

**Finance & Personnel Committee
of the City of Onalaska**

Wednesday, August 4, 2021

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 at 7:15 p.m. on Wednesday, August 4, 2021. It was noted that the meeting had been announced
3 and a notice posted at City Hall.

4
5 Roll call was taken, with the following members present: Ald. Diane Wulf, Ald. Jim Olson, Ald.
6 Tom Smith

7
8 Also Present (either in person or remotely): City Administrator Eric Rindfleisch, Mayor Kim
9 Smith, Financial Services Director/Treasurer Sabrina Steger, Human Resources Manager Amy
10 Frandsen, Planning Manager Katie Aspenson, City Engineer Jarrod Holter, Fire Chief Troy
11 Gudie, Assistant Police Chief Troy Miller, Ald. Cari Burmaster, Ald. Dan Stevens

12
13 **Item 2 – Consideration and action on minutes from the previous meeting**

14
15 Motion by Ald. T. Smith, second by Ald. Olson, to approve the minutes from the previous
16 meeting as printed and on file in the City Clerk’s Office.

17
18 On voice vote, motion carried.

19
20 **Item 3 – Public Input (limited to 3 minutes/individual)**

21
22 Ald. Wulf called three times for anyone wishing to provide public input and closed that portion
23 of the meeting.

24
25 **Consideration and possible action on the following items:**

26
27 **FINANCE**

28
29 **Item 4 – June 2021 Omni Center Financials**

30
31 Revenues as of June 30 totaled \$233,592.79, and expenditures totaled \$246,091.87 for a deficit
32 of \$12,499.08.

33
34 Motion by Ald. Olson, second by Ald. T. Smith, to accept and place on file the June 2021 Omni
35 Center Financials.

36
37 On voice vote, motion carried.

38
39 **Item 5 – June 2021 General Fund Financials**

40
41 Sabrina noted the city had 59.54 percent of its budgeted expenditures remaining in the General
42 Fund as of June 30.

Reviewed 8/5/2021 by Sabrina Steger & Amy Frandsen

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43
44 Ald. Wulf referred to Account No. 100-00000-46300 (“Highway Maintenance & Snowplowing”)
45 and noted the total budget was \$500, but the fiscal activity totaled \$12,818.95. Ald. Wulf asked
46 Jarrod what that represents.

47
48 Jarrod explained that this is a revenue account and told Ald. Wulf it is the revenue from the
49 sidewalks city staff members had shoveled during the winter of 2020-21. Jarrod further
50 explained former Financial Services Director/Treasurer Fred Buehler had budgeted \$500 for
51 revenue, and he said the city had taken a harder stance this past winter regarding clearing
52 sidewalks. Jarrod said the city collected more than \$10,000 in revenue, and he stated that is not
53 the city’s purpose in ensuring that sidewalks are shoveled. Jarrod said, “We made so people
54 would know that they need have it done,” and he noted he previously had charged the city’s
55 actual time, but citizens were not complying.

56
57 Ald. Wulf noted the city had made a policy decision.

58
59 Jarrod told Ald. Wulf she is correct and noted sidewalks that had not been getting shoveled were
60 being shoveled by March.

61
62 Ald. Wulf noted that all but two departments have expended minimal funds in their
63 travel/seminar budgets to date, and she said she understands that most of those funds were not
64 utilized in 2020 due to the COVID-19 pandemic. Ald. Wulf stated, “I’ll be continuing to support
65 those departments that can find training and seminars to attend. It’s something that past
66 [Common] Councils and the current Council has always maintained. My personal belief is the
67 biggest asset that the City of Onalaska has is our employees. We have newer employees now –
68 quite a few of them – and I think we need to make sure that we support them in their learning
69 process.”

70
71 Ald. T. Smith asked if the reduced revenue at the Aquatic Center is due to the COVID-19
72 pandemic.

73
74 Ald. Wulf noted the financial report before the committee is only through June 30.

