 2902 Wildrose Lane, Onalaska, WI 54650 on behalf of Jeannette Moe, W8206 Main Street, Holmen, WI 54636 Single Family and/or Duplex Residential (R-2) to Transitional Commercial (TC) for the purpose of constructing an office at 1605-1613 Main Street (Tax Parcels #18-728-2 & #18-728-0).
- RR. Approval of a substantial modification to the WAL-MART Planned Commercial Industrial District (PCID) at 3107 Market Place, submitted by Sarah Smith of Harrison French & Associates, 1705 S, Walton Boulevard Suite 3, Bentonville, AR 72712, on behalf of Wal-Mart Stores, Inc, 2001 Southeast 10th Street, Bentonville, AR 72712 (Tax Parcel# 18-3635-8) for the purpose of allowing increased façade signage.
- SS. Approval of a Certified Survey Map (CSM) submitted by Calvin King, 1010 Green Coulee Road, Onalaska, for a 2-lot land division (.61 acres) at 1010 Green Coulee Road, Onalaska (Tax Parcel 18-5217-0).
- TT. Approval of a substantial modification to the Greens Coulee Community Park Planned Unit Development (PUD) to allow grazing in Zone 2 (adjacent to Clearwater Farms), submitted Shari Collas, on behalf of Clearwater Farm Foundation, Inc., 760 Green Coulee Road, Onalaska, WI (Tax Parcel #18-675-131).
- UU. Approval of a Certified Survey Map (CSM) submitted by Jason Cance, SEH INC., 10 N Bridge Street, Chippewa Falls, WI 54729, on behalf of the City of Onalaska and the Wisconsin Department of Natural Resources (WDNR) to combine seven (7) parcels into two (2) parcels at the intersection of Main Street and State Road 35, Onalaska (Tax Parcels #18-2-2, 18-6-0, 18-15-0, 18-16-0, 18-18-0, 18-19-0, and 18-20-1).

UTILITIES COMMITTEE/MASS TRANSIT

- VV. Approval of Shared Ride financials for 2016

PARKS AND RECREATION BOARD

- WW. Approve new Van Riper Park Playground to Miller & Associates proposal 30-91720-2 in a cost not to exceed \$75,000
- XX. Approve new Playground equipment at Oak Park #4 to Miller & Associates proposal 30-91768-1 in a cost not to exceed \$10,000
- YY. Approve Oak Park Pickleball reconstruction to Upper Midwest Athletic Construction in a cost not to exceed \$24,870
- ZZ. Approve revised Grazing Land Lease with Clearwater Farms

Non-Consent Agenda

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

7. **FINANCE COMMITTEE**

- A. Vouchers
- B. Consideration and possible action regarding a 2016 General Obligation refunding bonds and timeline.

8. **PERSONNEL COMMITTEE**

- A. Review and consideration of Police Policy Animal Control Policy/Procedure
- B. Review and consideration of changes to the Travel and Meal Reimbursement Policy 1.12
- C. Approval of the following job descriptions:
 - 1. Professional Standards Sergeant job description.
- D. Review and consideration of extension recruitment deadline date for the City Administrator

9. **JUDICIARY COMMITTEE**

- A. **Ordinance No. 1546-2016** to amend Chapter 4 of Title 2, Section 7 of the Code of Ordinances of the City of Onalaska relating to the Tourism Commission (First and Second Reading)

10. **ADMINISTRATIVE COMMITTEE**

- A. Approval of Animal Control Policies (see Personnel Item 8. A)
- B. Approval of Class B Picnic License for Rotary Wine Mixer on May 14, 2016 at Clearwater Farms

11. **BOARD OF PUBLIC WORKS**

- A. Review and consideration of awarding bid for 2016 Great River Landing Project Phase 1 to Wieser Brothers General Contractors in the amount of \$2,122,178.26

12. **PLAN COMMISSION**

- A. Approval of a rezoning request filed by Wieser Brothers G.C. Inc., 200 Twilite Street, La Crescent, MN 55947 on behalf of Oak Forest Dental, 1062 Oak Forest Drive, Onalaska, WI 54650, from Single Family and/or Duplex Residential (R-2) to Neighborhood Business (B-1) for the purpose of constructing a dental office at 1217 Quincy Street, Onalaska, WI 54650 (Tax Parcel #18-675-4).
- B. Denial of a substantial modification to the WAL-MART Planned Commercial Industrial District (PCID) at 3107 Market Place, submitted by Sarah Smith of Harrison French & Associates, 1705 S, Walton Boulevard Suite 3, Bentonville, AR 72712, on behalf of Wal-Mart Stores, Inc, 2001 Southeast 10th Street, Bentonville, AR 72712 (Tax Parcel# 18-3635-8) for the purpose of modifying façade color.
- C. Discussion and updated regarding the Onalaska Payment In Lieu of Taxes Policy as adopted by the Common Council on February 9, 2016.

13. **REPORT FROM FINANCIAL SERVICES DIRECTOR:**

- A. **Resolution 26-2016** - to amend the 2016 General Operating Fund Budget

14. **REPORT FROM ALDERPERSONS:**

- A. Update on Tourism Commission and La Crosse County Convention and Visitors Bureau – Ald. Binash

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

- IAFF, International Association of Firefighters, Local 4169
- Consultant for New Zoning District

And 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:

- Municipal Court Supervisor job description

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

- Claim arising from irrigation system damage at 1564 West Young Drive
- Vehicle Damage at 902 8th Avenue North
- Menards property tax assessment challenges

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

Adjournment

PROCLAMATION:
CHARLOTTE HOUGOM DAY

WHEREAS, Charlotte Hougom was a mother to seven fine children, grandmother to 14 children, and great-grandmother to 2 children, and

WHEREAS, Chalotte Hougom was married to her husband LeRoy for 65 years and between the two of them raised their wonderful family in the City of Onalaska where they all attended Onalaska schools, and

WHEREAS, Charlotte helped her husband form a new Onalaska business in 1984 known as Hilltopper Refuse and Recycling Service that began with one truck and grew into a fleet of over 40 trucks, and

WHEREAS, Charlotte could be seen in attendance at Onalaska events such as football, basketball, hockey, and soccer games as well as swim meets, music concerts, and parades, and

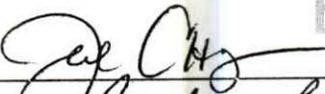
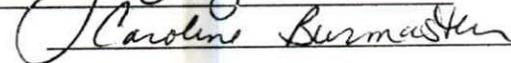
WHEREAS, Charlotte delighted her family and friends with her expertise in cooking and baking, and

WHEREAS, Charlotte was a devoted wife, mother, grandmother and great-grandmother who made the world a better place by her love and kindness and thoughtfulness, and

WHEREAS, the people of Onalaska will miss Charlotte's warm smile, kindheartedness, and her motherly wisdom, and

NOW, THEREFORE, I Joe Chilsen, Mayor of the City of Onalaska, do recognize and proclaim May 8, 2016, as Charlotte Hougom Day in the City of Onalaska and a copy be forever contained in the records of the Onalaska City Clerk, proclaiming such.

IN WITNESS WHEREOF I have here set my hand and caused the Seal of the City of Onalaska to be affixed this twelfth day of April 2016.

Caroline Burmaster, City Clerk
City of Onalaska

Joe Chilsen, Mayor
City of Onalaska



PROCLAMATION: CHARLOTTE HOUGOM DAY

WHEREAS, Charlotte Hougom was a mother to seven fine children, grandmother to 14 children, and great-grandmother to 2 children, and

WHEREAS, Chalotte Hougom was married to her husband LeRoy for 65 years and between the two of them raised their wonderful family in the City of Onalaska where they all attended Onalaska schools, and

WHEREAS, Charlotte helped her husband form a new Onalaska business in 1984 known as Hilltopper Refuse and Recycling Service that began with one truck and grew into a fleet of over 40 trucks, and

WHEREAS, Charlotte could be seen in attendance at Onalaska events such as football, basketball, hockey, and soccer games as well as swim meets, music concerts, and parades, and

WHEREAS, Charlotte delighted her family and friends with her expertise in cooking and baking, and

WHEREAS, Charlotte was a devoted wife, mother, grandmother and great-grandmother who made the world a better place by her love and kindness and thoughtfulness, and

WHEREAS, the people of Onalaska will miss Charlotte's warm smile, kindheartedness, and her motherly wisdom, and

NOW, THEREFORE, I Joe Chilsen, Mayor of the City of Onalaska, do recognize and proclaim April 12, 2016, as Charlotte Hougom Day in the City of Onalaska and a copy be forever contained in the records of the Onalaska City Clerk, proclaiming such.

