

1 The Meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, March 10,
2 2020. 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 Kim Smith, Ald. Tom Smith,
5 Ald. Dan Stevens, Ald. Steven Nott, Ald. Jim Olson, Ald. Diane Wulf

6
7 Also Present: City Administrator Eric Rindfleisch, City Clerk Cari Burmaster, City Attorney
8 Amanda Jackson, Financial Services Director/Treasurer Fred Buehler, Human Resource Director
9 Hope Burchell, City Engineer Jarrod Holter, Planning Manager Katie Aspenson, Parks and
10 Recreation Director Dan Wick, Police Chief Charles Ashbeck, Fire Chief Billy Hayes

11
12 **Item 2 – Pledge of Allegiance**

13
14 The Pledge of Allegiance was recited.

15
16 **Item 3 – Rules of the City of Onalaska Common Council and its Sub Committees –**
17 **Harassment Free Forum**

18
19 Mayor K. Smith read the following: *“The City Council and Sub-Committee meetings shall be*
20 *conducted in a courteous manner. Citizens, Council, and Committee members shall be allowed*
21 *to state their positions in an atmosphere free of slander, insults, obscene remarks, threats of*
22 *violence, or for use of Council or Committee as a forum for politics. Sufficient warnings may be*
23 *given by the Sergeant at Arms at any time during the remarks. In the event that any individual*
24 *shall violate the rules of decorum heretofore set forth, such person may then be cut off from*
25 *comment or debate.”*

26
27 **Item 4 – PUBLIC INPUT: (limited to 3 minutes/individual)**

28
29 Mayor K. Smith called for anyone wishing to provide public input.

30
31 **Diana McGrath, Onalaska Police Department Chaplain**
32 **2015 Ward Avenue**
33 **La Crosse**

34
35 “I’ve come to offer a prayer of blessing over your meeting this evening. If you choose to bow
36 with me and pray, you’re certainly welcome to: *‘God in Heaven, we come before you. I thank*
37 *you for all those serving here tonight. I ask that you would bless them with health, strength, and*
38 *wisdom to serve this community, Lord God. I ask that you would give them ideas concerning all*
39 *the business and items they need to discuss tonight, [and] that you would give them solutions to*
40 *issues that have been ongoing. Lord, I ask that you would help there to be a spirit of unity here*
41 *that would be free of strife or contention, and that your peace would be here. Again, we ask that*
42 *your continued blessing be in this region. We thank you in the name of our Lord. Amen.’”*

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43
44 Mayor K. Smith called three times for anyone else wishing to provide public input and closed
45 that portion of the meeting.

46
47 **Item 5 – REPORT FROM THE MAYOR:**

48
49 A. Fleis Nightfall Frolic 5K Run / Walk on Friday, April 17, 2020. Youth race starts at 6:30
50 p.m. and the 5K at starts at 7:00 p.m.

51
52 Mayor K. Smith noted this event benefits the Parks and Recreation Department’s scholarship
53 program and encouraged citizens to participate if they are interested.

54
55 B. 9th Annual Firehouse 5K Run / Walk on Saturday, April 11, 2020 at 8:00 a.m.

56
57 Mayor K. Smith said the purpose of this event is to promote an active and healthy lifestyle in the
58 community, and also to raise funds that will benefit the Children’s Miracle Network Hospitals.
59 The event begins and ends at the Onalaska Fire Department.

60
61 C. Onalaska Area Historical Society event featuring Nancy Tolvstad’s photos and books
62 March 13-14, 2020

63
64 Mayor K. Smith noted that while the Onalaska Area Historical Society is not sponsored by the
65 City of Onalaska, the society is located in the public library. Mayor K. Smith encouraged
66 citizens to attend the event and view Nancy Tolvstad’s photographs and books that depict the
67 city’s history.

68
69 D. Library statistics and upcoming events

70
71 Mayor K. Smith reported that more than 13,000 individuals had visited the library in February.

72
73 E. Update on 2020 Census

74
75 Mayor K. Smith said households will begin receiving the official Census Bureau mail between
76 March 12 and March 20. The documents will include detailed information regarding how to
77 respond to the 2020 Census either online, by telephone, or by mail. Census Day will be observed
78 nationwide on Wednesday, April 1. Individuals who respond to the census will inform the
79 Census Bureau where they reside as of April 1, 2020. Census takers will visit residences that
80 have not responded to the 2020 Census from May through July. The Census Bureau will deliver
81 apportionments counts to President Donald Trump and Congress in December.