75
76 City Administrator Rindfleisch said the June 30 date only captures a small portion of the
77 summer, and he reminded committee members the manner in which revenue was collected had
78 changed. City Administrator Rindfleisch said, “It was discounted, and they had two sessions for
79 less money, so I think we’re probably ... To open up the pool and be safe this summer, we’re not
80 capturing a full amount of revenue that we would normally expect to on a normal year.” City
81 Administrator Rindfleisch also noted the Aquatic Center has converted to traditional fees and the
82 more open schedule.

83
84 Motion by Ald. T. Smith, second by Ald. Olson, to accept and place on file the June 2021
Reviewed 8/5/2021 by Sabrina Steger & Amy Frandsen

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85 General Fund Financials.

86

87 On voice vote, motion carried.

88

89 **Item 6 – Gundersen Health Systems Parking Ramp Financials for 2021 2nd Quarter**

90

91 Sabrina noted Gundersen had provided the monthly average number of automobiles for the first
92 and second quarter of 2020. However, those statistics for 2021 are not present on the financials.
93 Sabrina told committee members she had spoken to Gundersen officials, who told her their goal
94 is to update those statistics by the third quarter.

95

96 Motion by Ald. Olson, second by Ald. T. Smith, to accept and place on file the Gundersen
97 Health Systems Parking Ramp Financials for 2021 2nd Quarter.

98

99 On voice vote, motion carried.

100

101 **Item 7 – Request for 2022 funding for SMRT (Scenic Mississippi Regional Transit) Bus**
102 **program**

103

104 Sabrina said the funding request is for \$7,500, which is the same amount that was requested for
105 2021.

106

107 La Crosse County Planner Charlie Handy referred to the spreadsheet committee members had
108 received in their packets and noted Vernon County had adopted a resolution earlier Wednesday
109 to provide \$15,000 in funding per year for the next five years. Charlie said SMRT
110 representatives are meeting with representatives from various municipalities and examining
111 commitments. Charlie said SMRT representatives are asking the municipalities that are giving a
112 one-year commitment to consider a five-year commitment. Charlie further stated SMRT
113 representatives are asking a number of municipalities to increase their budget, including the City
114 of La Crosse, the City of Viroqua, and the City of Prairie du Chien. SMRT representatives asked
115 Vernon County for an increase in funding, and Vernon County increased funding from zero to
116 \$15,000. Charlie said, “We’re not asking the City of Onalaska for more. We feel [\$7,500] is a
117 very good ... we’re very happy with the commitment that you’ve made. We’re just asking that
118 you consider making that a long-term commitment.”

119

120 For clarification, Ald. Olson asked if the city’s match is \$7,500.

121

122 Ald. Wulf told Ald. Olson yes and said the request is for \$7,500.

123

124 Motion by Ald. Olson, second by Ald. T. Smith, to approve a request for \$7,500 for 2022
125 funding for SMRT (Scenic Mississippi Regional Transit) Bus program.

126

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127 For clarification, Ald. T. Smith asked if the city would be making a five-year commitment.

128

129 Ald. Wulf said she believes Charlie had asked for a five-year commitment. However, the motion
130 on the floor is to approve funding for one year.

131

132 Ald. T. Smith said that is what he would be comfortable with.

133

134 Ald. Wulf asked City Administrator Rindfleisch for his input regarding the City of Onalaska
135 making a five-year commitment.

136

137 City Administrator Rindfleisch said any commitment that exceeds one year would require an
138 agreement between the organizations involved, stating, “We only budget on an annual basis for
139 that. I think as a sign of our support for it, as long as ridership hits particular counts or we still
140 have places here that are still open that Gundersen, God forbid, moved out or something, would
141 we still be in the support business? That would be the only way we could guarantee anything
142 beyond a one-year commitment: having some kind of extended contract for that service. The bus
143 service itself, it’s not the MTU. Sometimes there is confusion in the public about what the
144 SMRT Bus is. It is one that when I drive around and I see the buses both in the morning and in
145 the afternoon, I do see riders on it. I do think it’s utilized. We don’t have any ridership numbers
146 here to verify how many people are traveling from elsewhere to here, or traveling from here out
147 to Tomah, for example. But it does seem to be well-utilized. The request has come up – and Mr.
148 Handy can confirm – looking at increasing the number of stops here to hopefully generate more
149 riderships within the city, including hopefully maybe a route that goes to the north. But it seems
150 that the final destinations beyond Holmen, there just isn’t enough demand out there without
151 competing with the private enterprise that is currently doing that for their workers as well up in
152 Arcadia in particular.”

