

**Common Council  
of the City of Onalaska**

Tuesday, April 14, 2020

1

1 The Meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, April 14,  
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. Jim Olson, Ald. Dan Stevens, Ald. Diane Wulf, Ald. Steven Nott

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

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

14  
15 The Pledge of Allegiance was recited.

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

19  
20 Although Mayor K. Smith did not have a copy of the rules in her possession, they are as follows:  
21 *“The City Council and Sub-Committee meetings shall be conducted in a courteous manner.*  
22 *Citizens, Council, and Committee members shall be allowed to state their positions in an*  
23 *atmosphere free of slander, insults, obscene remarks, threats of violence, or for use of Council or*  
24 *Committee as a forum for politics. Sufficient warnings may be given by the Sergeant at Arms at*  
25 *any time during the remarks. In the event that any individual shall violate the rules of decorum*  
26 *heretofore set forth, such person may then be cut off from comment or debate.”*

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

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

31  
32 **Park Hunter, Pastor of Onalaska United Methodist Church**  
33 **212 4<sup>th</sup> Avenue North**  
34 **Onalaska**

35  
36 Pastor Hunter congratulated Mayor K. Smith for being elected Mayor and said, “On behalf of the  
37 churches here in Onalaska, I want to offer a word of prayer for those who are inclined, and for  
38 those who aren’t, bear with us for a minute here and we’ll be on to the business. For those who  
39 would like to pray: *‘Lord, we are grateful for this evening, and for those public servants who are*  
40 *able to continue to serve even in the midst of this somewhat trying time. We’re especially*  
41 *grateful for all of our essential workers and our public safety personnel – those who are making*  
42 *sure our lights stay on and that our streets are safe, and that we have the things we need to get*

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43 *by. Lord, we're grateful to live in a community that is full of neighbors who care about each*  
44 *other and who have worked to reach out to one another and make sure everyone is safe. We*  
45 *pray for healing for those who are sick. Lord, we pray for a swift end to this epidemic, and we*  
46 *ask that you would help us as we seek to set our economy back on its feet as well. We are*  
47 *grateful this time of year for the promise of hope that Easter offers to us. We lift these things up*  
48 *in your name. Amen.' ”*

49

50 **Paul Hansen**

51 **3428 South Kinney Coulee Road**

52 **Onalaska**

53

54 “Once again, congratulations, Mayor Smith, on your appointment. I’m looking forward to  
55 working with you and the city. As you are aware, I would like to comment about the rezoning in  
56 your Plan Commission Item E in regards to rezoning the properties at 3015 and 3075 South  
57 Kinney Coulee Road in Onalaska. I did submit public comments to you to read. I’ll just briefly  
58 go through them; I’m not going to read them because you certainly have read them. The main  
59 reasons for the objection are a couple fold. Number one, the City of Onalaska and Gundersen  
60 Lutheran entered into covenants back in 2003. Here we are already in 2020 with changing the  
61 covenants. The second concern I have with the rezoning and the way it is proposed today is the  
62 traffic safety. As part of these covenants – and the reason I bring up traffic safety as a part of  
63 this – is that as part of the covenants with Gundersen and the city, Farm and Fleet was made to  
64 close their access on Highway 16. We have been following the covenants that were produced.”

65

66 Paul referred to his letter and noted prohibited uses that could produce adverse effects upon the  
67 health, safety or welfare of persons include excessive vehicular traffic, freestanding restaurants,  
68 freestanding retail use, taverns and bars. Paul said, “What you see in the site plan you have there  
69 is a freestanding restaurant [and] a freestanding retail use with excessive vehicular traffic. One  
70 thing with the liquor license is I believe that whatever development goes here, there should be no  
71 liquor license or beer license allowed. I was part of the development of the convenience store  
72 across the street. They’re very adamant about taverns and selling of liquor on their development.  
73 Once again, I would propose that you might add that to that. The other interesting thing with this  
74 is that they’re not following the covenants. It’s uncharted territory in that this is the first  
75 development that Gundersen is going to be doing on their property that’s not operated by  
76 Gundersen, and they’re already asking for covenants. These covenants were established in 2003.  
77 ... As you drive around – and you’ve all been to their clinics – they do follow the covenants.  
78 Why in the world doesn’t the City of Onalaska make this new development follow their  
79 covenants?”

80

81 “The final and most important thing is the traffic safety. What’s being proposed is a very high-  
82 use retail facility. My calculations with the sales at the possible buildings – and I’ve talked with  
83 Jarrod and traffic engineers – you could have anywhere from 1,800 to 2,000 cars entering this  
84 property a day, which basically is almost 4,000 turning movements a day on a single driveway.

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85 It will be the first commercial development that Onalaska has with this kind of traffic where  
86 there's a single driveway. The other thing that's terrible about this driveway location other than  
87 it's single is that it's just coming around a curve."

88

89 Cari informed Paul he had reached his three-minute speaking limit.

90

91 Paul said, "I think the City of Onalaska can fix this if they just allow a single Chick-fil-A  
92 restaurant and eliminate the other commercial use building. It would allow them to follow all the  
93 covenants that were established. It would also allow them to have a secondary traffic access on  
94 School District Road. I would ask that the Council look at this seriously that you don't pass  
95 something where accidents are going to occur all of the time, and that you reconsider looking at  
96 the proposal the way it's been presented."

97

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

100

101 **Item 5 – REPORT FROM THE MAYOR:**

102

103 A. Arbor Day Proclamation

104

105 Mayor K. Smith read the Arbor Day Proclamation.

106

107 B. Community Update on COVID-19

108

109 Mayor K. Smith thanked both the Police Department and the Fire Department for continuing to  
110 respond to the emergency needs of the city's residents. Mayor K. Smith also thanked the Public  
111 Works Department staff and city staff members who also are providing services to citizens, and  
112 also the City Clerk's Department staff and election workers for their work during the April 7  
113 election. Mayor K. Smith said, "They're all dedicated public servants who know our community  
114 is relying on them." Mayor K. Smith thanked the community for abiding by Wisconsin  
115 Governor Tony Evers' "Safer at Home" order, and also for its patience, noting staffing at City  
116 Hall has been minimal. Mayor K. Smith acknowledged there have been instances of longer  
117 turnaround times, but she also noted citizens have been patient.

118

119 Mayor K. Smith and Jarrod shared the following reminders:

120

- 121 • City parks are open as long as individuals do not gather in groups. However, the  
122 restrooms are locked and closed.
- 123 • Harter's Quick Clean Up, the city's solid waste provider, is delivering yard waste carts to  
124 citizens who purchase yard waste stickers. The city is accepting drop box payments for  
125 yard waste stickers. Once payment is received, citizens' names will be placed on a list to

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126 have their yard waste cart delivered to their home. Yard waste bags still are being  
127 accepted through the week of April 27. Only yard waste bags or the yard waste container  
128 will be picked up. Residents may call the recycling hotline at 781-9500 if they have  
129 questions.