82
83 Mayor K. Smith said, “We just want to make sure that we get this reminder out to our residents
84 that when completing the census, their response should reflect the address they reside at more
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85 than six months out of the year. Even if they happen to be wintering or vacationing in another
86 location at the time of the census, they should use their Onalaska address in response if they
87 reside in Onalaska more than six months out of the year. Why is this important? It's important
88 because the census results are felt locally. They help determine how \$675 billion in federal
89 funding is distributed to states and communities each year. That money is spent on schools,
90 hospitals, roads, public works, and other vital programs. It's also used to determine how many
91 seats in the House of Representatives in Congress that Wisconsin gets appointed. It determines
92 the school district boundaries, and it affects the redistricting that will take place in 2021 when the
93 state officials redraw the district boundaries to account for population shifts. If anyone is
94 interested in additional information, we have a table set out in the hall near the water bubblers
95 with the census materials, along with the videos posted to our City of Onalaska website. The
96 Onalaska Public Library is also another great resource for information regarding the census."
97

98 **RECOMMENDATIONS FOR APPROVAL AND/OR POSSIBLE ACTION FROM THE**
99 **FOLLOWING COMMITTEES/COMMISSIONS/BOARDS:**

100
101 All items listed under the consent agenda are considered routine and will be enacted by one
102 motion. There will be no separate discussion of these items unless a council member requests
103 removal, in which event the item will be removed from the consent agenda and considered in the
104 order of business in the non-consent agenda.
105

106 **Item 6 – Consent Agenda**

- 107
108 A. Approval of minutes from the previous meeting(s)
109

110 **FINANCE COMMITTEE**

- 111
112 B. Approve 2020 Omni Center Financials
113 C. Approve 2020 General Fund Financials
114 D. Authorization to set aside \$20,000 annually in a Depreciation Fund for the Storm Water
115 Utility with a maximum cap of \$400,000
116

117 **PERSONNEL COMMITTEE**

- 118
119 E. Approval of out of state travel for Jim Netwal and Jarod Benson to attend FDIC (Fire
120 Department Instructor Conference) Hands-On Training Evolutions with full conference
121 in Indianapolis, IN from April 23-24, 2020
122 F. Approval of authorization to fill positions:
123 1. Full-time Firefighter/EMT
124 2. Part-time Community Risk Reduction and Outreach Specialist
125 3. Part-time Office Clerical Support – Inspection
126 G. Approval of new part-time job descriptions:

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- 127 1. Community Risk Reduction and Outreach Specialist
128 2. Office Clerical Support – Inspection
129

130 **JUDICIARY COMMITTEE**
131

- 132 H. Approval of **Ordinance 1661-2020** – to amend Title 13 of the Code of Ordinances of the
133 City of Onalaska relating to Zoning. (<https://tinyurl.com/OnalaskaUDC-FinalDraft>)
134 I. Approval of **Ordinance 1662-2020** – to amend Chapter 5 of Title 11 of the Code of
135 Ordinances of the City of Onalaska relating to offenses by juveniles
136 J. Approval of **Ordinance 1663-2020** – to delete Title 8 of the Code of Ordinances of the
137 City of Onalaska relating to Health and Sanitation
138 K. Approval of **Ordinance 1664-2020** – to amend Title 15 of the Code of Ordinances of the
139 City of Onalaska relating to Building Codes
140 L. Approval of **Ordinance 1665-2020** – to delete Chapter 6 of Title 11 of the Code of
141 Ordinances of the City of Onalaska relating to Public Nuisances
142 M. Approval of **Ordinance 1666-2020** – to amend Title 16 of the Code of Ordinances of the
143 City of Onalaska relating to Property Maintenance
144 N. Approval of **Ordinance 1667-2020** – to amend Title 6 of the Code of Ordinances of the
145 City of Onalaska relating to Public Works
146 O. Approval of **Ordinance 1668-2020** – to amend Title 9 of the Code of Ordinances of the
147 City of Onalaska relating to Public Utilities
148

149 **ADMINISTRATIVE COMMITTEE**
150

- 151 P. Approval of Operator’s Licenses as listed on report dated March 4, 2020
152 Q. Approval of Special Events Permit for:
153 1. Fleis Nightfall Frolic on Friday, April 17, 2020 from approximately 5:30-8 p.m. at
154 Rowe Park
155 2. Carry the Load’s National Relay on Saturday, May 2, 2020 from approximately 5-7
156 p.m. along the sidewalks through the City of Onalaska
157 3. American Legion Riders District 7 Legacy Run, Saturday, June 20, 2020 starting
158 from La Crosse Area Harley Davidson, 1116 Oak Forest Drive, Onalaska
159 4. Onalaska Community Days, June 19-20, 2020 at the American Legion, 731 Sand
160 Lake Road, Onalaska
161 R. Approval of change of agent for Crooked Pint Ale House, 9348 State Road 16, Onalaska
162 to Jarrod Byers
163 S. Approval of amendment to Class B Liquor License for American Legion Post 336, 731
164 Sand Lake Road, Onalaska for June 19- 20, 2020 for Onalaska Community Days to
165 include outside grounds
166 T. Approval of variance to the noise ordinance for American Legion Post 336, 731 Sand
167 Lake Road, Onalaska for June 19-20, 2020 for Onalaska Community Days until 11:30
168 p.m. each evening

