

**Special Common Council  
of the City of Onalaska**

Monday, November 9, 2015

1

1 The Meeting of the Common Council was called to order at 6:00 p.m. on Monday, November 9,  
2 2015. It was noted that the meeting had been announced and a notice posted at City Hall.

3  
4 Roll call was taken, with the following members present: Mayor Joe Chilsen, Ald. Jim Binash,  
5 Ald. Jim Bialecki, Ald. Barry Blomquist, Ald. Jim Olson, Ald. Harvey Bertrand, Ald. Bob Muth

6  
7 Also Present: City Clerk Cari Burmaster, City Attorney Sean O’Flaherty, Financial Services  
8 Director/Treasurer Fred Buehler, City Engineer Jarrod Holter, Land Use and Development  
9 Director Brea Grace

10

11

12 **Item 2 – Approval of minutes from the previous meeting**

13

14 Motion by Ald. Bialecki, second by Ald. Olson, to approve the minutes from the previous  
15 meeting as printed and on file in the City Clerk’s Office.

16

17 On voice vote, motion carried.

18

19

**Consideration and possible action on the following items:**

20

21 **PERSONNEL**

22

23 **Item 3 – Approval of Reorganizational Plan**

24

25 Ald. Bialecki said, “To be noted on the record on reorganization, on September 22, 2015 the  
26 Finance and Personnel Sub Committee made a recommendation to the Finance and Personnel  
27 Committee that the City of Onalaska change its form of government from having a full-time  
28 Mayor to having a full-time City Administrator and a part-time Mayor and a Common Council  
29 form of government. The rationale of going to a City Administrator for the City of Onalaska was  
30 to bring education, training and experience to the leadership of the city rather than from the  
31 popular vote, and to combine the position with another department head position in order to  
32 reduce budgetary constraints. The Finance and Personnel Committee then made a motion at the  
33 October 7, 2015 meeting to ask the Common Council to accept the recommendation of the  
34 Finance and Personnel Sub Committee. In response to these recommendations, the following  
35 items were then prepared for review and approval as attached: pay scales for the affected  
36 positions. Working documents such as the part-time mayor job description and full-time city  
37 administrator job description will be available at the December Finance and Personnel  
38 Committee meeting. In order to approve the reorganization, the following items will need to be  
39 approved:”

40

41 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve reducing the Mayor’s position to  
42 part-time with an annual salary of \$18,000.

Reviewed 11/11/15 by Cari Burmaster & Fred Buehler

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43  
44 On voice vote, motion carried.

45  
46 Motion by Ald. Bialecki, second by Ald. Olson, to approve a full-time City Administrator  
47 position and a pay grade 36, with a starting salary of \$90,000 a year.

48  
49 On voice vote, motion carried.

50  
51 Motion by Ald. Bialecki, second by Ald. Muth, to approve the reorganization of the Planning  
52 Department in that the Planning Department will now report to the new City Administrator.

53  
54 On voice vote, motion carried.

55  
56 **FINANCE**

57  
58 **Item 4 – Public Hearing 6:00 P.M. (or immediately following Personnel Item #3) (public**  
59 **input limited to 3 minutes per individual) – On the proposed 2016 Executive Budget,**  
60 **including the budgets for General Fund, Special Revenue Funds, Debt Service Funds,**  
61 **Enterprise Funds, Capital Project Funds, and Community Development Authority Funds**  
62 **and Tax Incremental District #4**

63  
64 Mayor Chilsen called three times for anyone wishing to speak on behalf of the proposed 2016  
65 Executive Budget and closed that portion of the meeting.

66  
67 Mayor Chilsen called three times for anyone wishing to speak in opposition to the proposed 2016  
68 Executive Budget and closed the public hearing.

69  
70 **Item 5 – Recommendation and possible action in regards to the 2016 City Budget changes**

71  
72 Sean said the Common Council may approve all the changes from the Finance and Personnel  
73 Committee one by one and then return to public hearing on all of them instead of going one by  
74 one.