- 130 • Even though election results were offset a week from the April 7 election, the Common  
131 Council Reorganization Meeting is still planned for April 21. The meeting will be held  
132 utilizing Zoom. Some committee assignments for community members are available,  
133 and interested citizens are encouraged to contact Mayor K. Smith via email as soon as  
134 possible if they wish to be considered for an appointment to a city committee.

135

136 C. Ratification of Mayoral Proclamation for Emergency Order No. 2

137

138 Mayor K. Smith noted a copy of Emergency Order No. 2 is included in councilmembers' packets  
139 and asked for Council approval of the order.

140

141 Motion by Ald. Olson, second by Ald. Nott, to approve Emergency Order No. 2.

142

143 On voice vote, motion carried.

144

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

147

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

152

153 **Item 6 – Consent Agenda**

154

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

156

157 **PLAN COMMISSION**

158

- 159 B. Conditional Use Permit request filed by David & Mary Stokes, 311 Poplar Street,  
160 Onalaska, WI 54650, for the purpose of replacing a six (6) foot privacy fence with a eight  
161 (8) foot privacy fence on the parcel located at 311 Poplar Street, Onalaska, WI 54650,  
162 Parcel #18-6202-0. (FIO)

- 163 C. Approval of a Planned Commercial Industrial Development (PCID) Amendment filed by  
164 Venture Pass Partners, LLC, 19620 Waterford Court, Shorewood, MN 55331, on behalf  
165 of Gundersen Clinic, LTD, 1900 South Avenue, La Crosse, WI 54601 on the parcel  
166 located at 3015 & 3075 Kinney Coulee Road South, Parcel #18-3649- 1 & 18-3649-2.

- 167 D. Approval of a Certified Survey Map (CSM) submitted by Jansen Dahl, 3819 Creekside

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168 Lane, Holmen, WI 54636 on behalf of Chase 2010, LLC, 3819 Creekside Lane, Holmen,  
169 WI 54636 to subdivide one (1) parcel into three (3) parcels located at 2520 Midwest  
170 Drive, Parcel #18-3568-40.

171 E. Approval of Certified Survey Map (CSM) to subdivide and modify two (2) existing  
172 parcels and create three (3) parcels total by Venture Pass Partners, LLC, 19620 Waterford  
173 Court, Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900 South Avenue,  
174 La Crosse, WI 54601 on parcel located at 3015 & 3075 Kinney Coulee Road South,  
175 Parcel #18- 3649- 1 & 18- 3649- 2.

176

177 Motion by Ald. Stevens, second by Ald. T. Smith, to approve the Consent Agenda, sans Item C.

178

179 On voice vote, motion carried.

180

181 **Non-Consent Agenda**

182

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

184

- 185 • Item C: Plan Commission – Approval of a Planned Commercial Industrial Development  
186 (PCID) Amendment filed by Venture Pass Partners, LLC, 19620 Waterford Court,  
187 Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900 South Avenue, La  
188 Crosse, WI 54601 on the parcel located at 3015 & 3075 Kinney Coulee Road South,  
189 Parcel #18-3649-1 & 18-3649-2.

190

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

193

194 **PLAN COMMISSION**

195

196 Motion by Ald. T. Smith, second by Ald. Wulf, to approve a Planned Commercial  
197 Industrial Development (PCID) Amendment filed by Venture Pass Partners, LLC, 19620  
198 Waterford Court, Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900  
199 South Avenue, La Crosse, WI 54601 on the parcel located at 3015 & 3075 Kinney  
200 Coulee Road South, Parcel #18-3649-1 & 18-3649-2.

201

202 Ald. Nott said he believes the Common Council should return this item to the Plan Commission  
203 for further consideration based on two different items:

204

- 205 • Ald. Nott stated that Paul Hansen has brought forth “a very well-researched list of  
206 concerns,” and he said he also was impressed by the fact Paul had listed some reasonable  
207 recommendations.
- 208 • Ald. Nott stated he is concerned by the fact Paul indicated he either was misinformed or

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209 unclear about his option to express his concerns to the Plan Commission at its March 24  
210 meeting.

211  
212 Ald. Nott said, "I don't know that we should outright disapprove it at this point because I think  
213 there's a lot that happened at the Plan Commission. That's why we have them; they probably  
214 had a lot of discussion as well. It's the big picture that needs to be taken into play before it  
215 comes back to us. ... Now, that doesn't mean it's going to change their decision. But I'd just  
216 like his concerns to be heard."

217  
218 Mayor K. Smith said she believes individuals who were unable to attend the March 24 Plan  
219 Commission meeting had been recommended to submit comments. Mayor K. Smith also asked  
220 Katie to summarize for the Council what had occurred at the Plan Commission meeting, and also  
221 to recap the Planning Department's position and share any public input that has obtained.

222  
223 Katie admitted that Paul Hansen had been incorrectly told the March 24 Plan Commission  
224 meeting was not going to be held, and she told councilmembers the four emails she had received  
225 from individuals had addressed their wish that a Chick-fil-A restaurant not be constructed in the  
226 City of Onalaska. Katie also noted two individuals had spoken against the construction of a  
227 Chick-fil-A restaurant in the city during the public hearing related to this item at the Plan  
228 Commission meeting. Katie said, "We did notify that any public that was unable to attend or  
229 could not or did not want to could notify staff. Both myself and Jarrod had been in contact with  
230 Mr. Hansen discussing questions they had about it. I did receive the email, and I did [include] it  
231 in the Common Council packet for consideration along with the remainder of the agenda  
232 tonight."

233  
234 Katie explained that PCIDs are very similar to Planned Unit Developments in that there are rules  
235 that are specific to each development in its own right. Katie said that while they are not  
236 necessarily covenants, they are conditions of approval. Katie said, "Anyone who has this  
237 overlay over the top of one of their properties has the ability to come in and ask the Plan  
238 Commission and the Common Council to make changes. It's a common process. We do  
239 anywhere from four to five of these every year. There are a number of these properties generally  
240 in the State Road 16 area. In the last year or so we've had similar developments where they're  
241 shared access. We've had multiple buildings on a single property, and some of these  
242 developments have been within very short distance of what we have for this particular property  
243 on Gundersen's property here tonight." Katie noted the uses were listed in the staff report  
244 (restaurants – full service, fast casual, fast food). Katie also noted there also is the potential for  
245 retail sale, and the original uses were included from the PCID that was approved in 2002.

246  
247 Ald. T. Smith asked if it is possible to overlay a covenant that was agreed upon years ago.