IN WITNESS WHEREOF I have here set my hand and caused the Seal of the City of Onalaska to be affixed this twelfth day of April 2016.

Caroline Burmaster, City Clerk
City of Onalaska

Joe Chilsen, Mayor
City of Onalaska

PROCLAMATION ARBOR DAY

April 29th, 2016

Whereas, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

Whereas, Trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

Whereas, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, the City of Onalaska has been recognized as a Tree City USA for the 16th consecutive year by the National Arbor Day Foundation and received Growth Award for demonstrating a higher level of tree care and desires to continue its tree planting practices,

Now, Therefore, I, Joe J. Chilsen, Mayor of the City of Onalaska, do hereby proclaim April 29th, 2016 as Arbor Day in the City of Onalaska, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

Further, I urge all citizens to plant trees on their property, as the City of Onalaska will plant approximately 700 trees throughout the City on boulevards and in Rowe Park this year.

Seal: _____
Attest: Joe J. Chilsen, Mayor
City of Onalaska

Caroline Burmaster, City Clerk



PROCLAMATION FOR POLICE OFFICER KNUTE AASEN RETIREMENT

WHEREAS, Sergeant Knute Aasen has patrolled the streets of Onalaska Wisconsin for the past 32 years; and

WHEREAS, Sergeant Knute Aasen has discharged his duties as an officer of the law in a most competent manner; and

WHEREAS, Sergeant Knute Aasen is a respected member of the Onalaska Police Department; and

WHEREAS, The citizens on Onalaska truly appreciate the effort that Sergeant Knute Aasen gave protecting the City of Onalaska on a daily basis for the past 32 years, and

WHEREAS, Sergeant Knute Aasen will be missed by both his fellow officers and the citizens of the City of Onalaska, and

WHEREAS, Sergeant Knute Aasen has chosen to retire, hunt, fish, travel, and spend time with his family instead of running down bad guys;

NOW, Therefore, I Joe Chilsen, Mayor of the City of Onalaska do recognize and proclaim that Sergeant Knute Aasen will be given the title of Police Officer Emeritus of the City of Onalaska.

Dated the 12th day of April 2016

Joe Chilsen, Mayor
City of Onalaska

Caroline Burmaster, City Clerk
City of Onalaska

PROCLAMATION FOR POLICE OFFICER JIM PAGE RETIREMENT

WHEREAS, Officer Jim Page has been a respected member of the Onalaska Police Department for the past 20 years; and

WHEREAS, Officer Jim Page has served the citizens of Onalaska Wisconsin with distinction, bravery and valor; and

WHEREAS, Officer Jim Page has been a friend and a colleague to many City of Onalaska workers; and

WHEREAS, Officer Jim Page represented the citizens and Police Officers of Onalaska across the State, and

WHEREAS, Officer Jim Page will be deeply missed by his fellow officers, City co-workers and the citizens of the City of Onalaska, and

WHEREAS, Officer Jim Page has been a shining example of a triathlete, a marathoner, and a general overall superman;

NOW, Therefore, I Joe Chilsen, Mayor of the City of Onalaska do recognize and proclaim that Officer Jim Page will be given the title of Police Officer Emeritus of the City of Onalaska.

Dated the 12th day of April 2016

Joe Chilsen, Mayor
City of Onalaska

Caroline Burmaster, City Clerk
City of Onalaska

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 1 of 4
Page: ~~1~~ of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
Approved by Council: 2/12/02, 5/8/07, 12/8/09

This position is under the general supervision of the Chief of Police. The Investigator is responsible for the investigation and prosecution of felonies, thefts, frauds, burglaries, check cases, aggravated assaults and other such misdemeanors that require further investigation ~~by a Patrol Officer in the City of Onalaska~~. This position works closely with the Patrol Division, other area law enforcement agencies and the general public. This position requires the ability to work on a ~~rotating shift~~ flexible schedule, including weekends and holidays as the case load demands. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

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. Investigates promptly and diligently all crimes utilizing all available resources. Upon receipt of the case, immediately interviews (utilizing modern interrogation and interview techniques), the complainant(s), victim(s), and any witnesses. When any person is interviewed, identify him/her self properly before asking any questions.
- B. Completes reports on all investigations and activities, either pending or completed, in a timely manner and in accordance with department policy.
- C. Provides reports, photos and other crime related data/information to the proper authorities as dictated by the situation and pending charges. Ensures that the same information is available to other members of the investigative unit and department.
- D. Cooperates fully with area law enforcement agencies. Performs investigations for area law enforcement agencies and provides criminal records and other information to them as requested, where such action does not conflict with any investigation being conducted by the Onalaska Police Department. In addition, be prepared to aid them in the apprehension of suspects or offenders, and generally act as a liaison between this department and all similar units in other law enforcement agencies.
- E. Keeps the Chief and the Assistant Chief informed of the progress of investigations and request additional instructions when further progress appears impossible. Communicates any additional information uncovered, which relates to criminal activity beyond the scope of the present investigation.
- F. Submits a written report of activities regarding cases to the Chief as required by procedure.
- G. Responsible for following-up on all cases until there is a final disposition or the case is declared inactive.
- H. Periodically contacts the complainant(s) or victim(s) to apprise him or her of the state of the investigation.
- I. Responsible for making notes in reports when a Patrol Officer renders exceptional assistance in order that the officer rendering such assistance may receive credit for his/her efforts.
- J. Serves as the evidence custodian for the police department; Responsible for the receipt of processed evidence and maintains such evidence under direct control until such time it is released for presentation to court. The chain of evidence shall be maintained at all times.
- K. Meets periodically with other investigators and other members of the Police Department to coordinate ~~your~~ work.

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 2 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
Approved by Council: 2/12/02, 5/8/07, 12/8/09

- L. Responsible for periodically purging the evidence records, to maintain accounting of evidence forwarded to other agencies, laboratories for examination; or that is being held in court following trials or while appeals may be pending and ultimately ascertaining that appropriate disposition is made of evidence on court order, returned to legal owner or sold at a public auction.
- M. Tracks and records developing patterns of crimes, suspicious activities, etc. in order to apprehend violators; creates and maintains intelligence files in order to anticipate (when possible) criminal movement. Prepares accurate and timely new releases to alert citizens and the surrounding communities of criminal activities, safeguards, and precautions.
- ~~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, including uniformed support. 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 Onalaska Police Department.~~

RELATED JOB FUNCTIONS:

- A. Provides support to patrol officers as needed or requested.
- B. 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.
- A-C. Other duties as required or assigned.

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

The position of Investigator requires permanent department status, classification of Police Officer, police law enforcement experience,

- A. ~~d~~Demonstrated ability to conduct complex investigations and interrogations/interviews, technical training in related fields beyond the high school level or any equivalent combination of experience and training which provides the following minimum knowledge skills and abilities:
- B. State of Wisconsin Law Enforcement Board Certification as a Police Officer.
- B-C. ~~and~~ Knowledge and skill in current investigative and interrogation/interview techniques.
- C-D. ~~Ability~~ Ability to establish and maintain effective working relationships with the public, law enforcement officers, outside agency representatives, informants, etc.
- D-E. ~~Ability~~ Ability to work independent of direct supervision in an effective and efficient manner, adhering to department policies and federal and state laws.
- E-F. ~~Ability~~ Ability to write complete, comprehensive, and accurate reports on complex investigations.
- G. Excellent problem solving and resolution abilities.
- H. Ability to accurately and completely process crime scenes according to department and legal guidelines; ability to process evidence and maintain evidence rooms.
- F-I. Ability to understand and execute complex oral and written instructions; ability to communicate effectively both orally; and in ~~written~~writing in an effective and efficient manner.
- J. Ability to count, differentiate, measure, assemble, copy and record data and information. Ability to classify, compute and tabulate data. Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.
- K. Excellent communication skills; both oral and written, using proper English language skills.

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 3 of 4
~~Page: 1 of 4~~

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
Approved by Council: 2/12/02, 5/8/07, 12/8/09

- L. Ability to maintain records and files and prepare reports from such information; excellent organizational skills.
- G.M. Ability to use appropriate discretion, independent of direct supervision, adhering to department policies, and federal and state law.
- N. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
- O. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
- P. Ability to demonstrate and exemplify personal characteristics of professionalism.
- H-Q. Ability to perform all functions required for the classification of Police Officer.
- I-R. Skill in the operation of general departmental equipment and specialized investigative equipments; including but not limited to: computers and associated hardware and software, office equipment, files, firearms, phones, copy & fax machines, mobile data terminals (MDT), etc.
- S. Skill in the operation of specialized investigative equipment to include but not limited to: surveillance equipment, alarms, etc.
- J-T. 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. Minimum of five (5) years' experience as a Sworn Police Officer for the City of Onalaska.
- B. Experience with the current law, case decisions, search and seizure procedures, interrogations/interviews, surrounding the handling of suspects, crime scene control, and presentation of evidence as presented in court.
- C. Completion of investigator training within 6 months of appointment or as soon as practical.
- B-D. Valid State of Wisconsin Driver's License required.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently ~~as well as reaches above and below shoulder height.~~
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- J-K. All percentages above could vary; depending upon duties performed that day.