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BOARD OF PUBLIC WORKS

- U. Approval of sale of merchandise on city right of way at 213 Main Street on April 3rd and 4th, 2020
- V. Approval of Recycling Compliance Assurance Plan
- W. Approval of 2020 Urban Forestry Project bid to Hoffman & McNamara in the amount of \$91,933
- X. Approval of 2020 Miscellaneous Concrete Project bid to Steiger Construction in the amount of \$84,612.50
- Y. Approval of professional services for corrosion control study within water system by Process Research Solutions not to exceed \$12,000
- Z. Approval of professional services for Well #8 and Well #9 rehabilitation and water system testing by Water Quality Investigations not to exceed \$25,000
- AA. Approval of Task Order Number 20-02 for Supervisory Control and Data Acquisition (SCADA) Programing modifications by Strand Associates for 6th & Quincy lift station not to exceed \$7,400
- BB. Approval of participating in Grow Solar La Crosse Project at no cost to the City of Onalaska
- CC. Approval of purchasing Fire Department one-hundred foot Quint Fire Apparatus from Reliant Fire Apparatus in the amount of \$989,170
- DD. Approval of Change Order #2 for 2019 Utility Project with Gerke Excavating in the amount of \$44,440.40
- EE. Approval of wheel loader purchase from Titan Machinery in the amount of \$151,319
- FF. Approval of salt brine production system purchase from Vari Tech Industries in the amount of \$80,870

PLAN COMMISSION

- GG. Approval of a Certified Survey Map (CSM) submitted by Robert Jacobson, 806 11th Avenue South, Onalaska, WI 54650 to subdivide one (1) parcel into two (2) parcels with a shared driveway easement between the two parcels (0.74 acres) at 806 11th Avenue South, Onalaska, WI 54650 (Tax Parcel #: 18-985-1)

UTILITIES COMMITTEE

- HH. Approval of Shared Ride Financials
- II. Accept 2019 4th Quarter MTU Financials

PARKS & RECREATION BOARD

- 210 JJ. Approve the purchase of two sets of soccer goals from BSN Sports at a cost not to exceed
211 \$4,075
- 212 KK. Approve Aquatic Center resurface to Badger Swimpools, Inc. at a cost not to
213 exceed \$241,175
- 214 LL. Approve Great River Landing trail plan to Short Elliot Hendrickson (SEH) at a cost not
215 to exceed \$20,000
- 216 MM. Approve the purchase of a 72" lawnmower to Bobcat of the Coulee Region at a
217 cost not to exceed \$16,791
- 218 NN. Approve the purchase of 20 lifetime foldable picnic tables from Competitive Edge
219 Products at a cost not to exceed \$3,580
- 220 OO. Approve the purchase of valves from WHV for the HVAC system at City Hall at
221 a cost not to exceed \$2,830
- 222 PP. Approve Automated Logic software upgrades for the HVAC systems at City Hall,
223 Library and Public Works facility to WHV at a cost not to exceed \$1,320

224

225 Motion by Ald. Wulf, second by Ald. T. Smith, to approve the Consent Agenda.

226

227 On voice vote, motion carried.

228

229 **Non-Consent Agenda**

230

231 **Item 7 – RECAP ITEMS PULLED FROM THE CONSENT AGENDA**

232

- 233 • Item G-2: Personnel Committee – Approval of new part-time job descriptions: Office
234 Clerical Support – Inspection

235

236 **The following item was pulled from the Consent Agenda, to be addressed at this time in the**
237 **Non-Consent Agenda.**

238

239 **PERSONNEL COMMITTEE**

240

241 G. Approval of new part-time job descriptions:

242 2. Office Clerical Support – Inspection

243

244 Ald. Stevens said the Finance and Personnel Committee had been informed at its March 4
245 meeting there are anticipated retirements in the Inspection Department, and he noted the
246 Personnel Committee had passed this item “with the idea that we wanted to incorporate a better
247 succession plan and more of a transfer of data or knowledge from the person leaving to the
248 person who would fill the position. That was why that item was on here.”

249

250 Ald. Wulf told councilmembers she had spoken to city staff members since the March 4 Finance
251 and Personnel Committee meeting and said she would ask either City Administrator Rindfleisch,
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252 Hope, or Katie to continue the discussion.

253

254 Mayor K. Smith said the Council could put a motion on the floor for discussion.

255

256 Motion by Ald. Wulf, second by Ald. Stevens, to approve as a full-time position Office Clerical
257 Support – Inspection.

258

259 City Administrator Rindfleisch noted the position had been proposed as a part-time position
260 primarily to meet the budgetary requirements of being budget-neutral. City Administrator
261 Rindfleisch also noted the individual who was hired for the part-time position would work
262 closely for a period of time with the current full-time employee. There would be deferred wages
263 upon the full-time employee’s retirement, and the part-time position potentially could become a
264 full-time position. City Administrator Rindfleisch said the individuals who likely would apply
265 for the part-time position might do so because it is not a full-time position and told
266 councilmembers it probably is not wise to assume the individual who is hired for the part-time
267 position will want to transition into a full-time employee.

268

269 City Administrator Rindfleisch said, “Therefore ... it would make sense that if that position is,
270 long-term, deemed to be a full-time position, to recruit and hire someone who is interested in a
271 full-time position. Otherwise we may transfer this knowledge from the current full-time
272 [employee] to the part-time [employee] and then go to full-time, and then we would lose that
273 transfer of knowledge without any benefit for having the position in place.” City Administrator
274 Rindfleisch also said he recommends changing the pay grade on the job description from PT
275 Grade 10 to Grade 12, which is a full-time grade and the current grade of the position, if Ald.
276 Wulf’s motion passes.

277

278 Ald. T. Smith noted there would be two full-time salaries and asked how they would be funded.

279

280 City Administrator Rindfleisch told Ald. T. Smith there would be two full-time salaries for two
281 months and said he anticipates additional retirements within the department.