248  
249 Katie explained it is not a covenant, per se, but rather a condition of approval. Katie further  
250 explained that much like when the Plan Commission and the Common Council approve a

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251 Planned Unit Development or an overlay district, the city generates a list of conditions that  
252 essentially serves as a contract between the city and the property owner. Katie noted it is the  
253 property owner's responsibility to approach city staff and request modifications if he/she wishes  
254 to redevelop in the future. Katie told Ald. T. Smith in this instance the city required a traffic  
255 analysis as a condition of approval because a modification was requested. Katie further  
256 explained that the developer still must follow all the original conditions that were created unless  
257 he/she specifically go in and change them. Katie said, "For this particular development, we had  
258 nine conditions of approval that are tied to this particular phase of the development in addition to  
259 the ones that were there before. This may supersede a couple of them primarily in terms of use  
260 of the property. Again, this is a common practice the city does with property owners and  
261 developers throughout the community."

262  
263 Ald. Nott said he wants more information regarding the traffic pattern.

264  
265 Jarrod told councilmembers he had both spoken to Paul Hansen and reviewed his email, and he  
266 said staff was aware there would be traffic impacts associated with the development. Jarrod said  
267 staff required a traffic impact analysis, which was performed by SRF Engineers and Consultants.  
268 Jarrod told councilmembers staff has on file a 46-page traffic impact analysis, and he said he  
269 forwarded the analysis to Short Elliott Hendrickson's local office as well as a traffic engineer  
270 based in Madison. Jarrod referred to the traffic impact analysis and noted the following:

- 271
- 272 • SEH confirmed it appears to be done in accordance to standards, and it has the correct  
273 assumptions.
  - 274 • There will be increased congestion in this area, but it is within the acceptable roadway  
275 operations for this area.
  - 276 • Regarding the traffic impact analysis conclusions and recommendations, they address  
277 State Road 16 and the driveway that goes into the Kwik Trip area.
  - 278 • A bullet point in the traffic conclusions states: "*Traffic operations at South Kinney  
279 Coulee Road and the proposed site access drive indicate satisfactory traffic operations  
280 with minimal delays and queues anticipated along South Kinney Coulee Road,  
281 particularly for the eastbound left turn movements.*"
  - 282 • Another bullet point states: "*This indicates no additional intersection improvements are  
283 necessary to accommodate the site traffic.*"

284  
285 Jarrod told councilmembers he had driven to this area following his conversation with Paul  
286 Hansen, and he said, "Obviously we will have more traffic out in that area with this  
287 development. The numbers Mr. Hansen was referring to are some of the numbers that are in the  
288 report, and I can probably go into another five minutes of highlights from the traffic report. One  
289 of the cruxes out there is a lot of the traffic that's out there will be either at the Kwik Trip or the  
290 clinic, so there is a lot of it that will be pass-through traffic that won't be new trips. If you look  
291 at the amount of traffic on that roadway currently, it is very underutilized for what we have for a

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292 facility out there. The traffic volumes do not come anywhere near close to what that facility can  
293 handle. We also did look at that in the future with further growth at the Gundersen Clinic itself,  
294 if that would happen. We did look at how the roadway could be changed in the future. If you  
295 would like, we could get a further indication from our city traffic engineer to go through it and  
296 give a report back based on the traffic impact analysis we got from the developer. But with that,  
297 I'm going with what I've read and what I have concluded from not only the developer's traffic  
298 engineer, but also from our traffic engineer in looking at this."

299

300 Ald. Nott told councilmembers he would have concerns regarding the traffic in that location, and  
301 he said he believes the road is able to handle the increased traffic volume because of its width.

302 Ald. Nott told Jarrod it is his understanding he (Jarrod) believes the concerns Paul Hansen had  
303 expressed, while valid, are largely unfounded.

304

305 Jarrod told Ald. Nott, "I would not say they are unfounded. I would say that any development in  
306 that area is going to have congestion and an increase in traffic. I'm not going to say you're never  
307 going to have a rear-end accident at that location because as the traffic impact analysis states,  
308 there will be during peak hour into the site in the morning a little over 200 left turns into the site,  
309 and just under 200 in the afternoon. You have about 3½ cars every minute trying to make a  
310 movement into that site as a left turn. I would not say they are unfounded, but I think that the  
311 facility, from a traffic engineering standpoint, is within the operational standards to adequately  
312 serve it."

313

314 Ald. Stevens said it is his understanding that the City of Onalaska and the property owner can  
315 agree to changes after the plan was established, and also that there are no covenants and they are  
316 not eternal. Ald. Stevens also said it is his understanding that while the traffic volume will  
317 increase, "we can make that work." Ald. Stevens said he is concerned about the fact this  
318 information was given to Paul Hansen and potentially other individuals, and he stated, "I firmly  
319 believe that people should have their chance to speak to the governing body. ... My position is  
320 that there has not been sufficient means for public input for this. I understand what Katie and  
321 Jarrod have said, but I think the public should have its opportunity to address this is if there was  
322 misinformation. I'm not actually against this if this is the recommendation of staff and the Plan  
323 Commission. However, if there is other information it should be able to go through its normal  
324 channels. These are weird times, and I think if there ever was a time to make an accommodation  
325 for people to address their concerns to their municipal government, we should be more lenient  
326 now rather than less."

327

328 Mayor K. Smith noted the March 24 Plan Commission meeting had been held "because of the  
329 timeliness with these matters. I'm not sure if we want to ask Eric or Katie or Jarrod what the  
330 ramifications are of delaying action on this item."

331

332 City Administrator Rindfleisch told the Council, "I would say based on the action of the Plan  
333 Commission, some of the questions that have been presented this evening – as Katie has

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334 mentioned, and as Jarrod has talked about the review of that – I think in effect it would be  
335 delaying it at minimum a month, with the same recommendation coming back to the Council.  
336 Also, the Council is the one that, based on the information, is going to make the decision ‘yes’ or  
337 ‘no.’ I’m not sure there’s going to be a whole lot of value because they’re basically going to say  
338 the same thing.”

339  
340 Amanda told the Council that Randy Rauwerdink of Venture Pass Partners is on the telephone  
341 and available to answer questions as well as speak to the delay and the timeframe.

342  
343 Katie reminded councilmembers the Plan Commission is not scheduled to meet again until May  
344 26. Therefore, this item would not come back before the Common Council until June 9.

345  
346 Ald. Wulf asked who will retain ownership of the property.

347  
348 Katie said it is her understanding that Venture Pass Partners will be purchasing the property, and  
349 Gundersen Health System only will be retaining rights to the sign that is currently on the  
350 property.

351  
352 Mayor K. Smith addressed Randy Rauwerdink and told him the Common Council is considering  
353 postponing action “because we’re concerned that some public may not have had a chance to  
354 provide input on this topic.” Mayor K. Smith asked Randy what the implications of delaying  
355 approval would be.

356  
357 Randy said, “We’re a little concerned about this approval process knowing we have to go  
358 through the city permitting process. We also have to go through the process with the State of  
359 Wisconsin, and we do have some key dates with our purchase agreements with Gundersen  
360 Health System where we have to meet some obligations for having approvals in place. A month  
361 delay was a little concerning. Talking about two months, [it is] probably a little more  
362 concerning. That’s the biggest concern. If I’m understanding Katie correctly, it’s potentially a  
363 delay until May. Is it possible that it comes back directly to Council as opposed to the Plan  
364 Commission? I’m not sure what those options would be for us.