153

154 Ald. Wulf asked Charlie to give committee members a brief summary of the SMRT Bus
155 program.

156

157 Charlie told committee members the SMRT Bus program began in 2012 and covered three
158 counties (La Crosse, Vernon, Crawford). The program added Monroe County in 2019. The
159 Green Route that runs from the City of Tomah to the City of La Crosse passes through the City
160 of Onalaska and the Gundersen Health System Campus located by the Stoney Creek Inn. Charlie
161 said SMRT has a significant relationship with Gundersen, which assists with funding so that its
162 workforce may ride at no cost. Charlie said the healthcare workforce is SMRT’s core ridership,
163 noting there is a significant number of riders from Tomah Memorial Hospital; the Gundersen
164 campuses in Tomah, Sparta, Onalaska, and La Crosse; the Mayo campuses in La Crosse and
165 Onalaska; and the Vernon Memorial Campus in Viroqua. The SMRT program is open five days
166 a week, and its riders are primarily commuters. There are three routes per day – morning,
167 afternoon, and evening. SMRT attempts to serve at least a full two shifts, and sometimes three
168 full shifts, of commuters. Buses include bicycle racks.

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169
170 Charlie said, “We’re trying to be a very sustainable practice, using a significant amount of local
171 match funds. The problem with local match, as you see tonight, is it’s not guaranteed on a long-
172 term basis. We would like to pursue a long-term contract with all of our municipalities, mostly
173 because of capital purchase. Our operating expenses each year are typically covered. But when
174 we need to buy new buses – we almost buy a new bus every year – that capital purchase gets to
175 be a difficult thing to find local match for. That’s why we’re talking about pursuing long-term
176 contracts. We’d love to pursue a long-term contract with Onalaska. We know that this is not the
177 process, [and] that this budget process is for one year. But we’d like to begin those discussions
178 about a long-term contract, just like we are with everyone else. Vernon County is a very good
179 example. They approved a resolution for five years, which they obviously can adjust a
180 resolution at any time. But then that gives us a chance to work out a long-term contract with
181 them. There are different ways we could do it; I would love to talk to you about that.

182
183 As far as ridership, SMRT Bus ridership is typically around 20,000 single riders per year,
184 depending on the route. The Green Route is one of our lower-utilized routes. We would really
185 like to improve that utilization. We’re working on a marketing strategy right now, and we’re
186 working with some of our core providers to improve that ridership, specifically at the Tomah
187 Memorial Hospital and the Veterans Administration in Tomah.”

188
189 On voice vote, motion carried.

190
191 **Item 8 – Request for funding from La Crosse County for the 2022 Budget**

192
193 City Administrator Rindfleisch told committee members, “In 2019, at sort of the last moment, as
194 [La Crosse] County was requested from the La Crosse Center for some additional funding for
195 their updates, a local supervisor had requested from us as well to see if we had some needs in
196 particular at the Omni Center. ... At the time, we made the request for \$50,000 toward Chiller
197 No. 2 repairs for replacement. That was accepted by the budget and the [La Crosse] County
198 Board in 2019 for 2020. However, as the \$50,000 only represented a small portion of the full
199 project, which was estimated at about \$350,000, has now grown to about \$450,000. That project
200 did not make the Capital Improvements Projects in 2020 or 2021. Therefore, we never actually
201 received that \$50,000 fund from that budget. At the end of their budget year, that hit their
202 undesignated fund balance and probably has been spent somewhere else. It’s not in reserve for
203 us at this point.