282

283 Ald. T. Smith asked if there is certainty the employee will retire within a few months.

284

285 City Administrator Rindfleisch said yes.

286

287 Ald. Stevens asked if there first will be a set retirement date for the outgoing full-time employee,
288 and then the new full-time employee will be hired. Ald. Stevens said, “I guess the danger is,
289 what happens if somebody doesn’t retire when we think that they will? Then we have two full-
290 time positions. Do we create a redundancy?”

291

292 Katie told councilmembers that while she has not received a formal announcement of retirement,
293 “but anticipated with set dates for when those are going to occur. They have not yet been able to

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294 formally apply because you cannot put in your retirement notice until 60 days prior to the end of
295 work. We can't do it at that point, but it is the intention of this person to retire. We also have
296 another anticipated retiree coming in even sooner before that. That will also aid in some
297 additional funding to pay for that secondary person.”

298

299 Ald. Stevens asked, “So the impact to the budget would be finite [and] we would know exactly
300 what we're on the hook for? [And] is there a reason that we have a 60-day cap on that if we
301 want to have a practice of succession planning?”

302

303 Amanda told Ald. Stevens it is the State of Wisconsin's WRS notification for ETF.

304

305 City Administrator Rindfleisch said, “The fear of employees [who are] retiring giving us prior
306 notice to that is, technically they can't give [it] any earlier. If something should happen between
307 the current date and the official notice of retirement date, they can still back out. It just makes it
308 more difficult. That's one of the challenges of succession planning. We can wait until the
309 person vacates and you get no knowledge transfer, or pretty much any department we're looking
310 at when we come to succession planning, there's going to be some level of double the wages as
311 we try to do that knowledge transfer.”

312

313 Ald. Nott said, “Am I to understand that as far as any budgetary impact ... I understand that in
314 the near term how this most likely would be taken care of [is] through wages not spent on an
315 individual who is retiring before the end of the fiscal year. But how about into years two, three,
316 four and beyond? Is this going to have a long-term budgetary impact? Or will it also be zero
317 and null?”

318

319 Katie told Ald. Nott it would in effect be replacing the current position.

320

321 City Administrator Rindfleisch said potentially the overlap would be the time for the current
322 individual who still is employed by the city and the new employee who is learning the position.
323 City Rindfleisch told Ald. Nott there still would be one person in that position when the
324 retirement occurs, and he said, “It's the overlap we're most concerned about in the budget, which
325 is why we initially proposed it as a part-time position. We knew the part-time position hours
326 would ... that they work double would be sustained over time. Also keep in mind the current
327 employee has been here nearly 30 years, so they're at the top of the pay, whereas their
328 replacement likely would be at the lower end of the pay grade.”

329

330 Ald. Stevens asked if the motion on the floor needs to be amended to include the pay grade.

331

332 Mayor K. Smith said, “I'll say that we understand the motion, moving it from part-time to full-
333 time, the definition of that to be changing it to a full-time [position] would increase the grade
334 from a '10' to a '12.' ”

335

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336 Ald. Wulf said that was the intent of her motion, if that was the intent of Ald. Stevens' second.

337

338 Ald. Stevens said that was the intent of his second.

339

340 Mayor K. Smith asked Hope if there is anything else the Council needs to take into consideration
341 for the job description.

342

343 Hope said the job description will be very similar, with the exception being the pay grade will be
344 "12," and she told Mayor K. Smith there likely will be some adjustments made to the full-time
345 position job description. Hope added she believes the adjustments can be made at a later date.

346

347 Ald. Wulf said she would think some adjustments to the position will need to be made
348 considering the current employee has been in her position nearly 30 years. Ald. Wulf also said
349 she believes the Common Council needs to be in the forefront of capturing the institutional
350 knowledge and memory of the employee.

351

352 City Administrator Rindfleisch noted there also are the benefit payouts of time accrued when
353 there is a retirement at any position and told the Council the city handles these differently on a
354 financial basis. City Administrator Rindfleisch also told the Council those payouts are not being
355 accounted for in this conversation at this time as they are paid out separately.

356

357 Katie asked if Item F-3 on the Consent Agenda, which is the approval of authorization to fill the
358 Office Clerical Support position, is also in effect changed to full-time. Katie also asked if the
359 intent is to immediately post the position, or if the Council wishes to see the future job
360 description at its April 14 meeting.

361

362 Mayor K. Smith said she believes that is a question Amanda needs to answer as "what's on the
363 Council agenda for discussion is stating it one way, and I'm not sure we can bring it back for
364 discussion."

365

366 City Administrator Rindfleisch said he believes the Council may make a motion to reconsider the
367 previous motion.

368

369 Mayor K. Smith noted there already is a motion on the floor and said she wants to ensure that
370 councilmembers are confident this is the course of action they wish to take.

371

372 Original motion restated:

373

374 To approve changing the part-time Office Clerical Support – Inspection to full-time, and also to
375 change the pay grade from "10" to "12."

376

377 On voice vote, motion carried.

Reviewed 3/12/2020 by Cari Burmaster

378
379 Motion by Ald. Stevens, second by Ald. Nott, to reconsider Item F-3, Approval of authorization
380 to fill the Part-time Office Clerical Support – Inspection position.