75  
76 Ald. Bialecki referred to the following changes made under Exhibit “A” (General Fund):

- 77  
78
- There is a \$4,277 reduction in the tax levy under “Revenue.”
  - There is a \$10,000 reduction in legal fees under “Legal.”
  - There is a \$12,835 reduction under “Mayor.”
  - There is a \$60,745 increase under “City Administrator.”
  - There is a \$10,185 reduction under “Finance.”
  - There is a \$6,526 increase under “Clerks.”
- 79  
80  
81  
82  
83

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- 84 • There is a \$4,158 increase under “Human Resources.”
- 85 • There is a \$2,750 increase under “Information Technology.”
- 86 • There is an \$18,614 increase under “Unemployment Compensation.”
- 87 • There is a \$31,055 increase under “Fire Department.”
- 88 • There is a \$4,277 reduction under “Street Department.”
- 89 • There is a \$3,631 increase under “Parks Department.”
- 90 • There is a \$3,157 reduction under “Recreation.”
- 91 • There is a \$104,349 reduction under “Planning Department.”

92

93 Motion by Ald. Bialecki, second by Ald. Binash, to approve the changes to Exhibit “A” (General  
94 Fund).

95

96 On voice vote, motion carried.

97

98 Ald. Bialecki referred to the following changes made under Exhibit “B” (Enterprise Fund):

99

- 100 • There is a \$175,000 increase and a \$20,395 reduction under “Tourism Revenue.”
- 101 • There is a \$138,000 increase and a \$138,000 reduction under “Omni Center Revenue.”
- 102 • There is a \$579,031 increase and a \$524,859 reduction under “Tourism Expenses.”
- 103 • There is a \$3,903 increase and a \$2,077 reduction under “Water Expenses.”
- 104 • There is a \$3,909 increase and a \$2,077 reduction under “Sewer Expenses.”
- 105 • There is a \$3,903 increase and a \$2,077 reduction under “Storm Water Expenses.”
- 106 • There is a \$3,904 increase and a \$2,077 reduction under “Cemetery Expenses.”
- 107 • There is a \$21,000 increase under “Special Projects Expenses.”

108

109 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve the changes to Exhibit “B”  
110 (Enterprise Fund).

111

112 On voice vote, motion carried.

113

114 Ald. Bialecki referred to the following changes made under Exhibit “C” (General Fund):

115

- 116 • There is a \$670 increase under “Finance.”
- 117 • There is a \$1,170 increase under “City Clerk.”
- 118 • There is a \$324 increase under “Personnel/Human Resources.”
- 119 • There is a \$295 increase under “Information Technology.”
- 120 • There is a \$384 increase under “City Hall.”
- 121 • There is a \$973 increase under “Police Department.”
- 122 • There is a \$252 increase under “Fire Department.”
- 123 • There is a \$2,320 increase under “Inspection.”

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- 124 • There is a \$573 increase under “Engineering.”
- 125 • There is a \$2,757 increase under “Street Department.”
- 126 • There is a \$227 increase under “Library.”
- 127 • There is a \$1,119 increase under “Parks.”
- 128 • There is a \$1,423 increase under “Recreation.”
- 129 • There is a \$294 increase under “Aquatic Center.”
- 130 • There is a \$266 increase under “Planning/Zoning.”

131

132 Motion by Ald. Bialecki, second by Ald. Blomquist, to approve the changes to Exhibit “C”  
133 (General Fund).

134

135 On voice vote, motion carried.

136

137 Ald. Bialecki referred to the following changes made under Exhibit “D” (Enterprise Funds):

138

- 139 • There is a \$3,275 increase under “Water Department.”
- 140 • There is a \$3,297 increase under “Sewer.”
- 141 • There is a \$797 increase under “Cemetery.”
- 142 • There is a \$1,129 increase under “Omni Center.”
- 143 • There is a \$1,070 increase under “Storm Water.”
- 144 • There is a \$532 increase under “Joint Municipal Court.”

145

146 Motion by Ald. Bialecki, second by Ald. Muth, to approve the changes to Exhibit “D”  
147 (Enterprise Funds).

148

149 On voice vote, motion carried.

150

151 Ald. Bialecki referred to the following changes made under Exhibit “E” (Enterprise Fund-  
152 Special Revenue):

153

- 154 • There is an increase of \$40,950 under “Revenue” (increase room tax from 7 percent to 8  
155 percent).
- 156 • There is an increase of \$11,759 under “Special Projects” (increase room tax from 7  
157 percent to 8 percent).