CITY OF ONALASKA

Position: Investigator
Location: Police Department
Page: 4 of 4
Page: 1 of 4

Department: Police Department
Supervisor: Chief of Police
Classification: Union Hourly Non-Exempt

Approved by Police & Fire Commission: 1/10/02, 5/15/07
 Approved by Finance & Personnel Committee: 5/2/07, 12/2/09
 Approved by Council: 2/12/02, 5/8/07, 12/8/09

Percent of 8-Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA

Position: Sergeant
Location: Police Department
~~Captain~~Assistant Police Chief

Department: Police Department
Supervisor: ~~Operations~~

Classification: Union Hourly-WPPA

Page: 1 of 3

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel Committee:
Approved by Common Council: 2/12/02

An employee in this class serves as a first line supervisor responsible for directing the daily field activities of the patrol force. This individual coordinates, directs, schedules, supervises and monitors the activities of an assigned unit (shift) in general law enforcement, investigative or administrative operations, prepares special reports and assignments and assists in creating/meeting department goals and objectives. Work is performed under the general supervision of the ~~Captain~~ Assistant Police Chief and/or Chief of Police. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

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.~~ A. Provide supervision, coordination and monitoring of ~~subordinate patrol~~ officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up and performing line inspections on employees on a quarterly basis. Performs all duties of a sworn police officer.
- ~~A-B.~~ A-B. Inspect and maintain necessary equipment ~~---~~ on a regular basis; re-stock supplies/inventory.
- ~~C.~~ C. Monitor radio traffic for proper responses and dispositions and assist as necessary.
- ~~B-D.~~ B-D. Provide clear and effective communications to the public, media, subordinates-employees and act as a resource to ~~subordinate patrol~~ officers and co-workers.
- ~~C-E.~~ C-E. Prepare and maintain all required records and reports including statistical data and interdepartmental correspondence.
- ~~F.~~ F. Develop, implement and administer training programs for ~~sub-ordinate patrol~~ officers. Design programs to remedy deficiencies.
- ~~D-G.~~ D-G. Conduct staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.
- ~~E-H.~~ E-H. Assume the role of 'officer in charge' for major crime scenes.
- ~~F-I.~~ F-I. Respond to citizen complaints; conduct internal and general investigations as directed by the Chief of Police.
- ~~G-J.~~ G-J. Investigate incidents involving personal injury to employees or damage to City property.
- ~~H.~~ H. ~~Conduct performance evaluations of subordinate officers providing feedback to enhance the skill of the officer.~~
- ~~I.~~ I. ~~Be available for "on-call" status when scheduled.~~
 - ~~--- Provide support to patrol officers as needed or requested.~~
 - ~~--- 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, including uniformed support. 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 Onalaska Police Department.~~

RELATED JOB FUNCTIONS:

- A. Conduct performance evaluations of patrol officers providing feedback to enhance the skill of the officer.

CITY OF ONALASKA

Position: Sergeant
Location: Police Department
Captain Assistant Police Chief

Department: Police Department
Supervisor: ~~Operations~~

Classification: Union Hourly-WPPA

Page: 2 of 3

Approved by P & F Commission: 1/10/02
Approved by Finance & Personnel Committee:
Approved by Common Council: 2/12/02

- B. Be available for "on-call" status when scheduled.
- C. Provide support to patrol officers as needed or requested; conduct calls for service and self-initiated activity.
- D. 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.
- A-E. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

- A. Considerable knowledge of modern principles, practices and methods of criminal investigation and identification, patrol, intelligence, traffic control, police administration, organization and operation.
- B. Considerable knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.
- C. Ability to deal with the public, media and subordinates-employees in an effective, and-efficient, and professional manner, protecting individual's rights and human dignity.
- D. Ability to supervise and direct subordinate-staff members tactfully and impartially.
- E. Ability to understand and execute handle complex oral and written instructions and ability to communicate orally and in writing to create the desired end result.
- F. Ability to work independently to a successful conclusion on special projects assigned.
- G. Ability to take control of situations, dictating subordinate-employee activities in a responsible manner.
- H. Ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by department policy.
- I. Ability to perform all functions required for the classification of Police Officer.
- J. Skill in the operation of departmental equipment including, but not limited to, word processing, office equipment (e.g. copy machine, calculator, fax machine, etc.), files, computers, phones, radios terminals, firearms, mobile data terminals (MDT), tactical equipment, etc.
- K. Knowledge of how to use medical apparatus/equipment: first aid equipment and Automated External Defibrillators (AED).
- L. 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. The position of Sergeant requires permanent department status, at least two-five (5) years' experience in the classification of Police Officer, experience in administrative supervisory procedures or technical training in related fields beyond the high school level, or any equivalent combination of experience and training which provides the following minimum knowledge, abilities and skills.
- B. Completion of a recognized supervisory course within 6 months of appointment or as soon as practical.
- C. Excellent computer and organizational skills.
- D. Excellent interpersonal and training skills.
- A-E. Valid State of Wisconsin Driver's License required.

CITY OF ONALASKA

Position: Sergeant
 Location: Police Department
~~Captain~~ Assistant Police Chief

Department: Police Department
 Supervisor: Operations

Classification: Union Hourly-WPPA

Page: 3 of 3

Approved by P & F Commission: 1/10/02
 Approved by Finance & Personnel Committee:
 Approved by Common Council: 2/12/02

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently, ~~as well as reaches above and below shoulder height.~~
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- ~~J-K.~~ 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	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25#-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

 Signature of Employee

 Date

 Signature of Employer

 Date

ORDINANCE NO. 1544-2016

AN ORDINANCE TO AMEND CHAPTER 1 OF TITLE 10,
SECTION 34 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO
REMOVAL OF ILLEGALLY PARKED VEHICLES

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

SECTION I. Title 10, Chapter 1, Section 34, of the City of Onalaska Code of Ordinances related to Removal of Illegally Parked Vehicles is hereby deleted in its entirety and replaced as follows:

Sec. 10-1-34 Removal of Illegally Parked Vehicles.

(a) **Hazard to Public Safety.** Any vehicle parked, stopped or standing upon a highway or public parking lot or ramp in violation of any of the provisions of this Chapter is declared to be a hazard to traffic and public safety.

(b) **Removal by Operator.** Such vehicle shall be removed by the operator in charge, upon request of any traffic officer, to a position where parking is permitted or to a private or public parking or storage premises.

(c) **Removal by Traffic Officer.** Any traffic officer after issuing a citation for illegal parking, stopping or standing of an unattended vehicle in violation of this Chapter, is authorized to remove such vehicle to a position where parking is permitted.

(d) **Removal by Private Towing Service.**

a. **Removal from Public Property.** The officer may order a motor carrier holding a permit to perform vehicle towing services, a licensed motor vehicle salvage dealer or a licensed motor vehicle dealer who performs vehicle towing services ("Towing Service") to remove and store such vehicle in any public storage garage or rental parking grounds or any facility of the person providing the towing services.

b. **Removal from Posted Private Property.** A Towing Service may, at the request of a private property owner who has posted private no parking signs in compliance with Wisconsin Statutes §349.13 as may be amended, remove and store such vehicle at the facility of the Towing Service.

c. **Removal from Non-Posted Private Property.** A Towing Service may, at the request of a private property owner who has *not* posted private no parking signs in compliance with Wisconsin Statutes on their property, remove and store such vehicle only after a citation for illegal parking has been issued by a law enforcement officer.

d. **Notification to the Police Department.** Prior to removal of a vehicle from private property in the City the Towing Service shall provide the City of Onalaska Police Department with notice by electronic mail, the following information:

1. Name and telephone number of the towing service.
2. Make and model of the vehicle being removed.
3. The license plate number of the vehicle being removed, unless license plates are not attached to the vehicle.
4. The vehicle identification number of the vehicle being removed, unless the vehicle identification number is not visible through the vehicle windshield adjacent to the left windshield pillar.