365  
366 I also want to take the time to address a couple of the comments that had come through earlier.  
367 We respect all of those opinions, and we appreciate that feedback. But I think we look at a PCID  
368 that was created back in 2003, 17 years have passed. A lot of things change in a market, and a  
369 lot of things change in market conditions. It seems really reasonable that after that timeframe as  
370 people reassess the needs of a property, revisions or changes like this are requested, and those  
371 seem very reasonable. Obviously these uses that we’re requesting are all in line with the  
372 underlying zoning, and those are all approved uses that are appropriate for that zone. There was  
373 discussion of having a single use or a standalone restaurant on the site, and that really is a  
374 nonstarter. You’re looking at three acres of prime commercial property. A single user of that  
375 size is not going to ever justify or support the purchase of that much prime real estate. These  
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376 numbers are challenging even with the strip center. That's an item that really would be  
377 unpalatable. In terms of traffic, I think Jarrod addressed it very well. ... We were directed to  
378 keep that driveway as far east as possible – far away from Kwik Trip [and] far away from the  
379 intersection, I think to allow it to function the best that it can. [I would] also [note] there are two  
380 full lanes of traffic both directions, so even with left turns into this site there's always going to be  
381 a full through lane of traffic continuing on to the east. We can look at those facts and those  
382 numbers again, but I think, as Jarrod indicated, both SRF and SEH have really concurred that  
383 that was appropriate for this site. ... We're very anxious to move this forward. ... If there are  
384 ways to avoid having a delay on this, that would be much appreciated.”

385  
386 Ald. T. Smith noted traffic had been the Plan Commission's primary concern at its March 24  
387 meeting and said both Jarrod and Katie had provided a detailed explanation. Ald. T. Smith said,  
388 “The Plan Commission felt comfortable that, yes, we know it's going to be a busy place, but I  
389 don't think it's going to change anything. Like Eric said, I think we can do another study. But I  
390 think the studies and the conclusion of the engineer is that it's acceptable within this. I still think  
391 that's why the Plan Commission approved it and moved it on. We did have a lot of discussion  
392 on this before the shutdown. Even the developers, their flights got canceled that day, so they  
393 couldn't even be here. That's why we appreciate talking to them now on the phone.”

394  
395 Ald. Wulf noted there have been several questions and community input related to this item, and  
396 she stated she will be supporting going forward with it.

397  
398 Ald. Nott said, “I think I feel much better about this now that I've heard everything. My initial  
399 concern about wanting to have Mr. Hansen heard, I think he has been heard. We've been  
400 discussing this for quite some time now based upon his public input by phone and his letter. I  
401 think he's been heard by the Common Council, and obviously we've considered what he said for  
402 quite awhile. I know what my initial comment was, but I don't think we need to refer this back  
403 [to the Plan Commission]. I think we can make a decision.”

404  
405 Ald. Wulf requested a roll call vote.

406  
407 Motion restated:

408  
409 To approve a Planned Commercial Industrial Development (PCID) Amendment filed by Venture  
410 Pass Partners, LLC, 19620 Waterford Court, Shorewood, MN 55331, on behalf of Gundersen  
411 Clinic, LTD, 1900 South Avenue, La Crosse, WI 54601 on the parcel located at 3015 & 3075  
412 Kinney Coulee Road South, Parcel #18-3649-1 & 18-3649-2.

413  
414 On roll call vote: Ald. Jim Olson – aye, Ald. Tom Smith – aye, Ald. Diane Wulf – aye, Ald. Dan  
415 Stevens – abstain, Ald. Steven Nott – aye. Motion carried, 4-0, with one abstention.

416  
417 **Item 8 – FINANCE COMMITTEE**

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418

419 A. Vouchers

420

421 Motion by Ald. Stevens, second by Ald. Wulf, to approve the vouchers expended since the last  
422 Common Council meeting on March 10, 2020 in the amount of \$4,830,896.56.

423

424 On voice vote, motion carried.

425

426 B. Approval of the Public Transportation Agency Safety Plan (PTASP) for the City of  
427 Onalaska as outlined by Wisconsin Department of Transportation (WISDOT)

428

429 Motion by Ald. Stevens, second by Ald. T. Smith, to approve the Public Transportation Agency  
430 Safety Plan (PTASP) for the City of Onalaska as outlined by Wisconsin Department of  
431 Transportation (WISDOT).

432

433 Mayor K. Smith noted this item typically would have gone before the Finance and Personnel  
434 Committee prior to coming before the Common Council. However, Mayor K. Smith also noted  
435 this item was not discussed at the committee level.

436

437 Fred said the Federal Transit Authority Region V, which is based in Chicago, requires that each  
438 entity that receives federal funding must have in place fixed assets of any equipment that has  
439 been purchased through federal funding. Fred said that because the city has received Shared  
440 Ride Transit vehicles and bus shelters over the years, it is required under FTA rules and  
441 regulations to have a Public Transportation Agency Safety Plan. Fred explained that the City of  
442 Onalaska, along with several other organizations within the State of Wisconsin, have taken the  
443 position of attaching themselves to the State of Wisconsin's Public Transportation Agency  
444 Safety Plan. Fred further explained that by doing so, the copy of the document councilmembers  
445 had received is the state's plan. Fred said the city is requesting that the Council endorse this plan  
446 so that the city will not need to spend several hours and utilize legal counsel to create its own  
447 plan.

448

449 Ald. Stevens asked if it would be appropriate to refer to this agenda item as a Utilities Committee  
450 item even though it is listed under the Finance Committee.

451

452 Amanda noted that councilmembers have in their possession all the pertinent information, and  
453 also that it is on this evening's agenda, and she said she believes sufficient notice was given.

454

455 Ald. Stevens said that while it does not change anything, it seems as though this agenda item is  
456 not in the correct category.

457

458 Ald. Nott asked, "What does this accomplish that we're not already doing?"

459

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460 Fred said this puts more of a documentation by the City of Onalaska attaching itself to the State  
461 of Wisconsin. Fred said, “Even though we have been following what it needs to be, they just  
462 want someone who takes responsibility from the State of Wisconsin. That’s why we attached  
463 ourselves to them: to make sure that if there are any parts of this regulation that change, the State  
464 of Wisconsin will make sure that the changes are made so the rest of us smaller [municipalities],  
465 like the City of Onalaska, compared to the Chicago or the Minneapolis Transit, will fall under  
466 the same guidelines.”