158

159 Motion by Ald. Bialecki, second by Ald. Olson, to approve the changes to Exhibit “E”  
160 (Enterprise Fund-Special Revenue).

161

162 On voice vote, motion carried.

163

164 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve hiring a new full-time police  
Reviewed 11/11/15 by Cari Burmaster & Fred Buehler

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165 officer in the fall of 2016 with the understanding that funding must be found within the 2016  
166 Budget.

167

168 Sean noted that the Council had just gone through the changes to the 2016 Executive Budget and  
169 asked Ald. Bialecki if there will be a budgetary number attached to the motion.

170

171 Ald. Bialecki said it is not possible to do so at this time as potential funding is currently  
172 unknown.

173

174 Mayor Chilsen asked Sean if he is seeking an account number.

175

176 Sean said he is asking if the motion is a change to the budget.

177

178 Ald. Bialecki said it is only in the context that there is a wish to add one full-time position to the  
179 Police Department in 2016 provided that sufficient funding can be found. Ald. Bialecki noted  
180 that the city had hired another full-time firefighter on July 1 and said he wishes to keep the  
181 public safety departments “shored up” as many of the approximately 15 current part-time  
182 firefighters are not able to respond to every call. Ald. Bialecki also noted that at one time the  
183 Police Department had 29 sworn-in officers – there currently are 27 – and said decisions were  
184 made not to fill open positions both in 2003 and 2007. The latter position was not filled due to  
185 the addition of an administrative position. Ald. Bialecki noted that the city has experienced  
186 substantial growth by adding approximately 4,000 residents in the last decade. Ald. Bialecki  
187 referred to 94<sup>th</sup> District Representative Steve Doyle’s presentation at the October 13 Common  
188 Council meeting, at which time he warned that future state budgets will be more fiscally  
189 conservative. Ald. Bialecki said the city now has the opportunity to address certain needs.

190

191 Fred referred to Exhibit “C” and noted that the increase to the Police Department should be  
192 \$2,523 and not \$973 as Ald. Bialecki had stated. Fred also noted that the increase to the Fire  
193 Department should be \$1,437 and not \$252 as Ald. Bialecki had stated. Fred said the funds  
194 added to the previously stated totals equal \$2,735 (\$1,550 for Police and \$1,185 for Fire). Fred  
195 said the \$2,735 will be offset under “Unemployment” in Exhibit “A,” thereby decreasing this  
196 total from \$18,614 to \$15,879.

197

198 Sean asked Ald. Bialecki, “Given that these are all motions on the budget itself, what is the  
199 budget change? I understand the intent of that motion, but what is the budget change that is  
200 being made with that motion?”

201

202 Ald. Bialecki said, “At this time none because it still needs to be identified.”

203

204 Sean asked if this may be clarified so there is an understanding that this is budget-neutral when  
205 the motion is approved.

206

Reviewed 11/11/15 by Cari Burmaster & Fred Buehler

207 Ald. Bialecki said he is agreeable to doing so.

208

209 On voice vote, motion carried.

210

211 Motion to Ald. Bialecki, second by Ald. Muth, to delete the previously stated \$973 increase  
212 under Account No. 100-52100 (“Police Department”) in Exhibit “C” and change it to \$2,523.

213

214 On voice vote, motion carried.

215

216 Motion by Ald. Bialecki, second by Ald. Olson, to delete the previously stated \$252 increase  
217 under Account No. 100-52200 (“Fire Department”) in Exhibit “C” and change it to \$1,437.

218

219 On voice vote, motion carried.

220

221 Motion by Ald. Bialecki, second by Ald. Muth, to delete the previously stated \$18,614 increase  
222 under Account No. 100-51940-517 (“Unemployment”) in Exhibit “A” and change it to \$15,879  
223 – a reduction of \$2,735.