(e) Towing and Storage Charges. In addition to other penalties provided in this Chapter, the owner or operator of a vehicle so removed shall pay the actual cost of moving, towing and storage. If the vehicle is towed or stored by a Towing Service, actual charges regularly paid for such services shall be paid including a municipal services fee as set forth on the City of Onalaska Fee Schedule which shall be paid to the Towing Service and remitted by the Towing Service to the City of Onalaska. If the vehicle is stored in a public storage garage or rental facility, customary charges for such storage shall be paid. Upon payment, a receipt shall be issued to the owner of the vehicle for the towing or storage charge.

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 _____, 2016.

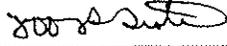
CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Jeff Trotnic, Chief of Police



(signature)

No Fiscal Impact

Budgeted Item

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

ORDINANCE NO. 1547-2016

AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 6,
SECTION 2 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO SIDEWALK PERMIT REQUIRED

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

SECTION I. Title 6, Chapter 2, Section 2, Subsection (d)(1) of the City of Onalaska Code
of Ordinances related to Sidewalk Permit Required is hereby deleted in its entirety and replaced as
follows:

(d) Sidewalk Permit Required.

(1) No person shall hereafter lay, remove, replace or repair any public sidewalk
within the City unless they are under contract with the City to do such work or has
obtained a permit therefore from the Inspection Department at least (3) ays before
the work is proposed to be undertaken. A fee as set forth on the City of Onalaska
Fee Schedule shall be charged for such permit. The permit shall be issued upon
application forms provided by the City and shall contain such information as the
Inspection Department shall deem necessary.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1547 - 2016

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster

(signature)

No Fiscal Impact

Budgeted Item

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

fee removed

ORDINANCE NO. 1548-2016

AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 2,
SECTION 11 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO SPECIAL MEETINGS

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

SECTION I. Title 2, Chapter 2, Section 11, Subsection (b) of the City of Onalaska Code of Ordinances related to Special Meetings is hereby deleted in its entirety and replaced as follows:

Sec. 2-2-11 Special Meetings.

- (b) 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.
State Law Reference: Sec. 62.11(2), 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 ____ day of _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1548 – 2016

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

fee removed

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

ORDINANCE NO. 1549-2016

AN ORDINANCE TO AMEND CHAPTER 11 OF TITLE 7,
SECTION 1 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO TRANSIENT AND TEMPORARY PUBLIC ENTERTAINMENTS.

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

SECTION I. Title 7, Chapter 11, Section 1, Subsection (d) of the City of Onalaska Code of Ordinances related to Transient and Temporary Public Entertainments is hereby deleted in its entirety and replaced as follows:

(d) **Requirements.**

(1) **Insurance Required.** No license shall be granted unless the applicant therefor shall have filed with the City Clerk a public liability insurance policy in a sum as set by the City Clerk from time to time, with the condition that the applicant shall indemnify and save harmless the City and its officers and agents and citizens against any injuries and damages resulting or arising from the conducting of any carnival for which the license is issued or from the performance by the applicant or his agents of any negligence incident to or connected with the conduct of such carnival and that the applicant shall pay all judgments, costs and charges that may be recovered against the City or any of its officers or agents by reason of the conduct of such carnival.

(2) **License Fee Required.** No permit shall be issued unless applicant pays the applicable permit fee for the operation or maintenance of the public entertainment as set forth on the City of Onalaska Fee Schedule. All public entertainments listed in Subsection (b) shall be exempt from any license fee is sponsored by a nonprofit organization.

(3) **Posting of License.** Such permits when issued shall be prominently displayed while the carnival is in operation.

(4) **Inspection of Mechanical Devices.** The applicant shall indicate the date of the last State inspection of rides, merry-go-rounds and other mechanical devices. The City reserves the right to require inspections of all mechanical devices that would be available to the public. All inspection costs shall be paid for by the licensee.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1549 – 2016

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

fee removed

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

ORDINANCE NO. 1550-2016

AN ORDINANCE TO AMEND CHAPTER 4 OF TITLE 7,
SECTION 4 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO REGISTRATION OF DIRECT SELLERS

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

SECTION I. Title 7, Chapter 4, Section 4, Subsection (c)(1), of the City of Onalaska Code of Ordinances related to the Regulation of Taxicabs is hereby deleted in its entirety and replaced as follows:

- (1) At the time the registration is returned, a fee shall be paid to the City Clerk to cover the cost of processing said registration. Each and every member of a group must file a separate registration form. The fee for a direct seller's, solicitor's or canvasser's license shall be as set forth on the City of Onalaska Fee Schedule. All license fees will be reviewed annually. All persons within a group must comply with the other provisions of this Chapter. A license granted hereunder shall be valid for a period of (90) days from the date of issuance.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chihsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1550 – 2016

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

fee removed

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

ORDINANCE NO. 1551-2016

AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 5,
SECTION 9 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO OPEN BURNING

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

SECTION I. Title 5, Chapter 2, Section 9, Subsection (c)(1) of the City of Onalaska Code
of Ordinances related to Open Burning is hereby deleted in its entirety and replaced as follows:

(1) Recreational Fire Season and Cost. The recreational fire season shall be from
January 1 to December 31 of each year. The rate for a Two Season Permit and
Renewal Permit shall be as set forth on the City of Onalaska Fee Schedule.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1551 – 2016

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

fee removed

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

ORDINANCE NO. 1552-2016

AN ORDINANCE TO AMEND CHAPTER 7 OF TITLE 7,
SECTION 1 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO REGULATION OF FIREWORKS

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

SECTION I. Title 7, Chapter 7, Section 1, Subsection (b) of the City of Onalaska Code of Ordinances related to Regulation of Fireworks is hereby deleted in its entirety and replaced as follows:

- (b) Sale. No person may sell or possess with intent to sell fireworks, except:
- (1) No person may sell or possess with intent to sell fireworks, except:
 - a. To a person holding a permit under either subsection 7-7-1(b)(2) or 7-7-1(b)(3) or
 - b. To a city, village or town.
 - (2) A firework seller's permit may only be issued to a person holding or exempt from having a valid user's permit pursuant to subsection (c) hereof. A firework seller's permit may be obtained from the City Clerk upon payment of the fee set forth in the City of Onalaska Fee Schedule. A firework seller's permit described in subsection 7-7-1(b)(3) hereof that provides services or conducts activities in the City of Onalaska.
 - (3) A fireworks location permit may only be issued to a person holding or exempt from having a valid users permit pursuant to subsection 7-7-1(c) hereof. The fireworks location permit shall be displayed at the location for which it was published at all times that such location is operating. A fireworks location permit may be obtained from the City Clerk, subject to a fee as set forth on the City of Onalaska Fee Schedule. A separate fireworks location permit is required for every physical location selling fireworks in the City of Onalaska.
 - (4) The provisions of subsection 7-7-1(c)(4) an (5) shall apply to the issuance of every fireworks seller's permit or fireworks location permit.
 - (5) For a purpose specified under subsection 7-7-1(c)(2)(a)-(f) hereof.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1552 – 2016

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

fee removed

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

ORDINANCE NO. 1553 -2016

AN ORDINANCE TO AMEND SECTION 60 OF ARTICLE C OF CHAPTER 1 OF TITLE 15, OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO GAS LICENSES

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

SECTION I. Section 60 of Article C, Title 15, Chapter 1, of the City of Onalaska Code of Ordinances related to the Gas Licenses is hereby deleted in its entirety and replaced as follows:

Article C: Heating, Ventilating and Air Conditioning Code

Sec. 15-1-60 Gas Licenses.

- (a) **License Required.** No person shall hereafter engage in the business or install, alter, repair or service gas burners or gas burner equipment as defined herein within the City of Onalaska without first securing from the Board of Gas Examiners a license. The requirements herein shall not be construed to limit the gas utility's right to render necessary service.
- (b) **Classification of Licenses.**
 - (1) **Class A License.** To work at or engage in the business of installing, repairing or servicing gas burners or gas burner equipment without regard to input capacity of the said burners.
 - (2) **Class B License.** To work at or engage in the business of installing, repairing or servicing gas burners or gas burner equipment whose input capacity is four hundred thousand (400,000) BTU and smaller.
 - (3) **Class C License.** To engage in the work of installing, altering, repairing, or servicing gas burners or gas burner equipment as an employee of a Class A or Class B Licensee.
- (c) **Requirements for Partnership, Firm or Corporation.** Where a license is desired by a partnership, a firm, or a corporation, at least one (1) responsible officer, member or employee of such firm or corporation shall be required to qualify by examination to qualify such firm or corporation to carry on the business of gas installation. Each such partnership, firm, or corporation shall be required to have an appropriate license as required by this action, and in addition, each and every employee of such partnership, firm, or corporation who engages in the installation of gas burner equipment shall have an appropriate license.
- (d) **License Fees.** License fees for gas licenses shall be as set forth in the City of Onalaska fee schedule.
- (e) **Application, Examination, Qualifications.** The Inspection Department shall prescribe the form of applications. In order to obtain a license, each applicant shall pass an exam

given by the Inspection Department or must provide satisfactory proof of having previously passed an exam deemed acceptable by the Inspection Department which exam was administered by a jurisdiction which enforces the 1992 Edition of ANSI 2223.1-NFPA 54, and all subsequent amendments or obtains the Department of Safety and Professional Services (DSPS) HVAC Qualifier.