381
382 On voice vote, motion carried.

383
384 Motion by Ald. Stevens, second by Ald. Wulf, to approve the authorization to fill the Office
385 Clerical Support – Inspection position as a full-time position.

386
387 Ald. Stevens asked if there are other considerations the Council needs to be aware of regarding
388 this position.

389
390 Mayor K. Smith noted no one is raising his or her hand.

391
392 On voice vote, motion carried.

393
394 **Item 8 – FINANCE COMMITTEE**

395
396 A. Vouchers

397
398 Motion by Ald. Stevens, second by Ald. Olson, to approve the vouchers expended since the last
399 Common Council meeting on February 11, 2020 in the amount of \$12,315,008.83.

400
401 On voice vote, motion carried.

402
403 B. **Resolution 17-2020** – Awarding the Sale of \$4,680,000 General Obligation Corporate
404 Purpose Bonds

405
406 Motion by Ald. Stevens, second by Ald. T. Smith, to approve Resolution 17-2020 – Awarding
407 the Sale of \$4,680,000 General Obligation Corporate Purpose Bonds.

408
409 Justin Fischer of Robert W. Baird highlighted the following during his presentation:

- 410
- 411 • The City of Onalaska received four bids, with UMB Bank N.A. submitting the lowest bid
412 at 1.6534 percent. Justin said there currently is great uncertainty in the stock market,
413 which he described as being “very volatile,” telling councilmembers municipal bonds are
414 “quality, safe investments.”
 - 415 • This issue will close Thursday, April 2. The maturities range from October 1, 2021 to
416 2039. The first interest rate will occur October 1, 2020, and the first call date is October
417 1, 2028. The city’s bond rating remained at Aa2, which Justin described as an
418 “excellent” rating. Justin noted Robert W. Baird colleague Brad Viegut had told the

419 Finance and Personnel Committee at its February 5 meeting the projected rate was 2.20
420 percent.

- 421 • The city will enjoy approximately \$300,000 in lower interest costs due to the difference
422 between the projected interest rate of 2.20 percent and UMB Bank N.A.’s interest rate of
423 1.6534 percent.

424
425 City Administrator Rindfleisch asked Justin to explain the difference between the coupon rate
426 and the total interest cost.

427
428 Justin said the coupon is essentially the interest rate the city makes on an annual basis. Justin
429 referred to “Less Bid Premium” column on page 4 of the presentation and said it is essentially
430 premium that the winning underwriter is going to give the city that will be utilized to offset
431 future debt service. Justin said the coupon is larger than the bond yield, which creates the
432 premium, and he explained that the interest rates are much lower than what the city is seeing
433 with the 2 percent.

434
435 On roll call vote: Ald. Dan Stevens – aye, Ald. Steven Nott – aye, Ald. Jim Olson – aye, Ald.
436 Tom Smith – aye, Ald. Diane Wulf – aye. Motion carried, 5-0.

- 437
438 C. **Resolution 19-2020** – Resolution Requesting State Trust Fund 5-year Loan of \$542,000
439 to purchase 3 police cars, police portable radios, city hall roof and HVAC, municipal
440 code recodification, and wage study

441
442 Motion by Ald. Stevens, second by Ald. Wulf, to approve Resolution 19-2020 – Resolution
443 Requiring State Trust Fund 5-year Loan of \$542,000 to purchase 3 police cars, police portable
444 radios, city hall roof and HVAC, municipal code recodification, and wage study.

445
446 On roll call vote: Ald. Dan Stevens – aye, Ald. Steven Nott – aye, Ald. Jim Olson – aye, Ald.
447 Tom Smith – aye, Ald. Diane Wulf – aye. Motion carried, 5-0.

448
449 **Item 9 – PERSONNEL COMMITTEE**

- 450
451 A. **Resolution 18-2020** – Authorization to allow for replacement of full-time vacant
452 budgeted positions without committee approval provided the grade and essential job
453 functions do not change and Human Resources provides a monthly update on staffing

454
455 Ald. Stevens stated he wishes to make an amendment to Resolution 18-2020 and said, “I think
456 we missed the mark initially on the purpose of what this resolution was intended. It was
457 intended to remove delays in the hiring process and the ensuing problems that could arise
458 through staff shortages, while not diminishing Common Council’s role with respect to personnel.
459 In expediting the hiring process, it wasn’t just Police and Fire, but the intention was all city
460 employees. I probably got hung up on some specific language. My concern was the language
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461 created a subjective loophole, which could cause us problems down the road. With the
462 amendment that is the last one here that was handed out to Council beforehand, I believe that that
463 adds specifically defined verbiage, and I'm comfortable that it addresses and closes that
464 loophole.