224

225 On voice vote, motion carried.

226

227 Mayor Chilsen called for additional motions or comments from the Common Council.

228

229 As there were no additional motions or comments, Item 6 was addressed next.

230

231 **Item 6 – Public input on the new changes to the 2016 City Budget**

232

233 Mayor Chilsen called three times for anyone wishing to speak regarding the 2016 City Budget  
234 and closed that portion of the meeting.

235

236 **Item 7 – Recommendation and possible action in regards to the 2016 City Budget**

237

238 Motion by Ald. Bialecki, second by Ald. Binash, to approve the 2016 City Budget as amended.

239

240 Ald. Bialecki noted the City of Onalaska will comply with the State of Wisconsin’s mandate that  
241 taxes not increase in 2016.

242

243 On voice vote, motion carried.

244

245 **Item 8 – Ordinance No. 1522-2015 – to adopt the appropriation budget for 2016 (suspend**  
246 **rules to give ordinance its First, Second, Third and Final Readings)**

247

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248 Motion by Ald. Bialecki, second by Ald. Olson, to suspend the rules and give Ordinance No.  
249 1522-2015 its First, Second, Third and Final Readings.

250

251 On voice vote, motion carried.

252

253 Motion by Ald. Bertrand, second by Ald. Blomquist, to approve Ordinance No. 1522-2015 – to  
254 adopt the appropriation budget for 2016 (First, Second, Third and Final Reading).

255

256 On roll call vote: Ald. Harvey Bertrand – aye, Ald. Barry Blomquist – aye, Ald. Bob Muth –  
257 aye, Ald. Jim Olson – aye, Ald. Jim Binash – aye, Ald. Jim Bialecki – aye. Motion carried, 6-0.

258

259 **Item 9 – Ordinance No. 1523-2015 – to amend Chapter 2 of Title 2, Section 9 of the Code of**  
260 **Ordinances of the City of Onalaska relating to Salaries (suspend rules to give ordinance its**  
261 **First, Second, Third and Final Readings)**

262

263 Motion by Ald. Blomquist, second by Ald. Olson, to suspend the rules and give Ordinance No.  
264 1523-2015 its First, Second, Third and Final Readings.

265

266 On voice vote, motion carried.

267

268 Motion by Ald. Bertrand, second by Ald. Olson, to approve Ordinance No. 1523-2015 – to  
269 amend Chapter 2 of Title 2, Section 9 of the Code of Ordinances of the City of Onalaska relating  
270 to Salaries (First, Second, Third and Final Readings).

271

272 On roll call vote: Ald. Bob Muth – aye, Ald. Jim Bialecki – aye, Ald. Barry Blomquist – aye,  
273 Ald. Jim Binash – aye, Ald. Harvey Bertrand – aye, Ald. Jim Olson – aye. Motion carried, 6-0.

274

275 **Item 10 – Ordinance No. 1521-2015 – to amend Chapter 5 of Title 72, Section 2 of the Code**  
276 **of Ordinances of the City of Onalaska relating to Hotel and Room Tax Imposed (suspend**  
277 **rules to give ordinance its First, Second, Third and Final Readings)**

278

279 Motion by Ald. Muth, second by Ald. Bertrand, to suspend the rules and give Ordinance No.  
280 1521-2015 its First, Second, Third and Final Readings.

281

282 On voice vote, motion carried.

283

284 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance No. 1521-2015 – to amend  
285 Chapter 5 of Title 72, Section 2 of the Code of Ordinances of the City of Onalaska relating to  
286 Hotel and Room Tax Imposed (First, Second, Third and Final Readings).

287

288 On roll call vote: Ald. Jim Olson – aye, Ald. Jim Binash – aye, Ald. Harvey Bertrand – aye, Ald.  
289 Bob Muth – aye, Ald. Jim Bialecki – aye, Ald. Barry Blomquist – aye. Motion carried, 6-0.

Reviewed 11/11/15 by Cari Burmaster & Fred Buehler

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290

291 **Adjournment**

292

293 Motion by Ald. Bialecki, second by Ald. Olson, to adjourn at 6:33 p.m.

294

295 On voice vote, motion carried.

296

297

298 Recorded by:

299

300 Kirk Bey