- (f) **Term and Renewal.** Each license shall expire on December 31st following issuance. Annual renewal licenses shall be issued without examination upon payment of the proper license fee.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

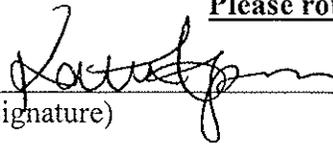
By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1553 – 2016

Please route in this order

Katie Aspenson, Interim Land Use & Development Director
(let Joe Barstow review all annexation ordinances)



(signature)

No Fiscal Impact

Budgeted Item

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

ORDINANCE NO. 1555- 2016

AN ORDINANCE TO AMEND TITLE 11 CHAPTER 2 OF THE CITY OF ONALASKA CODE OF ORDINANCES RELATED TO CARRYING CONCEALED WEAPONS PROHIBITED

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

SECTION I. Section 2 of Chapter 2 of Title 11 of the Code of Ordinances of the City of Onalaska is hereby deleted in its entirety and replaced with:

Sec. 11-2-2 Carrying Concealed Weapons Prohibited; Certain Weapons Prohibited

(a) **Concealed Weapons Prohibited.**

- 1) No person shall within the City wear or in any manner carry under his/her clothes or conceal upon or about his/her person any Dangerous Weapon except that those individuals who carry a current and valid Conceal and Carry Weapon License shall be allowed to wear or carry under his/her clothes or conceal upon or about his/her person a Weapon, in those areas of the City where allowed. A person with a current and valid Conceal and Carry Weapon License may not carry a Weapon, where it has been posted by the business or property owner that Weapons are prohibited pursuant to Wis. Stat. §943.13. This Subsection shall not apply to a peace officer or such persons as may be authorized to carry such weapons.
- 2) "Conceal and Carry Weapon License" means a license issued under Chapter 175.60 of the Wisconsin Statutes or a permit issued by another state designate4d by the Wisconsin Department of Justice authorized to carry concealed Weapons in Wisconsin.
- 3) "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any devise designated as a weapon and capable of producing death or great bodily harm, or any other devise or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.
- 4) "Weapon" has the meaning given under Sec. 175.60(1)(j), Wis. Stats., namely a handgun, not to include a machine gun, short barreled rifle or short barreled shotgun' electric weapon as defined in Wis. Stat. 941.2959(1c)(a) or a billy club.

(b) **Concealed Weapons in City Government Buildings Prohibited.** No person shall carry or be possessed of a Dangerous Weapon, Weapon or knife in any City of Onalaska governmental building where such building has posted signs prohibiting weapons or firearms at all public entrances, pursuant to Wis. Stat. §943.13(1m)(c)4. The City shall display a sign, in place where a reasonable person can be expected to see it, which shall be a minimum of five inches by seven inches and that notifies all persons entering the building that weapons and firearms are prohibited pursuant to Wis. Stat. §943.13(2)(bm)2.b. This subsection shall not apply to peace officers or others duly authorized by law acting within the scope of their duties.

(c) **Specific Concealed Weapons Prohibited.** No person, except a sheriff, constable, police officer or other law enforcement officer acting within the scope of their duties, shall carry or wear concealed about his/her person any Dangerous Weapon, including but not limited to a pistol, revolver, firearm, sling shot, cross-knuckle of lead, brass or other materials or any other dangerous or deadly weapon within the City, except that a person with a current and valid Conceal and Carry Weapon License or such persons as may be authorized to carry such weapons may carry a Weapon in those areas of the City where allowed. A person with

a current and valid Conceal and Carry Weapon License and such persons as may be authorized to carry such weapons may not carry a Weapon, where it has been posted by the business or property owner that Weapons are prohibited.

(d) **Possession, Sale or Manufacture of a Dangerous Weapon by a Person under 18 Prohibited.**

- 1) In this section "dangerous weapon" means any firearm, loaded or unloaded; any electric weapon as defined in 941.295(1)(c)(a); metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; a nunchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather' a cestus or similar material weighted with metal or other substance and worn on hand; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or a manrikigusari or similar length of chain having weighted ends.
- 2) No person under the age of 18 shall sell, possess or manufacture those dangerous weapons as outlined in section 1) above, except that this section does not apply to those members of the armed forces or national guard when such use is in the line of duty or to persons whose possession or use is for target practice under the supervision of an adult or in a course of instruction in the traditional and proper use of the dangerous weapon under the supervision of an adult.

- (e) **Carrying a Concealed Knife.** Any person who is prohibited from possessing a firearm under Wis. Stat. §941.29 is prohibited from being armed with a concealed knife that is a dangerous weapon.

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 _____, 2016.

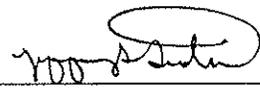
CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Jeff Trotnic, Chief of Police



(signature)

No Fiscal Impact

Budgeted Item

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

ORDINANCE NO. 1556 - 2016

AN ORDINANCE TO AMEND TITLE 7 CHAPTER 5 SECTION 9 OF THE CITY OF
ONALASKA CODE OF ORDINANCES RELATED TO FAILURE TO FILE A ROOM TAX
RETURN

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

SECTION I. Section 2 of Chapter 2 of Title 11 of the Code of Ordinances of the City of
Onalaska is hereby deleted in its entirety and replaced with:

Sec. 7-5-9 Failure to File Return.

(a) If any person fails to file a return as required by this Chapter, the City Clerk shall make an estimate of the amount of the gross receipts under Section 7-5-2. Such estimate shall be made for the period for which such person failed to make a return and shall be based upon any information which is in the City Clerk's possession or may come into the clerk's possession. On the basis of this estimate, the City Clerk shall compute and determine the amount required to be paid to the City, adding to the sum thus arrived at a penalty equal to ten percent (10%) thereof. One (1) or more determinations may be made for one (1) or more than one (1) period.

(b) A forfeiture of 25% of the room tax due for the previous year or \$5,000 whichever is less, of the tax imposed, is hereby established and due and owing in the event that the room tax is not paid within 30 days after the due date of return. In addition to this forfeiture, all unpaid taxes under this section shall bear interest at the rate of twelve percent (12%) per annum from the due date of the return until the first day of the month following the month in which the tax is paid or deposited with the City Treasurer.

(c) Delinquent tax returns shall be subject to a Fifty Dollar (\$50.00) late filing fee. The tax imposed by this Chapter shall become delinquent if not paid:

(1) In the case of a timely filed return, within thirty (30) days after the due date of the return, or within thirty (30) days after the expiration of an extension period if one has been granted.

(2) In the case of no return filed or a return filed late, by the due date of the return.

(d) If a person fails to file a return when due or files a false or fraudulent return with the intent in either case to defeat or evade the tax imposed by this Chapter, a penalty of fifty percent (50%) shall be added to the tax required to be paid, exclusive of interest and other penalties.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

ORDINANCE NO. ____ - 2016

AN ORDINANCE TO AMEND TITLE 7 CHAPTER 5 SECTION 9 OF THE CITY OF
ONALASKA CODE OF ORDINANCES RELATED TO FAILURE TO FILE A ROOM TAX
RETURN

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

SECTION I. Section 2 of Chapter 2 of Title 11 of the Code of Ordinances of the City of
Onalaska is hereby deleted in its entirety and replaced with:

Sec. 7-5-9 Failure to File Return.

(a) If any person fails to file a return as required by this Chapter, the City Clerk shall make an estimate of the amount of the gross receipts under Section 7-5-2. Such estimate shall be made for the period for which such person failed to make a return and shall be based upon any information which is in the City Clerk's possession or may come into ~~his~~the clerk's possession. On the basis of this estimate, the City Clerk shall compute and determine the amount required to be paid to the City, adding to the sum thus arrived at a penalty equal to ten percent (10%) thereof. One (1) or more determinations may be made for one (1) or more than one (1) period.

(b) A forfeiture of 25% of the room tax due for the previous year or \$5,000 whichever is less, of the tax imposed, is hereby established and due and owing in the event that the room tax is not paid within 30 days after the due date of return. In addition to this forfeiture, all unpaid taxes under this section shall bear interest at the rate of twelve percent (12%) per annum from the due date of the return until the first day of the month following the month in which the tax is paid or deposited with the City Treasurer. All unpaid taxes under this Chapter shall bear interest at the rate of eighteen percent (18%) per annum from the due date of the return until the first day of the month following the month in which the tax is due or deposited with the City Clerk.