465
466 Further, this resolution, as it changes our practices going forward, it also now includes a sunset
467 clause. After a year, we will be able to be in a position to take stock and see whether or not we
468 saw improvements in our practices, or whether we encountered specific problems, or if we need
469 to scrap the whole concept, just make little tweaks, or if we can operate in this manner on a more
470 long-term basis going forward from that point. My hope with this amendment is that we can
471 improve the efficiency of Onalaska City Hall that works for staff, and it works for all the people
472 of Onalaska, and it works for the Common Council. I think if we should discuss this and give it
473 a go, if it turns out to be problematic, remember we can always raise the issue again later and
474 make our changes. But meanwhile, I'm thinking that the net result would be a better and more
475 efficient government. ... I'm hoping that Human Resources and maybe the department heads,
476 because this will directly affect their ability to staff their departments, can maybe provide us with
477 some feedback, and if this is a positive step or not."

478
479 Ald. Wulf noted councilmembers had received a copy of the resolution in their packets and asked
480 if the copy of the resolution they had received this evening an amended resolution, or if it is a
481 standalone.

482
483 City Administrator Rindfleisch reminded the Council the motion has not yet been read in and
484 suggested that the motion be to approve the replacement Resolution 18-2020, which had been
485 distributed to councilmembers prior to this evening's meeting.

486
487 Motion by Ald. Stevens, second by Ald. Nott, to approve Replacement Resolution 18-2020 –
488 Authorization to allow for replacement of full-time vacant budgeted positions without committee
489 approval provided the grade and essential job functions do not change and Human Resources
490 provides a monthly update on staffing.

491
492 Ald. Nott asked if the resolution on which the Council is voting includes the following verbiage:

- 493
- 494 • *"Now, therefore, be it resolved that where no major changes to the essential job*
 - 495 *functions and pay grade exist and where the position has been budgeted and funded, City*
 - 496 *staff shall be authorized to fill such vacancies."*
 - 497 • *"Be it further resolved that this resolution shall expire on March 31st, 2021 unless the*
 - 498 *Common Council takes further action to extend it."*
- 499

500 Ald. Wulf asked if the Council is discussing the resolution that includes the following verbiage:
501 *"Be it further resolved that for purposes of this resolution, major changes shall be defined as*

502 *those changes which affect the ten factors that determine the position's grade, as set forth on*
503 *Exhibit A."*

504

505 Ald. Nott and Ald. Wulf were both told that is the resolution the Council is discussing.

506

507 Ald. Nott said, "I think this is a terrific resolution because it seems to add a certain degree of
508 flexibility, and it probably chops off a good 30 days on the hiring practice. And it has no impact
509 whatsoever on the budget."

510

511 On roll call vote: Ald. Dan Stevens – aye, Ald. Tom Smith – aye, Ald. Jim Olson – aye, Ald.
512 Diane Wulf – aye, Ald. Steven Nott – aye. Motion carried, 5-0.

513

514 **Item 10 – BOARD OF PUBLIC WORKS**

515

516 A. Approval of 2020 Utility Project bid

517

518 Jarrod noted he had distributed to councilmembers copies of the bid opening tabulation for the
519 2020 Utility Project. Jarrod also noted the city had received four competitive bids Tuesday
520 morning, and he told councilmembers the city had bonded slightly more than \$2 million for this
521 project in the 2020 Capital Improvements Budget. The engineer's estimate for the project was
522 \$1,750,000. McCabe Construction had submitted the lowest bid at \$1,634,976.70. This includes
523 the base bid of \$1,575,056.75, as well as Bid Alternate No. 1 (\$43,813.95), Bid Alternate No. 2
524 (\$2,050), and Bid Alternate No. 3 (\$14,056). Jarrod said a majority of the project will occur in
525 the Sunset Vista neighborhood, noting it includes total utility replacement and new street
526 construction. Jarrod said staff recommends awarding the bid to McCabe Construction for the
527 total bid cost.

528

529 Motion by Ald. Wulf, second by Ald. T. Smith, to award the 2020 Utility Project bid to McCabe
530 Construction in the amount of \$1,634,976.70, including Bid Alternate Nos. 1, 2, and 3.

531

532 On voice vote, motion carried.

533

534 **Item 11 – CITY ATTORNEY'S REPORT**

535

536 A. Addition to the existing City of Onalaska Fee Schedule

537

538 Amanda told councilmembers a copy of the City of Onalaska Fee Schedule had been included in
539 their packets and noted the listed fees are not new. Rather, they are existing fees that when the
540 city went through the process of creating its current Fee Schedule, fees were missed because the
541 city has many ordinances. Amanda said many of those fees reside in Public Works and Public
542 Utilities, and she told councilmembers, "In the process of cleaning up and reorganizing those
543 ordinances, we made sure to pull out those fees so they no longer live in the ordinances. We're
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544 asking you to approve this just because we are taking them out of ordinance form and putting
545 them in the Fee Schedule. None of these fees have actually changed. We're just essentially
546 taking them out and putting them into the Fee Schedule." Amanda also told councilmembers a
547 new format for the Fee Schedule is being created, noting that is what is in front of them this
548 evening.

549
550 Motion by Ald. Wulf, second by Ald. Nott, to approve the addition to the existing City of
551 Onalaska Fee Schedule.

552

553 On voice vote, motion carried.

554

555 B. City response, continuity of operations and policies and procedures for community-wide
556 spread of viruses and disease

557

558 Amanda told councilmembers city staff had met with representatives from the La Crosse County
559 Health Department the week of March 1-7 to discuss preparedness for the Coronavirus, and also
560 what county health department employees are doing for the region. Amanda noted there are now
561 three confirmed cases of COVID-19 in the State of Wisconsin, and also that city residents have
562 raised questions regarding the City of Onalaska's plans and procedures related to COVID-19.