204
205 Supervisor [Dan] Ferries has again inquired if we were interested in requesting funding for some
206 projects from La Crosse County in the 2022 budget – similar dollar amounts, and probably for
207 something that, likewise, would be utilized probably at the Omni Center. I think that makes the
208 most sense again. But the point of this conversation here is to see if there is any interest before I
209 make a request on behalf of the city to the county board for funding in their 2022 budget. One
210 option potentially could be a particular dollar amount – say, \$50,000 – for, as much as we heard
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211 from the SMRT Bus, for two to three years of funding, and then bank that money to do a project
212 down the road. Or is there a project that you would like to look at right now for funding through
213 the La Crosse County budget? Again, the amount granted to us in the past was about \$50,000. It
214 does not complete the entire chiller project; we would need 10 times that amount [and] it would
215 have to qualify through our Capital Improvements Budget for the rest of that amount. Another
216 suggestion I heard would be a rebranding of the Omni Center, a remarketing of that similar to the
217 La Crosse Center itself has done. Or are there other purposes you would be looking for?"

218

219 Ald. T. Smith asked if the city will need to be specific regarding how it wishes to utilize the
220 funds.

221

222 City Administrator Rindfleisch told Ald. T. Smith yes and said, "If we're requesting funding,
223 we're requesting it for a purpose – a purpose that would probably serve the broader county
224 benefits, which is why I think the Omni Center was chosen last time around that we did this. It's
225 not just Onalaska that benefits from it; it would be the county that benefits from it."

226

227 Ald. Wulf said she believes part of the reasoning was La Crosse County gave \$150,000 to the
228 Village of Holmen for its center.

229

230 City Administrator Rindfleisch noted the facility is now the Boys and Girls Club, adding that the
231 facility was \$50,000 a year for three years. City Administrator Rindfleisch noted the Village of
232 Holmen had received the funds and had utilized them on that project.

233

234 Ald. Wulf said she assumes there will be very established criteria regarding suggestions.

235

236 Ald. T. Smith noted the city is always looking to upgrade the chillers at the Omni Center, and he
237 asked if the city could request a specific amount to address that. Ald. T. Smith asked, "Then
238 you'd have to match the difference to whatever that project is? Or can you take that and apply it
239 to what you're doing with it?"

240

241 City Administrator Rindfleisch said, "If it's the chillers again, what I would request on your
242 behalf, with your permission, with the understanding with the county that we're requesting a
243 certain amount. We don't anticipate doing the project immediately, but we'll expect to have the
244 same request over several years so that that project becomes feasible. Again, without the chillers
245 being done at some point, we will not have a second arena and that will harm hockey in the
246 entire area and tourism, and it's well-used for tourism purposes. But with only \$50,000, it does
247 make our \$3.5 million borrowing all that much more difficult. It has not made our Capital
248 Improvements Projects for two years now since that request came out."

249

250 Ald. Wulf noted the Omni Center has not been painted for several years, and she asked if
251 perhaps that would be viable, adding she is uncertain of the cost to do so.

252

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7

253 City Administrator Rindfleisch said it appears to him the consensus is the Omni Center seems to
254 be the most appropriate request.

255

256 Ald. T. Smith asked if the city may state the funding would be utilized to promote the Omni
257 Center and expand its use until more specifics are requested.

258

259 Ald. Stevens noted the Parks, Recreation and Library Board had discussed the need for a facelift
260 and painting at the Omni Center, and he said, “My thoughts are if we should try to avoid getting
261 into a situation where we left money on the table that we had access to because the whole of the
262 budget was just too grand for us to ... it was impractical for us to meet it. If the target was about
263 \$50,000, we should see what’s a \$50,000 project that we could do? I would think painting and a
264 facelift and some rebranding action might be at least in the general vicinity. That would be
265 something that I would be interested in pursuing.”