(c) Delinquent tax returns shall be subject to a Fifty Dollar (\$50.00) late filing fee. The tax imposed by this Chapter shall become delinquent if not paid:

- (1) In the case of a timely filed return, within thirty (30) days after the due date of the return, or within thirty (30) days after the expiration of an extension period if one has been granted.
- (2) In the case of no return filed or a return filed late, by the due date of the return.

~~(d) If due to negligence no return is filed, or a return is filed late, or an incorrect return is filed, the entire tax finally determined shall be subject to a penalty of twenty-five percent~~

~~(25%) of the tax exclusive of interest or other penalties.~~ If a person fails to file a return when due or files a false or fraudulent return with the intent in either case to defeat or evade the tax imposed by this Chapter, a penalty of fifty percent (50%) shall be added to the tax required to be paid, exclusive of interest and other penalties.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Fred Buehler, Financial Services Director

Fred Buehler 3-23-16
(signature)

No Fiscal Impact

Budgeted Item

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

4-06-2016 4:28 PM

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

PACKET: 01486 License Packet OPERATORS APRIL
SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
01671	3/03/16- 6/30/17	RUSCH	CRYSTAL	OPRATOR OPERATORS - 2 YEAR
01676	3/04/16- 6/30/17	FLUEGGE	JEREMY	OPRATOR OPERATORS - 2 YEAR
01677	3/04/16- 6/30/17	QUAST	DANIEL	OPRATOR OPERATORS - 2 YEAR
01679	3/07/16- 6/30/17	TENNIE	MARK	OPRATOR OPERATORS - 2 YEAR
01680	3/07/16- 6/30/17	GEBHARDT	CHAD	OPRATOR OPERATORS - 2 YEAR
01681	3/08/16- 6/30/17	MITCHELL	KRISTIN	OPRATOR OPERATORS - 2 YEAR
01705	3/10/16- 6/30/17	TIRADO	ANTHONY	OPRATOR OPERATORS - 2 YEAR
01737	4/04/16- 6/30/17	HOUGOM	BRIANNA	OPRATOR OPERATORS - 2 YEAR
01740	4/05/16- 6/30/17	LANDSINGER	NANCY	OPRATOR OPERATORS - 2 YEAR
04470	7/01/16- 6/30/18	LIU	RONG	OPRATOR OPERATORS - 2 YEAR
04667	3/29/16- 6/30/17	CHRISTIANSON	HALEY	OPRATOR OPERATORS - 2 YEAR
04670	4/01/16- 6/30/17	RETZLAFF	COURTNEY	OPRATOR OPERATORS - 2 YEAR

April 12, 2016

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 March 08, 2016

The total is:	<u>\$2,934,771.29</u>
03/09/2016 AP Packet 1436 - March 2016	\$154.50
03/11/2016 AP Packet 1437 - March 2016	\$1,828.78
03/14/2016 AP Draft - STFL Payment	\$548,104.86
AP Packet 1439 - March 2016	\$5,365.00
03/15/2016 AP Packet 1442 -March 2016	\$1,093.51
03/17/2016 AP Packet 1446 - March 2016	\$139,552.82
03/18/2016 AP Draft - Sales Tax	\$1,056.84
AP Packet 1447 - March 2016	\$19,933.33
AP Packet 1448 - March 2016	\$11,101.42
03/18/2016 AP Packet 596 - City Payroll 3/18/16	\$130,154.46
AP Packet 596 - City bank drafts	\$81,903.06
AP Packet 1444 - Deferred Payables	\$45,915.09
03/23/2016 AP Packet 1452 - March 2016	\$74,195.37
03/24/2016 AP Packet 1453 - March 2016	\$400.00
AP Packet 1454 - March 2016	\$185.00
03/29/2016 AP Packet 1457 - March 2016	\$2,591.03
04/01/2016 AP Packet 1461 - Void check	(\$162.00)
04/01/2016 AP Packet 598 - City Payroll 4/01/16	\$122,328.85
AP Packet 598 - City Bank Drafts	\$79,937.74
AP Packet 1459 - Deferred Payables	\$10,225.77
04/06/2016 AP Draft - Associated Trust	\$1,010,944.38
04/07/2016 AP Packet 1463 - March 2016	\$276.00
AP Packet 1465 - March 2016	\$1,458.25
04/13/2016 AP Packet - April 2016 (including ACH)	\$646,227.23
Total	<u><u>\$2,934,771.29</u></u>

Finance Committee Signatures

CITY OF ONALASKA

Policy: Part-Time Elected Official Travel & Reimbursement Policy
Page: 1 of 3

Policy Number: 1.12a

Approved by Committee:
Approved by Council:

Purpose

The purpose of this policy is to establish a City policy regarding the rules governing travel expenses and reimbursement for part-time elected officials, and to detail procedural matters concerning travel authorization, documentation, and accounting. This policy is applicable to all travel expenses incurred on behalf of part-time elected officials for official travel and meal expenditures.

Policy

The City recognizes that business travel is necessary at times to conduct City business, and to attend out of town professional conferences, training sessions and meetings to enhance an employee's skill base. It is the policy of the City of Onalaska to provide a monthly stipend for part-time elected officials for their reasonable expenses incurred in the conduct of their business for the City, including but not limited to their mileage and meals for routine travel for City business. City Council Members shall receive a stipend of \$200.00 per month for routine travel expenses including mileage, meals and other expenses and the City Mayor shall receive a stipend of \$250.00 per month for routine travel expenses including mileage, meals and other expenses. There shall be no requirement for the part-time elected officials to track these expenses; the stipends shall be paid monthly.

In addition to their monthly expense stipends, part-time elected officials may request reimbursement for registration costs and lodging for out of town and/or out of State seminars, conferences or trainings as set forth in this policy. Out of town seminars, conferences or trainings are those trainings which are held more than 90 miles away from City hall. Reimbursements for these expenses shall follow the City's Employee Travel and Reimbursement Policy No. 1.12 as follows:

Procedure

Approvals: Travel and expense reimbursement or credit card payment authorization under this policy must be signed, receive Prior Approval, and be filed in the Finance Department on a seminar request form. Ongoing approval responsibility for travel outside of the City and related reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase policy and submitted for final approval by the Common Council.

Out of State Travel Travel outside the State of Wisconsin or Minnesota must be approved by the Finance and Personnel Committee and Common Council before attendance of professional conferences, training sessions and meetings whenever possible. If Prior Approval to attending conferences is not possible due to short notice and inability to meet Council agenda deadline then Finance and Personnel Chair and Council President approval is required. The travel request will then be placed on the next Finance and Personnel agenda as an informational item only.

Upon return, claims for reimbursement and itemized credit card charge receipts are to be submitted to the Finance Department no later than ten (10) business days after the return from travel. Employee expense reimbursement forms shall be submitted to receive reimbursement for these expenses.

Documentation of Expenses

- A. All actual expenses shall be submitted to the Finance Department on the Official Expense Reimbursement form with all receipts attached. In the case of lodging expense, a detailed statement of charges must be submitted. Each official is expected to submit his/her own travel expense form reflecting reimbursable expenses actually incurred. Exceptions may be made when expenses are grouped.
- B. If lodging accommodations are shared between two or more officials (or between an official and an employee), the lodging portion of the billing for all such lodging must be submitted by the official (or employee) paying the bill.
- C. Claim of any charge which could reasonably raise a question should be accompanied by an explanation of such charge on the Official Expense Reimbursement form itemized by day.
- D. Receipts must be detailed receipts showing what the reimbursement was for. Reimbursement will not be made without a corresponding receipt. Exceptions may be made on a case by case basis.

Except for lodging where individuals share the same room each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. Exceptions may be made when expenses are grouped.

Eligible Expenditures

Registration – Actual cost of any official attending a meeting, conference, or convention for which he/she has received approval by the Common Council. Registration should be prepaid by the Finance Department allowing for sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, or accompany the credit card billing statement.

Lodging – Actual cost of hotel or motel accommodations is eligible. To be eligible for a prior night's stay; the drive time for a conference must be greater than two (2) hours one way or if the official must leave before 6:00 a.m. to arrive at the conference on time. City officials are exempt from paying sales tax in Wisconsin and should avoid so by furnishing retailers with the City's tax exempt certificate (available from the Finance Department.)

Lodging reimbursement shall be limited to the minimum number of nights required to conduct the assigned City business. Officials choosing to arrive early or stay later will not be reimbursed for additional lodging or related expenses.