563

564 Amanda said, "We've been working internally with the departments to talk through different
565 things as far as continuity of operations. We don't have any policies or procedures in front of
566 you tonight to review, but we are facing an epidemic that may result in a need to quarantine
567 individuals. We just wanted to have a high-level discussion on what direction the Common
568 Council would like to go as far as if we're going to quarantine for the benefit of the city, and for
569 employees and residents, if that's something where you want to have a discussion as far as
570 allowing for flexible paid quarantine or what the purview of the Council is."

571

572 City Administrator Rindfleisch noted this agenda item pertains to the communitywide spread of
573 viruses and disease and told councilmembers the discussion may be about not only the current
574 threat of the Coronavirus, but also could potentially be about any future threats to the city. City
575 Administrator Rindfleisch said it appears to him that quarantining is becoming a more common
576 conversation piece regarding the spread of communicable diseases – not only with COVID-19,
577 but also with other communicable diseases that have occurred in the past.

578

579 City Administrator Rindfleisch said, "I think a starting discussion point would be if, on the
580 benefit of the city or we had an employee that we knew was exposed, and to the benefit of the
581 city not to have that employee potentially spread the disease, 14 days seems to be the quarantine
582 window for this particular disease. If someone does not have sick time and we say, 'You can't
583 come in,' what the intent of the city for that particular employee if we are saying, 'Don't come
584 into this office?' Is that something you would be willing to potentially look at: not necessarily
585 having an employee bank as a benefit, but [rather] have a policy of quarantine time? And what

586 are your expectations if we do pay quarantine time? Are they working? Do we try to extend our
587 technology, [such as] laptops at home or teleconferencing? What expectation would we have of
588 those employees who would be quarantined on behalf of the city?"

589
590 Ald. Olson said, "We talked about this for a couple of minutes the other day, and my feeling is if
591 we had that situation to deal with and somebody has to stay home we know for a minimum of 14
592 days, then I think the city should compensate the employees for that particular venue knowing
593 that this is something that is out of their control and they have to be doing that for safety reasons.
594 I think we should support that."

595
596 Mayor K. Smith said it would be necessary to have some type of medical documentation.

597
598 Ald. Nott said, "I think that when these pathogens do arise, there is a tendency to disrupt more
599 than maybe we need to with how we go about our daily lives. In this particular case, certainly
600 it's important for people to not come in to work if they are sick with something that's contagious,
601 regardless of what it is. But with today's technology, I would think that if there's a situation
602 where a medical professional says an individual who works on the city staff needs to be
603 quarantined, that individual will not be waylaid with a lot of symptoms more than maybe four or
604 five days out of that quarantine period where they actually could be doing productive work at
605 home. If we're going to pay them and they are able to do work ... There are going to be
606 questions about who gets to determine when that is as opposed to going right down the path and
607 saying 14 days of paid sick leave, basically ... I'm not so sure we need to go that route. And
608 each pathogen will be different, too. This is supposed to be a more general proposal – not just
609 for Coronavirus. I'd like to see that whatever the cause is, whatever the pathogen is, that we get
610 medical professionals on, when can they work at home reasonably, and when can they not?"

611
612 Ald. Stevens said, "There certainly are jobs that are not suitable to work from home. Police
613 officers can't work from home; they interact with the public. Firefighters can't call in CPR or
614 put out somebody's fire from their bedroom. Those are cases where public safety ... We also
615 need to consider that if city employees are interacting with the public, then is there a risk that we
616 spread the disease, either inadvertently or through the cause of their work with people in the
617 public? We would want to avoid the exposure to the citizens as well as not decimating police or
618 fire or plowing the streets – whatever the case is. Things have to be kind of job-specific, but
619 some are more sensitive than others."

620
621 Ald. Nott asked both Police Chief Ashbeck and Fire Chief Hayes, "If you have a firefighter/EMS
622 [or] police officer who is placed onto a quarantine because of a pathogen and during the period
623 of that quarantine they're asymptomatic where they could actually do work, is there not
624 administrative functions or special projects they could reasonably do? ... Would you be able to
625 find meaningful work for them if they are asymptomatic during this period of a quarantine?"

626
627 Police Chief Ashbeck said, "I think there are some limited functions we could probably come up
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628 with, and that would be part of this development of plans for that. Whether we could find eight
629 hours' worth for 'x' amount of days, there might be some challenges to that. We don't have just
630 officers. We have clerical staff who also could easily be exposed by officers coming back in the
631 office. They would probably be a little easier to have functions to take up a majority of the day.
632 [Regarding] officers, we'll have to explore that and try to do our best to come up with duties.
633 But I can't guarantee full-time."

634
635 City Administrator Rindfleisch said it occurred to him that some light duty would be subject to
636 the city's contracts with both the Police Department and the Fire Department, adding, "More to
637 be determined as we investigate that."

638
639 Ald. Nott said it appears to him that more research regarding this topic must be done.

640
641 Mayor K. Smith addressed the travel aspect, noting an out-of-state trip for an individual had been
642 canceled. Mayor K. Smith also asked if there are any other upcoming out-of-state trips.