266

267 Mayor K. Smith said, “I hope that if there are listeners that they’re not perceiving this to be that
268 we don’t have a use for that money, because we certainly would appreciate it. Our problem is
269 more that what we need to do is so much more than that to try to find the project that’s the right
270 fit for this. I definitely think it should be something at the Omni Center, and that perhaps we
271 could just look at the Equipment Replacement Fund or the Capital Improvements Budget to see
272 ... like a smaller part of a larger project that would fit the appropriate dollar value. When we
273 spend all the time making these budgets – both the Capital Improvements Projects budget and
274 the Equipment Replacement Fund – we stack up things and we end up pushing them out for
275 years. I would rather see us work off that list that we already have rather than reaching out and
276 taking a project that hasn’t even been on the list trying to gain approval for sometimes multiple
277 years – like the chillers.”

278

279 Ald. Wulf asked City Administrator Rindfleisch if Supervisor Ferries has a deadline for receipt
280 of a submittal for the La Crosse County’s budget.

281

282 City Administrator Rindfleisch said, “The sooner the better is the deadline we have if there is a
283 consensus on what request we’d like to make, which is why I wanted to discuss it here. I can
284 make the request to the County Administrator to add it to the budget and see if it makes the
285 budget process or not. The earlier we get it in the budget process, the more likely I think we
286 have [an opportunity] for funding. We’re not coming in at the last moment to compete with
287 somebody else at that point.”

288

289 Ald. Wulf said she believes it would be very appropriate to paint the Omni Center and gift it a
290 facelift, stating, “It’s just more presentable. It’s more attractive to draw people if people are
291 looking to have a wedding reception there or something. I think that would go a long way.”

292 Ald. Wulf also said she appreciates Mayor K. Smith’s statements regarding working with Jarrod
293 and seeing what is on the Equipment Replacement Fund list. Ald. Wulf said she agrees with
294 Mayor K. Smith in that, “We certainly don’t want the public perception that we don’t have uses

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295 for it. Yes, we do. But we're working with certain parameters [and] it's a little bit tougher. But
296 I would like to think we can overcome that hurdle because if it is being offered, I think that we
297 should try to make the effort to make it work.”

298

299 Ald. Wulf asked City Administrator Rindfleisch if the committee should allow him to proceed
300 with its members' input.

301

302 City Administrator Rindfleisch said it is his understanding that his request to La Crosse County
303 is for \$50,000 to upgrade and improve the Omni Center so that the city may keep the facility
304 viable for county purposes. City Administrator Rindfleisch said, “I won't specify it for the
305 chiller, but it will be for Omni Center purposes to keep it upgraded and updated.”

306

307 Ald. Wulf said the city would be more than willing to show county officials how the funds were
308 utilized.

309

310 City Administrator Rindfleisch noted the Omni Center's needs exceed \$50,000.

311

312 Ald. Wulf asked City Administrator Rindfleisch if the committee needs to make a motion.

313

314 City Administrator Rindfleisch said yes, if the committee wishes to have full Common Council
315 approval for the direction he is being given.

316

317 Motion by Ald. T. Smith, second by Ald. Olson, to approve a request for \$50,000 in funding for
318 Omni Center improvements from La Crosse County for the 2022 Budget.

319

320 Ald. Wulf said it is her assumption that this item will appear on the Non-Consent Agenda at the
321 August 10 Common Council meeting so that the full Council may discuss it.

322

323 On voice vote, motion carried.

324

325 **PERSONNEL**

326

327 **Item 1 – Recruitment update from HR Manager Amy Frandsen**

328

329 Amy reported the following:

330

- 331
- Six full-time employees joined the city in July.
 - The city is actively recruiting for the Public Works Assistant Director of Operations and
332 Parks and Recreation Sales & Marketing Coordinator positions. Per Amy's memo,
333 applications for the Public Works Assistant Director of Operations position will be
334 accepted until Friday, August 6. Applications for the Parks and Recreation Sales &
335

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9

- 336 Marketing Coordinator position will be reviewed Monday, August 9.
337 • Sonny Xiong, who was hired as the Public Works Operator/Lab Assistant, will begin his
338 employment with the city August 16.
339 • Trevor Lopez and Kevin Sullivan began their employment as Police Officer recruits July
340 30. Both will attend the Law Enforcement Academy for the next 4½ months.
341 • Nicholas Candahl was hired as a Firefighter/EMT and began his employment with the
342 city July 26.