If a family member or guest accompanies the official, the official shall pay or reimburse the City for the amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill and be submitted to the Finance Department.

Laundry and Valet Service – Actual cost of laundry and/or valet service are allowable expenses when officials are required to be away from the City for more than six days at one time or the

conditions under which they are required to work while away from the City create a more than normal need for such services.

Definitions

- A. “Conference”: Examples may include but are not limited to, a symposium, seminar, forum, luncheon, banquet or convention associated with a league, association, alliance, etc. which includes an educational component or another legitimate business purpose. Can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.
- B. “Official”: References to “official” shall refer to all elected part-time officials of the City of Onalaska, including but not limited to the Mayor and Council persons.
- C. “Hosting”: For regulatory purposes includes, but is not limited to, those activities that are intended to lobby or influence any elected official, governmental official, or vendor and are normally social rather than a governmental business event, and further normally includes expenditures for meals.
- D. “Ineligible Expenses”: None of the following expenses shall be paid by the City: lodging accommodations for family or guests, or any other personal expenditure for entertainment or other purposes. Expenditures for alcohol shall not be reimbursable.
- E. “Reimbursement”: Can also be interpreted to mean “paid for by the City.” Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the City directly to the vendor.
- F. “Special Event”: An event that is not regularly scheduled. If scheduled, it occurs no more frequently than annually.
- G. “Tax Home”: The IRS identifies this as your regular place of business regardless of where you maintain your family home. It includes the City of Onalaska and all areas within a ten (10) mile radius of the Onalaska City Hall (the “City”).
- H. “Travel Status”: The IRS defines this as a time when your duties require you to be away from the general area of your “tax home” substantially longer than an ordinary day’s work, and you need to sleep or rest to meet the demands of your work while away from home. (In almost all cases, this means an overnight stay is involved). The City considers hours traveled greater than or equal to fourteen (14) hours to be substantially longer than an ordinary day’s work.

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Captain Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA

Page: 1 of 4

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

An employee in this class serves as a first line supervisor responsible for directing the daily field activities of the patrol force. This individual coordinates, directs, schedules, supervises and monitors the activities of an assigned unit (shift) in general law enforcement, investigative or administrative operations, prepares special reports and assignments and assists in creating/meeting department goals and objectives. Work is performed under the general supervision of the Captain Assistant Police Chief and/or Chief of Police. This position is held by a sworn Police Officer and thus must possess all of the knowledge, skills and abilities of that position.

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. Provide supervision, coordination and monitoring of subordinate patrol officers. This includes but is not limited to reviewing paperwork, monitoring field performance, scheduling and conducting line up. Performs all duties of a sworn police officer.
- B. Inspect and maintain necessary equipment on a regular basis; re-stock supplies/inventory.
- C. Monitor radio traffic for proper responses and dispositions and assist as necessary.
- D. Provide clear and effective communications to the public, subordinates employees; and act as a resource to subordinate patrol officers and co-workers.
- E. Serve as a Police Information Officer (PIO) handling media-related calls, emails and inquiries; acts as the contact for tours and other public informational gatherings. Assist, support, participate and cooperate with any community related events (i.e. National Night Out, Citizen's Police Academy, etc.)
- E-F. Prepare and maintain all required records and reports including statistical data and interdepartmental correspondence; assist in ensuring compliance in accurate report writing and grammar by police officers; maintain knowledge and abilities with computer programs and systems.
- G. Serve as Field Training Officer (FTO) Coordinator by developing, implementing and administering training programs for sub-ordinate-officers according to department and legal guidelines; -assist and lead FTO Officers in the training and evaluation of new officers; lead by example and ensure appropriate follow through Design programs to remedy deficiencies.
- F-H. Assist with walk-ins complaints in the department.
- G-I. Conduct staff/shift meetings to establish and monitor goals and to receive and/or provide input on current activities.
- H-J. Assume the role of 'officer in charge' for major crime scenes.
- I-K. Respond to citizen complaints; serves as lead on conducting internal and general investigations as directed by the Chief of Police in collaboration with the Assistant Chief and Chief of Police.
- L. Investigate incidents involving personal injury to employees or damage to City property.
- M. Complete thorough background investigations on all police and firefighter contingent hires according to department and legal guidelines.
- N. Serve as leader in training sworn staff; perform train-the-trainer sessions ensuring presentations are accurate, effective and allow for participant questions; assist inexperienced instructors with coaching and mentoring.
- J-O. Assist in fulfilling open records requests involving evidentiary audio, video, photos, squad video, etc.

CITY OF ONALASKA

Position: Professional Standards Sergeant
Location: Police Department
Captain Assistant Police Chief

Department: Police Department
Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA

Page: 2 of 4

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

~~K. Conduct performance evaluations of subordinate officers providing feedback to enhance the skill of the officer.~~

~~L. Be available for "on call" status when scheduled.~~

~~Provide support to patrol officers as needed or requested.~~

RELATED JOB FUNCTIONS:

A. Conduct performance evaluations of patrol officers providing feedback to enhance the skill of the officer.

B. Be available for "on-call" status when scheduled.

C. Provide support to patrol officers as needed or requested; conduct calls for service and self-initiated activity.

D. 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, including uniformed support. 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 Onalaska Police Department.

A-E. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

A. Considerable knowledge of modern principles, practices and methods of criminal investigation and identification, patrol, intelligence, traffic control, police administration, organization and operation.

B. Considerable knowledge of federal, state and local laws and ordinances, departmental rules, regulations and policies.

C. Ability to deal with the public, media, and employees subordinates in an effective, and efficient, and professional manner, protecting individual's rights and human dignity.

D. Ability to supervise and direct subordinate staff members tactfully and impartially.

E. Ability to understand and execute handle complex oral and written instructions to create the desired end result.

F. Ability to work independently to a successful conclusion on special projects assigned.

G. Ability to take control of situations, dictating subordinate employee activities in a responsible manner.

H. Ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by department policy.

I. Ability to perform all functions required for the classification of Police Officer.

J. Skill in the operation of departmental equipment including, but not limited to, word processing, office equipment (e.g. copy machine, calculator, fax machine, etc.), files, computers, phones, radios, terminals, firearms, mobile data terminals (MDT), tactical equipment, etc.

K. Knowledge of how to use medical apparatus/equipment: first aid equipment, electronic monitoring equipment, patient transport apparatus (spine board, stretcher, etc.)

~~J~~-L. 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:

CITY OF ONALASKA

Position: Professional Standards Sergeant
 Location: Police Department
Captain Assistant Police Chief

Department: Police Department
 Supervisor: Operations

Classification: Union Hourly Non-

Exempt WPPA
 Page: 3 of 4

Approved by P & F Commission: 1/10/02
 Approved by Common Council: 2/12/02

- A. The position of Professional Standards Sergeant requires permanent department status, at least two three (3) years' experience in the classification of ~~Police Officer~~ Sergeant, experience in administrative supervisory procedures or technical training in related fields beyond the high school level, or any equivalent combination of experience and training which provides the following minimum knowledge, abilities and skills.
- B. Excellent computer and organizational skills.
- C. Excellent interpersonal and training skills.
- D. Valid driver's license required.

PHYSICAL REQUIREMENTS:

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches to shoulder height and above and below shoulder height frequently, as well as reaches above and below shoulder height.
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- K. 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	<input checked="" type="checkbox"/>			
Light Freq. to 10# -20#max		<input checked="" type="checkbox"/>		
Medium Freq. to 25\$-50# max			<input checked="" type="checkbox"/>	
Heavy Freq. to 50#-100# max				<input checked="" type="checkbox"/>
Very Heavy Freq. over 50+# - 100+#				<input checked="" type="checkbox"/>

 Signature of Employee

 Date

CITY OF ONALASKA

Position: Professional Standards Sergeant

Location: Police Department

Captain Assistant Police Chief

Exempt WPPA

Page: 4 of 4

Department: Police Department

Supervisor: Operations

Classification: Union Hourly Non-

Approved by P & F Commission: 1/10/02

Approved by Common Council: 2/12/02

Signature of Employer

Date

ORDINANCE NO. 1546-2016

AN ORDINANCE TO AMEND CHAPTER 4 OF TITLE 2,
SECTION 7 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO THE TOURISM COMMISSION

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

SECTION I. Title 2, Chapter 4, Section 7, of the City of Onalaska Code of Ordinances
related to the Onalaska Tourism Commission is hereby deleted in its entirety and replaced as follows:

Sec. 2-4-7 Room Tax Commission.