467

468 On voice vote, motion carried.

469

470 C. Approval of Utilization of Section 125 unspent forfeitures in the amount of \$3,897.75 for  
471 reimbursement for expenses

472

473 Motion by Ald. Stevens, second by Ald. Wulf, to approve Utilization of Section 125 unspent  
474 forfeitures in the amount of \$3,897.75 for reimbursement for expenses.

475

476 City Administrator Rindfleisch noted “some confusing and potentially incorrect information”  
477 was given to a city employee in February regarding the tax locations of the Section 125 Plan. A  
478 city employee suffered a loss as a result through no fault of his/her own, and City Administrator  
479 Rindfleisch explained that this transfer, which does not utilize any tax dollars, would reimburse  
480 employees from that loss. City Administrator Rindfleisch noted it is coming from the Section  
481 125 Plan and explained that employees who contribute to the Section 125 Plan and then leave  
482 employment with the city cannot be reimbursed those expenses by the employer. City  
483 Administrator Rindfleisch said funds would be available with which to reimburse employees.

484

485 Ald. Stevens said he believes in this instance the city has a responsibility to compensate staff and  
486 recommended that the Council support this item.

487

488 On voice vote, motion carried.

489

490 D. Discussion of financial implications on COVID-19 for the City of Onalaska

491

492 City Administrator Rindfleisch said, “The two key issues we always face in the budgeting  
493 process is levy limits and expenditure restraints. Expenditure restraints are calculated budget to  
494 budget and not actual to actual, so knowing going forward the expenses we may incur for this  
495 will not impact our 2020 expenditure restraint calculations, keeping in mind the budget process  
496 comparison between 2020 and 2021 is being utilized for expenditure restraint payment, which  
497 we already know we were not going to get. In this particular year, our expenses are fairly  
498 recovered. Levy limits is the next calculation that you always have to worry about in times like  
499 this. That is the amount of property taxes levied. Again, for the 2020 budget year that’s already  
500 been levied. The question has arisen, what happens in people’s inability perhaps to pay their  
501 property taxes or second installment of property taxes? There aren’t many good \_\_\_\_ for

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502 revenue collection for municipalities in the State of Wisconsin based on the property tax. In this  
503 case, it's actually a good thing because our revenues for most of the General Fund come through  
504 the property taxes [La Crosse County] will eventually collect. If anybody does not pay through  
505 the county, unfortunately for the homeowner it does lead down to a long process the county does,  
506 but the city is made whole with those payments.

507  
508 We also get revenue from other streams, and Dan is probably the best person to speak in terms of  
509 the Omni Center and Parks and Rec, which our users support in a large way. Obviously there  
510 have been a lot of cancellations at the Omni Center with the facility being shut down. There is  
511 lost revenue, which is slightly offset by the fact there are also fewer expenses because we're not  
512 paying for those opportunities. But for the Omni Center, the use of that, [there is] lost revenue,  
513 as well as the Parks and Rec activities that we're not collecting yet. We will see a negative  
514 impact when it comes to revenue from those streams, but that could be offset by expenses. We  
515 won't know until this is all said and done.

516  
517 Utilities are user-supported. We don't have a major manufacturing facility when it comes to our  
518 water, so we should not see a massive decrease in utility revenue because of a plant being shut  
519 down. I don't know what readings are, but with people staying home all day we may actually  
520 show an increase in our rate uses for those who are working at home right now. [Regarding]  
521 room tax, there are room tax \_\_\_\_\_ potentially decrease this year. To make matters worse, we  
522 do have requests from some hotels to either waive or delay payment on the room tax collection.  
523 That is discouraging because it's a tax collected that never should have entered anyone's cash  
524 flow stream for a business because it's a tax above what you should be earning. ... We will have  
525 a decrease in room taxes that do support our other programs. [Regarding] courts, obviously with  
526 less traffic I think there are fewer citations, and I think we're going to start seeing less revenue  
527 come in from the courts.

528  
529 How we weather the storm when we need to pay for that, as I've mentioned before, thanks to  
530 Fred, and thanks to this Council and all previous Councils, you've had a very healthy reserve in  
531 the city here, and we will be able to tap into that for these expenses, if necessary."

532  
533 Ald. T. Smith asked if cancellations for Omni Center and Parks and Recreation events have gone  
534 into the summer months, or if they have been limited to April, May and June.

535  
536 Dan told Ald. T. Smith all the spring Parks and Recreation Department programs have been  
537 canceled along with events that were scheduled for the Omni Center, and he said, "We're still  
538 holding out hope. We have all of our park shelters and basically all the facilities at the Omni are  
539 rented at the end of May for graduation parties, so we're hopeful that will start. The positive is a  
540 number of the events that have canceled have rebooked in other dates or we're still in the process  
541 of looking for other dates for them to fill. We're hopeful that probably at least 50, 60 percent of  
542 the events that did cancel, we've been able to plug in different weekends, so hopefully it can  
543 carry us forward for those times."

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544  
545 Ald. Stevens asked, “If we were to delay collection on the room tax ... If we had a way to help  
546 out local hoteliers, is there any sort of recourse? Can we charge interest or a holding fee if we  
547 delayed collection?”

548  
549 City Administrator Rindfleisch told Ald. Stevens the room tax is dictated through State of  
550 Wisconsin Statute, and that the Room Tax Commission establishes the revenue and the expenses,  
551 and that has been approved. City Administrator Rindfleisch said the city receives a portion, but  
552 it only is through the approval of the Room Tax Commission, and he noted it is not possible for  
553 those present to either waive or delay those fees.

554  
555 Fred referred to Chapter 5 within the City of Onalaska Code of Ordinances and noted it outlines  
556 the penalties that are imposed “since there is no legislative decision higher up to defer those  
557 assessments.” Fred told councilmembers that four motels have not paid, and he noted all four  
558 establishments have been sent a copy of Chapter 5. Fred said, “They’re well aware if they don’t  
559 pay of what the consequences are.”

560  
561 Amanda told councilmembers, “We’re just starting to see the first wave of legislative action that  
562 addresses property tax payments and hardships and not charging interest on those, which I think  
563 is set to be passed by the [Wisconsin State] Senate [Wednesday] morning. I think much like  
564 we’re starting to see some relief from property tax payment, I think room tax will eventually get  
565 taken up. But I think at this point we should wait and see what the state does.”

566  
567 Mayor K. Smith noted the point of this agenda item was to make both the public and the  
568 Common Council aware that both she and city staff are tracking what is happening not only with  
569 the state, but also within this community. Mayor K. Smith said, “We’re looking ahead and we’re  
570 thinking about, number one, how can we help our businessowners and our community residents  
571 weather the storm, and then what we can do when it gets time where we can start to think about  
572 recovering and coming back online with all of our services.”