343

344 Ald. Wulf thanked Amy and city staff for their work.

345

346 **Item 2 – Proposed organizational chart, position descriptions and recruitment for vacancy**
347 **in Planning/Zoning and Inspection Departments**

348

349 Katie noted committee members’ packets include a copy of a memo in which she had
350 highlighted the current organization of the Planning/Zoning Department. Katie noted she serves
351 as the department head for the Planning/Zoning and Inspection Departments, and Brad
352 Neumeister, the city’s Lead Building Inspector, oversees both the Code Enforcement Technician
353 position – which was vacated Friday, July 30 – and the city’s contracted inspection services.
354 Katie noted she and Brad oversee Lisa Schmidt, who serves in the Office Clerical position.

355

356 Katie told committee members the vacancy of the Code Enforcement Technician position has
357 presented the Planning/Zoning and Inspection Departments with the opportunity to move around
358 some duties in terms of who is assuming which position. The Code Enforcement Technician will
359 be elevated to a Planning Associate. Katie said, “Primarily, this change will allow for succession
360 planning within the City of Onalaska’s Planning Department,” and she noted her memo details
361 what has occurred within both the Inspection Department and the Planning/Zoning Department
362 prior to 2015. Katie said her proposal includes the following:

363

- 364 • The Planning Manager would directly oversee the Planning Associate position, which
365 would replace the Code Enforcement Technician position.
366 • The Lead Building Inspector would continue to oversee contracted inspection services.
367 • The Office Clerical position would be renamed Inspection/Planning Clerk.

368

369 City Administrator Rindfleisch said the reorganizational proposal is, to a large degree, being
370 driven by the vacancy of the Code Enforcement Technician position. City Administrator
371 Rindfleisch said, “[This is] an opportunity to put more in line with what we anticipate to be an
372 easier position to recruit for. [It is] a position [for which] degrees exist. It can be a competitive
373 marketplace, and we’re not likely to lose to outside competition likewise as well.” City
374 Administrator Rindfleisch noted he had reviewed the positions and the scores, and Amy had
375 reviewed the position descriptions, and he said, “It comes with my recommendation for
376 approval.”

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377

378 Ald. Olson asked City Administrator Rindfleisch to provide the Common Council with a status
379 update in six months regarding how the new plan shown on the organizational chart is
380 functioning.

381

382 City Administrator Rindfleisch asked Ald. Olson if he means six months from today, meaning
383 February 2022.

384

385 Ald. Olson said, "After this is set up the way you want that set up."

386

387 City Administrator Rindfleisch told Ald. Olson he is not certain he understands his question and
388 asked, "Comparing now to where we were six months ago?"

389

390 Ald. Olson referred to the organizational chart that is before the committee this evening and
391 asked if it has been approved.

392

393 City Administrator Rindfleisch told Ald. Olson the Common Council will need to approve it and
394 said, "With my review of it, yes."

395

396 Ald. Olson asked, "When we move to approve that, could you give us an update in, let's say six
397 months or seven months, of how that system is working for us?"

398

399 City Administrator Rindfleisch told Ald. Olson he will do so.

400

401 Ald. T. Smith addressed the contracted inspection services and asked Katie if the contractors
402 have their own clerical support, or if the contractors will be utilizing Lisa's services as part of the
403 organizational chart.

404

405 Katie told Ald. T. Smith that GEC has access to the Inspection Department software and said
406 staff inputs all the permits. Katie told Ald. T. Smith that Lisa has always handled those duties,
407 and she said the city allows GEC into its system so its employees may input notes and
408 documentation. Katie explained this system is utilized so that the city would have the data and
409 permits for future reference should it ever end its relationship with GEC.