- (a) **Membership and Organization.** The Room Tax Commission shall consist of five (5) members who shall be selected as follows: One (1) member of the Common Council of the City of Onalaska shall be appointed by the Mayor and confirmed by the Council. Two (2) members shall be appointed by the Mayor who are residents of the City of Onalaska and are owners or managers of businesses located in the City of Onalaska and who are not members of the Common Council, subject to confirmation by the Council. One (1) member shall be a representative of the Wisconsin hotel and motel industry. One (1) member shall be either a member of the Common Council of the City of Onalaska or a citizen residing in the City of Onalaska who shall be appointed by the Mayor and confirmed by the Council. All members of the commission shall serve for a one (1) year term from the date of appointment. Any vacancies occurring on the Room Tax Commission shall be filled by appointment by the Mayor, subject to confirmation of the Council. Any person so appointed shall serve the balance of the term of the person causing the vacancy. The Commission shall choose a Chairperson, Vice-Chairperson and such other officers as it deems appropriate.
- (b) **Meetings.** Meetings may be held under call of the Chairperson of the Commission or if requested in writing by three (3) members of the Commission filed with the City Clerk, in which event, the City Clerk shall notify all members of the coming meeting. At least twenty-four (24) hours' notice shall be allowed under this procedure. The City Clerk shall give written notice of each meeting to the Mayor and to all members of the Room Tax Commission. Three (3) members shall constitute a quorum. Such regular meetings shall be open to the public.
- (c) **Powers.** The Room Tax Commission shall require for all organizations, whether private or governmental, who receive funds hereunder, an annual accounting of the application of all room tax funds designated for tourism development and tourism promotion ("Tourism Funds"). The Room Tax Commission shall designate the use of all Tourism Funds of the City of the Onalaska.
- (d) **Statutory Authority.** The Room Tax Commission shall be the entity in which room tax is allocated for the City of Onalaska pursuant to Wis. Stat. 66.0615 as may be amended from time to time.

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 _____, 2016.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Cari Burmaster, City Clerk

C. Burmaster

(signature)

No Fiscal Impact

Budgeted Item

Name Change

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

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 11-30-15

Town Village City of Onalaska

County of Wassho

The named organization applies for: (check appropriate box(es))

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning May 14 and ending May 14 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bonus fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Onalaska Rotary

(b) Address 1231 Oak Forest Dr Onalaska WI 54650

(c) Date organized 1967 est Town Village City

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box.

(f) Names and addresses of all officers:

President Lon Raabe

Vice President Todd Olson

Secretary Kendra Gadsrecht

Treasurer Don Kusilek

(g) Name and address of manager or person in charge of affair: Anthony Schwart, 1231 Oak Forest Dr Onalaska, WI 54650

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 760 Green Carlee Road

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Yes

(d) In part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to

be used. All premises located at Green Carlee Road

NAME OF EVENT

(a) Name of the event 2016 Onalaska Rotary Wine Mixer

(b) Date of event May 14, 2016

DECLARATION

I, the undersigned, as an authorized representative of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of my knowledge and belief.

Onalaska Rotary
(Name of Organization)

[Signature] 12/1/15
(Signature/Date)

(Signature/Date)

Signature of Municipal Clerk or Board

REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY COMMON COUNCIL:

April 12, 2016

Agenda Item 5:

Consideration of a rezoning request filed by Weiser Brothers G.C. Inc., 200 Twilite Street, La Crescent, MN 55947 on behalf of Oak Forest Dental, 1062 Oak Forest Drive, Onalaska, WI 54650, from Single Family and/or Duplex Residential (R-2) to Neighborhood Business (B-1) for the purpose of constructing a dental office at 1217 Quincy Street, Onalaska, WI 54650 (Tax Parcel #18-675-4).

1. Rezoning Fee of \$300.00 (PAID).
2. Green Fee of \$638.47/acre to be paid to City prior to obtaining a Building Permit.
 $\$638.41 * .255 \text{ acre} = \162.81 dollars.
3. Any future improvements to this parcel will be subject to additional City permits and fees (i.e., building permits).
4. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
5. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns. The sale or transfer of all or any portion of the property does not relieve the original developer from payment of any fees imposed or from meeting any other conditions.
6. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.
7. The rezoning will only be effective when the owner of Parcel No. 18-675-4 has 453 purchased Parcel No. 18-675-13. – NEW CONDITION

RESOLUTION NO. 26-2016

**A RESOLUTION TO AMEND THE 2016 GENERAL OPERATING FUND
BUDGET**

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

WHEREAS, the City of Onalaska on November 9, 2015 adopted the 2016 operating expenditure budget of \$8,713,116

NOW THEREFORE BE IT RESOLVED, that the City of Onalaska, Common Council, hereby authorizes the decrease of the 2016 General Fund Expenditure by \$426 for a total expenditures of \$8,712,690.

NOW THEREFORE, BE IT FURTHER RESOLVED, the following deduction be from the following account

Finance Operating Exp.	100-51411-340	426
------------------------	---------------	-----

Dated this 12th day of April 2016.

CITY OF ONALASKA

BY:

Joe Chilsen, Mayor

Caroline Burmaster, City Clerk

Passed:
Approved:
Published:

CITY OF ONALASKA

GENERAL FUND BUDGETED EXPENDITURES ONLY

BUDGET COMPARISON	BUDGET YEARS										
	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Total General Fund Budgeted Expenditures per S.65.90(3)(b)1 (include interfund transfers)	8,712,690	8,601,307	8,387,181	8,127,010	8,094,628	7,917,938	7,681,134	7,985,071	7,611,542	7,333,927	7,052,285
Long-Term Debt Payments Budgeted in the General Fund (principal and interest only)	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Net General Fund Operating Budget Expenditures (line 1 less line 2)	8,712,690	8,601,307	8,387,181	8,127,010	8,094,628	7,917,938	7,681,134	7,985,071	7,611,542	7,333,927	7,052,285
BUDGET CHANGE CALCULATION											
2016 Net General Fund Operating Budget Expenditures	8,712,690										
2015 Net General Fund Operating Budget Expenditures	<u>8,601,307</u>	8,601,307									
2014 Net General Fund Operating Budget Expenditures		<u>8,387,181</u>	8,387,181								
2013 Net General Fund Operating Budget Expenditures			<u>8,127,010</u>	8,127,010							
2012 Net General Fund Operating Budget Expenditures				<u>8,094,628</u>	8,094,628						
2011 Net General Fund Operating Budget Expenditures					<u>7,917,938</u>	7,917,938					
2010 Net General Fund Operating Budget Expenditures						<u>7,681,134</u>	7,681,134				
2009 Net General Fund Operating Budget Expenditures							<u>7,985,071</u>	7,985,071			
2008 Net General Fund Operating Budget Expenditures								<u>7,611,542</u>	7,611,542		
2007 Net General Fund Operating Budget Expenditures									<u>7,333,927</u>	7,333,927	
2006 Net General Fund Operating Budget Expenditures										<u>7,052,285</u>	7,052,285
2005 Net General Fund Operating Budget Expenditures											<u>6,740,724</u>
2004 Net General Fund Operating Budget Expenditures											
2003 Net General Fund Operating Budget Expenditures											
Operating Budget Change	111,383	214,126	260,171	32,382	176,690	236,804	(303,937)	373,529	277,615	281,642	311,561
Operating Budget Percent Change (divide Operating Budget change by prior year Net Expenditures and round to 3 decimal places)	1.295%	2.553%	3.201%	0.400%	2.232%	3.083%	-3.806%	4.907%	3.785%	3.994%	4.622%

Handwritten signature and date:
4-7-16

RECEIVED THROUGH RESTRAINT PAYMENT:

2015/16	\$111,718
2014/15	\$152,356
2013/14	\$147,320
2012/13	\$154,666
2011/12	\$142,349
2010/11	\$124,621
2009/10	\$174,374
2008/09	\$130,331
2007/08	\$171,032
2006/07	\$164,179
2005/06	\$200,145
2004/05	\$203,168
2003/04	\$205,296
2002/03	\$211,889
2001/02	\$201,929
2000/01	\$232,009
1999/00	\$263,136
1998/99	\$127,673
1997/98	\$117,618
1996/97	\$118,274

	RESTRAINT LI
2016/15	1.295%
2015/14	2.60%
2014/13	3.40%
2012/13	2.90%
2011/12	3.10%
2010/11	3.28%
2009/10	4.90%
2008/09	5.00%
2007/08	4.20%
2006/07	5.70%
2005/06	5.30%
2004/05	4.20%
2003/04	4.30%
2002/03	3.50%
2001/02	5.20%
2000/01	5.00%
1999/00	3.80%
1998/99	3.60%
1997/98	4.70%
1996/97	4.80%