573  
574 **Item 9 – PERSONNEL COMMITTEE**

575  
576 E. Update on City Staffing/Recruitment

577  
578 Hope reported the following:

- 579  
580
- 581 • The Police Department is still down one officer. Testing and the interview process were postponed due to the COVID-19 pandemic.
  - 582 • The goal is to schedule interviews for the Fire Department the week of April 19-25,  
583 followed up with a Police and Fire Commission meeting. Pre-employment testing cannot  
584 be completed, thus causing a delay with the clinic. An individual who had previously

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15

585 served as a part-time Firefighter/EMT was rehired and began his employment with the  
586 city earlier Tuesday.

587 • While there is a delay in hiring someone to serve as Administrative Assistant/Paralegal,  
588 applicants for the Office Clerical Support position in the Inspection Department will be  
589 interviewed this week.

590 • The city's Plumbing Inspector has announced he is retiring.

591

592 Mayor K. Smith congratulated Jeremy Southworth, who recently was promoted to Lieutenant in  
593 the Fire Department.

594

595 Hope noted there is an eligibility list should any future lieutenants retire.

596

597 Ald. Nott referred to Hope's memo and expressed concern that the pandemic has forced the  
598 cancellation of the physical readiness test at the technical college and thus delayed the  
599 recruitment process for a new police officer. Ald. Nott stated he believes that public safety  
600 manpower should not be delayed during an emergency situation and said he believes efforts  
601 should be made to streamline the process. Ald. Nott said, "I would just ask that somehow,  
602 maybe when some of this starts to calm down, that the city get with the technical college and  
603 figure out that if this happens again how can we make it work instead of just saying 'no.' "

604

605 Police Chief Ashbeck said, "That [the delay in hiring the final position] certainly is something  
606 that we are very concerned about. Right now we're trying to figure out ways to essentially go  
607 through with the testing, if we can conduct it on our own. I think we've been in a short holding  
608 pattern here hoping the technical college would come back online, but [like] all of us, we don't  
609 really know what's going to happen. ... We do definitely need to streamline this and keep  
610 moving forward with this position as quickly as possible."

611

612 Mayor K. Smith asked Police Chief Ashbeck to inform her and the Council if he is able to find a  
613 new way to fulfill the requirement.

614

615 Fire Chief Hayes said one thing he and other members of the Fire Department have examined  
616 since moving away from the department's previous recruiting techniques is to recruit potential  
617 employees via Facebook and cityofonalaska.com. Fire Chief Hayes noted he has received  
618 approximately three dozen applications from individuals with previous experience, and he said,  
619 "What we have done for those who will be interviewed next week, as well as those we'll send  
620 forward to the Police and Fire Commission, are those individuals who are currently working with  
621 other agencies. They have already been screened with physicals as well as drug screening, even  
622 though we'll do it as much as we can. We have tried to identify individuals who have previous  
623 experience. We're trying to expedite our process, at least on our side, because we're down two  
624 positions after Austin starts today to try to get through that. We're trying to look at individuals  
625 who are already in positions that may not necessarily be compromised by physicals and/or drug

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16

626 screenings that can move to the top of the list, whereas we have many individuals behind us we  
627 can look at once this cloud clears.”

628

629 Ald. Wulf noted the City of La Crosse in 2019 began utilizing Chippewa Valley Technical  
630 College instead of Western Technical College and asked if perhaps that could be an option for  
631 the City of Onalaska.

632

633 Police Chief Ashbeck said utilizing Chippewa Valley Technical College is not an option for the  
634 City of Onalaska because it also is closed. Police Chief Ashbeck also said, “It’s a matter of  
635 trying to get some of the equipment to run the test ourselves. That would be the next thing we  
636 need to explore if the technical college is going to be closed for quite a bit longer. Then we need  
637 to explore how to do the physical testing ourselves.”

638

639 Fire Chief Hayes noted the Fire Department was only utilizing Chippewa Valley Technical  
640 College, whereas the City of La Crosse was utilizing both Chippewa Valley Technical College  
641 and Fox Valley Technical College. Fire Chief Hayes reiterated the Fire Department has received  
642 nearly three times as many applications by not going through the technical colleges and  
643 conducting its own recruiting and hiring processes. Fire Chief Hayes told councilmembers the  
644 fire chiefs in both the City of La Crosse and the Village of Holmen are considering moving away  
645 from utilizing the technical college and instead utilizing the same procedure the City of Onalaska  
646 Fire Department does.

647

648 Hope noted the Fire Department has been going through a consortium through Chippewa Valley  
649 Technical College, and she told councilmembers several applicants were applying for all  
650 agencies that were through the consortium. Hope noted the city is not getting the same thing  
651 through the Police Department, and she told councilmembers many of the Police Department  
652 applicants are lacking in experience as they are recent police academy graduates. Hope also  
653 noted few applicants are transfers from other agencies, and she said, “We don’t have the same  
654 quality of applicants that we would have in the Fire Department, and we’ve been utilizing our  
655 process and not using the CVTC or other technical colleges. The biggest thing is we’re trying to  
656 use some sort of screening method to make sure they can physically do the active requirements  
657 of the job. What we were doing wasn’t effective, and we could do a pre-work screen with  
658 Gundersen, [but] they’re not doing them right now. We tried to jump on board with the technical  
659 colleges, so we’re trying to utilize some sort of legitimate screening method that we can test  
660 people to make sure they can physically do the functions of the job. We have had Gundersen  
661 come out and validate the process for the Fire Department so we can actually run our own CPAP  
662 process. It’s a little different for the Police Department than it is for the Fire Department.”

663

664 Mayor K. Smith said it is essential for the city to be able to do things differently.

665

666 Ald. Nott said he understands the present circumstances, noting the city is hampered by the  
667 shutdowns of other organizations. Ald. Nott asked that this become a topic for discussion among

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17

668 the emergency management community when normalcy begins to return because the City of  
669 Onalaska likely is not the only municipality that is being affected. Ald. Nott suggested that  
670 perhaps the topic of future shutdowns due to emergencies should be addressed by state-level  
671 emergency management organizations, stating there must be exceptions for law enforcement and  
672 fire departments so that municipalities may hire individuals.

673  
674 Ald. Nott said, “If this were an emergency that were to go on for several more months, we’d be  
675 talking entire communities starting to break if they can’t bring people on board because  
676 somebody isn’t open. That to me is just silly. These conversations, I’m just hoping our Police  
677 and Fire [Departments] can bring them forward as well to fix this for the future. This is  
678 something new for the whole nation, and we just have to learn from it.”

679  
680 Ald. Stevens asked, “Because these are strange times we’re living in, and there are emergency  
681 powers that are granted to city government, can we perhaps simply waive the requirements and  
682 maybe make it some sort of enhanced probationary ... You would have to pass these tests at a  
683 later date, but then we can start the hiring process sooner for somebody that we think is a  
684 qualified candidate?”

685  
686 Amanda said she believes it is important to examine the language in the union contracts.

687  
688 Hope said, “The struggle is because they are our standards, if we loosen our standards we are  
689 putting ourselves at risk because if that person doesn’t meet our standards and they become  
690 injured or we have a severe illness or injury because they don’t meet our standards and we’re  
691 loosening those restrictions, then we’re putting our other employees at risk because they don’t  
692 meet those standards.”