643
644 City Administrator Rindfleisch said he is unaware of an out-of-state trip that was canceled.

645
646 Police Chief Ashbeck said Assistant Police Chief Troy Miller was scheduled to travel to Nevada
647 the week of March 15-21 and told councilmembers the conference Assistant Police Chief Miller
648 was to have attended was canceled.

649
650 Ald. T. Smith inquired about advice the La Crosse County Health Department had given and
651 said, "I would think that this is bigger than just Onalaska."

652
653 City Administrator Rindfleisch said this item was added to this evening's agenda based on the
654 conversation city staff had had with La Crosse County Health Department representatives. City
655 Administrator Rindfleisch referred to a checklist that prepares a place of business for COVID-19,
656 and he addressed travel, stating, "In most cases, if we are assigning someone to travel, it's rare
657 that that employee pays up front. I think this is a different case, though, with Assistant [Police]
658 Chief Miller."

659
660 Police Chief Ashbeck told the Council that Assistant Police Chief Miller had covered some of
661 his travel expenses, and the Police Department had paid in advance for the conference. Police
662 Chief Ashbeck said the goal is to reschedule the conference to a later date.

663
664 City Administrator Rindfleisch said, "The issue with travel is if something is canceled and an
665 employee is out money, what do we do? But I think that's a rare situation."

666
667 Mayor K. Smith asked if there are any pending out-of-state trips.

668
669 Fire Chief Hayes referred to this evening's Consent Agenda and noted the Council had approved
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670 Jim Netwal and Jarod Benson to travel to the Fire Department Instructor Conference Hands-On
671 Training Evolutions, which is scheduled for April 23-24 in Indianapolis. Fire Chief Hayes also
672 told the Council that as of yet, there are no indications the conference, which draws more than
673 40,000 attendees, has been canceled. Fire Chief Hayes also noted an individual is attending the
674 National Fire Academy this week and said the individual was told Monday the goal is to finish
675 the conference Thursday due to a potential government shutdown.

676
677 Amanda said based on what she has heard, the Council is open to flexible paid leave, with
678 reasonable guideline, in a quarantine situation. Amanda said the Council can come forward
679 either in a special meeting or at its scheduled April 14 meeting with more definite policies.
680 Amanda noted Onalaska School District Superintendent Todd Antony had not yet returned a call
681 she had made to him and said a possible scenario is the city's schools could be closed and a city
682 employee might not be quarantined, but he or she might have a childcare obligation for an
683 indefinite period of time. Amanda said another challenge to consider is the effect COVID-19
684 could have on potential large gatherings at the Omni Center. Amanda told councilmembers La
685 Crosse County Health Department officials had told her it is in their purview to advise cities
686 located in La Crosse County to cancel public gatherings. Amanda said, "If you have any
687 direction as far as any of those issues, we'd appreciate your feedback. But what I think that I'm
688 hearing is that we'll come back with some flexible leave policies for you to review."

689
690 Mayor K. Smith said she believes the City of Onalaska would follow any recommendation La
691 Crosse County makes.

692
693 Ald. Nott said, "I do want to point out that any quarantine ... We're talking a lot about
694 individuals who either exhibit symptoms or have tested positive for some potential pathogen –
695 whatever that may be in the future – that's not the only type of quarantine population that's out
696 there. As we've seen, quarantines can also be called for individuals who have just been exposed.
697 A great many of those who have been quarantined so far under the current virus actually ended
698 up not getting sick at all. You could have perfectly healthy people who are also quarantined."

699
700 Mayor K. Smith noted that if needed, the Council will be open to having an extra meeting if the
701 process accelerates.

702
703 **Item 12 – CLOSED SESSION**

704
705 To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin
706 Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the
707 investing of public funds or conducting other specified public business, whenever competitive or
708 bargaining reasons required a closed session:

- 709
710
- Request for Reductions/Forgiveness of Truancy Forfeitures

- 711 • IAFF, International Association of Firefighters, Local 127
712 • Discussion and negotiation regarding the proposed Sanitary Sewer Agreement with the
713 City of La Crosse
714

715 To consider a motion to convene in Closed Session under Section 19.85(1)(g) of the Wisconsin
716 Statutes for the purpose of conferring with legal counsel for the governmental body who is
717 rendering oral or written advice concerning strategy to be adopted by the body with respect to
718 litigation in which it is or is likely to become involved:
719

- 720 • IAFF, International Association of Firefighters, Local 127: Prohibited Practice Complaint
721 – RE: Part Time Emergency Medical Technicians (EMT's)
722 • Claim for water leak 1200 Redwood Street
723

724 If any action is required in Open Session, as the result of the Closed Session, the Council will
725 reconvene in Open Session to take the necessary action and/or continue on with the printed
726 agenda.
727

728 Motion by Ald. Olson, second by Ald. Stevens, to convene in Closed Session.
729

730 On roll call vote: Ald. Steven Nott – aye, Ald. Dan Stevens – aye, Ald. Jim Olson – aye, Ald.
731 Tom Smith – aye, Ald. Diane Wulf – aye. In Closed Session at 8:02 p.m.
732

733
734 Recorded by:

735
736 Kirk Bey