410

411 Ald. Wulf asked Katie if the city had contracted GEC the first year while staff still were
412 employed by the city, and she said she recalls the first year having gone very well. Ald. Wulf
413 asked Katie if she is correct to assume that the city still has a strong relationship with GEC.

414

415 Katie told Ald. Wulf, "It is still working well with GEC. They are essentially the succession
416 planning for the Inspection Department so if something should happen to Brad for a temporary
417 or a permanent situation, we would have a backup in place that could step up and give Onalaska
418 the necessary inspection services to continue development to move forward."

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419
420 Ald. Wulf referred to the final paragraph on the second page of Katie's memo, which reads in
421 part: "*The Planning Associate position would allow the Planning/Zoning Department the*
422 *opportunity to begin succession planning and allow an individual to grow within the position*
423 *...*," and she noted the Council has gone on record stating that the city needs to be looking at
424 succession planning. Ald. Wulf noted she has met with city staff and asked questions, and she
425 said, "This is something that I will support."

426
427 Ald. T. Smith inquired about the terms of the city's contract with GEC.

428
429 Katie told Ald. T. Smith there is no end date to the contract, and she said the city has the
430 opportunity to cancel it, if needed.

431
432 Ald. Wulf asked City Administrator Rindfleisch if he prefers to have the committee first approve
433 the reorganizational chart, followed by the job descriptions.

434
435 City Administrator Rindfleisch said, "Yes, it would be in that order."

436
437 Motion by Ald. T. Smith, second by Ald. Olson, to approve the proposed organizational chart for
438 the Planning/Zoning and Inspection Departments.

439
440 On voice vote, motion carried.

441
442 Ald. Wulf addressed the Inspection/Planning Clerk position and noted the job description before
443 the committee states the person serving in that position will assume the refuse and recycling
444 responsibilities. Ald. Wulf asked Katie if Lisa is currently handling those duties.

445
446 Katie nodded yes.

447
448 Motion by Ald. T. Smith, second by Ald. Olson, to approve the position description for
449 Inspection/Planning Clerk.

450
451 On voice vote, motion carried.

452
453 Motion by Ald. T. Smith, second by Ald. Olson, to approve the position description for Lead
454 Building Inspector.

455
456 On voice vote, motion carried.

457
458 Ald. Wulf addressed the Planning Associate job description and noted the city is seeking
459 applicants who hold a Bachelors Degree rather than an Associates Degree because it is an
460 elevated position, and it is increasing from a Grade 6 to a Grade 8 due to increased
461 responsibilities.

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462
463 Katie told Ald. Wulf she is correct and said there is a greater emphasis on planning work than
464 previously. Katie noted the other job duties have remained the same exclusive of the Fat, Oil
465 and Grease Program, which the Lead Building Inspector position coordinates.

466
467 Motion by Ald. Olson, second by Ald. T. Smith, to approve the position description for Planning
468 Associate.

469
470 On voice vote, motion carried.

471
472 Motion by Ald. Olson, second by Ald. T. Smith, to approve the position description for Planning
473 Manager.

474
475 Amy asked when this would be effective.

476
477 City Administrator Rindfleisch said it would be effective upon Common Council approval
478 August 10.

479
480 On voice vote, motion carried.

481
482 Ald. T. Smith inquired about recruitment for the Planning Associate position.

483
484 Katie noted the position will be posted externally.

485
486 City Administrator Rindfleisch told Ald. T. Smith part of the purpose of the change is for
487 succession planning, and also that this is an entry-level position for which individuals who hold
488 such degrees are seeking employment.

489
490 Motion by Ald. T. Smith, second by Ald. Olson, to approve proceeding with external recruitment
491 for the Planning Associate position.

492
493 On voice vote, motion carried.

494
495 **Adjournment**

496
497 Motion by Ald. T. Smith, second by Ald. Olson, to adjourn at 8:07 p.m.

498
499 On voice vote, motion carried.

500
501
502 Recorded by:

503
504 Kirk Bey

Reviewed 8/5/2021 by Sabrina Steger & Amy Frandsen