693  
694 Ald. Stevens asked if the city could speak with the union and perhaps obtain a waiver.

695  
696 Amanda reiterated Hope’s point that there is a risk if there are not adequate procedures in place.

697  
698 Hope noted the city’s job descriptions outline the standards are for employment, also noting the  
699 psychological exams have been conducted online. Hope said the city’s ability to hire would be  
700 hampered if it was unable to conduct psychological exams, noting they are a crucial aspect of  
701 performing this job. Hope said, “It’s unfortunate, but at the same token we don’t want to hire  
702 somebody who could potentially put our employees at risk.”

703  
704 Fire Chief Hayes asked Hope if someone could be hired, but still need to complete a physical and  
705 drug screening to complete his/her probationary period.

706  
707 Hope told Fire Chief Hayes she is not concerned about the drug screen as she is about the  
708 physical agility. Hope said there would be an issue if the applicant had not completed a CPAP  
709 exam. Hope said the physical agility and psychological exams are more key.

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18

710  
711 Mayor K. Smith asked Hope if it would be possible in some instances to start moving candidates  
712 through the interview process and making any final position offer dependent on completion of  
713 whatever items were missing.

714  
715 Hope said that is a discussion she will need to have with both Police Chief Ashbeck and Fire  
716 Chief Hayes because there is a process that has been utilized.

717  
718 Mayor K. Smith said her suggestion was for all staff positions the city is currently attempting to  
719 fill.

720  
721 Hope noted other staff positions are much different than positions in both the Police Department  
722 and the Fire Department.

723  
724 **Item 10 – ADMINISTRATIVE COMMITTEE**

725  
726 F. Approval of Change of Agent for Kwik Trip 643, 1276 Crossing Meadow Drive,  
727 Onalaska to Mark Wagner

728  
729 Motion by Ald. Wulf, second by Ald. T. Smith, to approve Change of Agent for Kwik Trip 643,  
730 1276 Crossing Meadow Drive, Onalaska to Mark Wagner.

731  
732 Cari noted Kwik Trip is changing its manager position and said it must be placed on file with the  
733 city once the change is made.

734  
735 On voice vote, motion carried.

736  
737 G. Approval of Operator's Licenses as listed on report dated April 3, 2020

738  
739 Motion by Ald. Wulf, second by Ald. T. Smith, to approve Operator's Licenses as listed on  
740 report dated April 3, 2020.

741  
742 Cari noted the individuals seeking an Operator's License have undergone a background check.

743  
744 On voice vote, motion carried.

745  
746 **Item 11 – BOARD OF PUBLIC WORKS**

747  
748 H. Approval of 2020 Pavement Maintenance Items:

749 1. Purchase of fiber patching material from Sherwin Industries in the amount of  
750 \$23,689.50.

751 2. Installation of fiber patching material by Fahrner Asphalt Sealers in the amount of  
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19

752 \$117,600.

753 3. Centerline painting by Twin City Striping in the amount of \$14,940.00.

754 4. Chip seal pavement maintenance by La Crosse County Highway Department in the  
755 amount of \$199,088.00.

756

757 Motion by Ald. Wulf, second by Ald. T. Smith, to approve 2020 Pavement Maintenance Items 1,  
758 2, 3, and 4.

759

760 Jarrod said this mirrors what the city has done in previous years regarding pavement  
761 maintenance. Jarrod noted the price of chip seal is still low, and also that the prices are budgeted  
762 yearly in the Capital Improvements Projects and are consistent with previous years.

763

764 Mayor K. Smith asked Jarrod to share the city's philosophy behind its pavement maintenance  
765 program.

766

767 Jarrod noted a significant amount of Capital Improvements funding is invested in new pavement  
768 maintenance and said the goal is to keep the city's streets at a high level of service. Jarrod noted  
769 the city streets that are less than 20 years old have been chip sealed and crack filled multiple  
770 times, and he said, "We really feel by doing this work we can get anywhere from 40 to 50 years  
771 out of a city street. Some of our high-volume streets don't quite get that, but most of the  
772 residential streets do. It really shows in our PASER rating and just our general street quality how  
773 we take care of the city streets."

774

775 On voice vote, motion carried.

776

777 I. Approval of Wisconsin Department of Natural Resources MS4 Storm Water Annual  
778 Report

779

780 Motion by Ald. Wulf, second by Ald. T. Smith, to approve Wisconsin Department of Natural  
781 Resources MS4 Storm Water Annual Report.

782

783 Jarrod noted the Wisconsin DNR requires this annual report, per state statute, and he said, "We  
784 are very similar to previous years. We do a very good job at public education with other  
785 municipalities within the county. ... We were actually audited last year by the Wisconsin DNR.  
786 Not only did they look at all the previous years' reports, they also came in and did a verbal  
787 interview with us. We did a very good job with that. We are doing some things that are  
788 budgeted through the Capital Improvements Budget to finish a few items they did have questions  
789 on. I think our MS4 Program is satisfying the requirements that are outlined in the state  
790 statutes."

791

792 On voice vote, motion carried.

793

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20

794 J. Approval of Elmwood Lift Station modifications, specifically control panel, heater and  
795 louver replacement in the amount of \$18,942.00

796

797 Motion by Ald. Wulf, second by Ald. T. Smith, to approve Elmwood Lift Station modifications,  
798 specifically control panel, heater and louver replacement in the amount of \$18,942.

799

800 Jarrod noted the lift station was installed in 1991 and told councilmembers the control panel has  
801 not been replaced since then. The lift station currently has no heat in the interior control room  
802 where the generator is located. A new heater and louver will be installed.

803

804 Ald. T. Smith inquired about the location of the lift station.

805

806 Jarrod said it is located behind Outback Steakhouse and near the Interstate 90 right-of-way fence.  
807 Jarrod said that while the pumps have been replaced, the generator and other equipment is  
808 original.

809

810 Mayor K. Smith asked if it is a budgeted item.

811

812 Jarrod said it is a budgeted item and noted \$19,000 was budgeted in the approved 2019 operating  
813 budget for equipment line items.

814

815 On voice vote, motion carried.

816

817 K. Review and consideration of 2020 pavement project with Mathy Construction in the  
818 amount of \$771,115.10

819

820 Motion by Ald. Wulf, second by Ald. T. Smith, to approve 2020 pavement project with Mathy  
821 Construction in the amount of \$771,115.10.

822

823 Jarrod told councilmembers staff had received favorable bids and noted \$760,000 was budgeted  
824 for this item in the 2020 Capital Improvements Budget. Jarrod noted more streets had been  
825 added, including a street that was removed from the original funding for the 2020 CIB, and he  
826 said, "We're actually doing more than what we had budgeted for. Staff is very confident we can  
827 keep it under the \$760,000 budgeted item, but I would like to approve the bid as we had it  
828 submitted."

829

830 Ald. Wulf noted she was not pleased about having to make deletions to the 2020 CIB due to  
831 budget constraints, and she said she is pleased that a \$139,000 project was put back in.

832

833 Ald. Stevens asked, "In the event that the construction costs are \$760,000 – I think Jarrod said  
834 they would keep the costs under – what happens to the budget funds? Do those stay within  
835 Board of Public Works?"

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21

836

837 Jarrod said, “Currently, if we had to go over the \$760,000 but go up to the \$771,000, we would  
838 use previously bonded funds from other paving projects from previous years. I do not believe  
839 we will go over the \$760,000. If we end up less than the \$760,000, as we have in other years  
840 past, it stays in that Capital Improvements account and can be used for future projects.”

841

842 On voice vote, motion carried.

843

844 **Item 11 – PARKS, RECREATION & LIBRARY BOARD**

845

846 L. Approval of purchase and installation of new handicap accessible door opener for the  
847 Community Center by Glass Service Center for a cost not to exceed \$3,200.82

848

849 Motion by Ald. Stevens, second by Ald. Wulf, to approve purchase and installation of new  
850 handicap accessible door opener for the Community center by Glass Service Center for a cost not  
851 to exceed \$3,200.82.

852

853 Ald. Wulf asked Dan if this is the first update the city has had to make since the current door  
854 opener was installed in approximately 2005.

855

856 Dan said some of the internal components have been updated, but the door is heavily utilized.  
857 Dan told Ald. Wulf the door does not work consistently and said staff plans to utilize ADA funds  
858 set aside with the ADA transition plan. Dan noted the plan stated that improvements to the door  
859 were necessary, and he said, “This falls right in line with that.”

860

861 On voice vote, motion carried.

862

863 M. Approval of youth t-shirt printing to Games People Play at a cost not to exceed \$7.00

864

865 Ald. Stevens said he believes this is stated incorrectly on the agenda, noting the cost is \$7 per  
866 shirt.

867

868 Motion by Ald. Stevens, second by Ald. Wulf, to approve youth t-shirt printing to Games People  
869 Play at a cost not to exceed \$4,816.

870

871 Dan noted the cost is \$7 per shirt and said, “As we go through our programs, sometimes we have  
872 to go back and add more to it. That’s why we usually use \$7 a shirt because sometimes the  
873 number fluctuates. This cost is covered by the sponsorship that our department does do. It  
874 covers all of our youth printing, so there is no cost. This is not part of the tax roll. It’s all  
875 sponsorship money from generous donations from our sponsors throughout the community.”

876

877 Mayor K. Smith asked if the Council should keep the motion on the floor, or if councilmembers  
878 wish to amend it.

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22

879  
880 Ald. Stevens asked Dan if he wants the motion to be \$7 per shirt, and he also asked if the motion  
881 should have a maximum dollar amount.

882  
883 Dan told Ald. Stevens, “The difficulty we run into with that is if we have more kids sign up for  
884 certain programs, then we would have to come back and get authorization. That’s why we use  
885 the \$7 a shirt. It’s not that we come back and all of a sudden the vendor raises that cost to us  
886 where we’re paying something higher than that.”

887  
888 Motion and second withdrawn.

889  
890 Motion by Ald. Stevens, second by Ald. Wulf, to approve youth t-shirt printing to Games People  
891 Play at a cost not to exceed \$7.00 per shirt.

892  
893 On voice vote, motion carried.

894  
895 N. Approval of purchase of a new automatic pool vacuum from Carrico Aquatics at a cost  
896 not to exceed \$9,995.00

897  
898 Motion by Ald. Stevens, second by Ald. Nott, to approve purchase of a new automatic pool  
899 vacuum from Carrico Aquatics at a cost not to exceed \$9,995.00.

900  
901 On voice vote, motion carried.

902  
903 **Item 12 – ADMINISTRATORS REPORT**

904  
905 O. Staffing/Scheduling during Health Emergency

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907 City Administrator Rindfleisch said he believes it is important that both the Common Council  
908 and the public have an understanding regarding the staffing changes. City Administrator  
909 Rindfleisch said the declaration of the health emergency in March by the Common Council  
910 allowed the city to take steps to modify staffing and scheduling, with three equally important  
911 goals in mind:

- 912
- 913 1. Flatten the curve and not have city staff be the transmission points to the public for the  
914 spread of the COVID-19 virus and potentially overwhelm the health care systems.
  - 915 2. Maintain the provision of essential services to residents by ensuring that entire shifts and  
916 departments are not wiped out by being sick or placed in quarantine.
  - 917 3. Protect the health and welfare of city employees. In addition to closing City Hall and  
918 other city facilities, the following scheduling practices were implemented:
    - 919 • Per Wisconsin Governor Tony Evers’ “Safer at Home” order, and best practices  
920 to stop the spread of the coronavirus, all staff members who are able to work from  
921 home has been assigned by City Administrator Rindfleisch, department heads,

Reviewed 4/20/2020 by Cari Burmaster

**Common Council  
of the City of Onalaska**

Tuesday, April 14, 2020

23

- 922 managers and supervisors to work from home as much as possible.
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- For those employees who cannot work from home or work remotely, departments have implemented either a split or a modified shift. Department heads, supervisors and managers are reducing the likelihood of spread by physically distancing employees as much as possible by assigning each employee to a scheduled work on site, and being on call from work at home and rotating. On call employees are expected to be called in at a moment's notice. The modified schedules are not voluntary by the employee; they are assigned by the management team.
  - Department heads have been directed to call in employees as needed so critical and essential tasks are completed, while keeping social distancing in mind while working.
  - Employees whose nature of work cannot be completed at home, or where split shifts are not feasible, or whose work is critical, were scheduled regularly, with consideration for social distancing while working as much as possible. This has occurred mostly in the City Clerk/Finance Suite leading up to the April 7 election.
  - In situations where employees cannot work from home, split shifts are not feasible, and when no essential work is available, they may be assigned administrative leave. This will be utilized in the City Clerk/Finance Suite beginning this week.
  - The city has of yet has not instituted any involuntary layoffs. However, part-time and seasonal workers who perform duties that have been affected by the closure of city facilities or event cancellations have not been scheduled for work. At this point, they are the only employees experiencing lost income. They will be scheduled as the workload calls for going forward.

948 City Administrator Rindfleisch said city staff has utilized many creative solutions to schedule  
949 employees at this time to keep essential services operating, and also to keep city employees and  
950 the public safe. Employees also have various leave options (e.g. sick time, vacation, personal  
951 days, two weeks of emergency leave).

952  
953 **Adjournment**

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955 Motion by Ald. T. Smith, second by Ald. Nott, to adjourn at 8:54 p.m.

956  
957 On voice vote, motion carried.

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960 Recorded by:

961  
962 Kirk Bey