

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

Wednesday, April 7, 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, April 7, 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. Dan Stevens, Ald. Diane Wulf,  
6 Ald. Jim Olson

7  
8 Also Present (either in person or remotely): City Administrator Eric Rindfleisch, Mayor Kim  
9 Smith, City Attorney Amanda Jackson, Financial Services Director/Treasurer Fred Buehler, City  
10 Engineer Jarrod Holter, Planning Manager Katie Aspenson, Police Chief Charles Ashbeck, Fire  
11 Chief Troy Gudie, Ald. Tom Smith, Ald. Cari Burmaster

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

14  
15 Motion by Ald. Wulf, second by Ald. Olson, to approve the minutes from the previous meeting  
16 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. Stevens called three times for anyone wishing to provide public input and closed that  
23 portion of the meeting.

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

26  
27 **FINANCE**

28  
29 **Item 4 – 2020 Omni Center Financials**

30  
31 Fred noted the Omni Center Financials are for 2021 and not 2020, and what is before the  
32 committee this evening is through February 28. Revenues totaled \$103,024.37, and expenditures  
33 totaled \$92,151.87 for a surplus of \$10,872.50. Fred noted any room tax revenue would not have  
34 been received until March.

35  
36 Motion by Ald. Wulf, second by Ald. Olson, to approve and place on file the 2021 Omni Center  
37 Financials.

38  
39 On voice vote, motion carried.

40  
41 **Item 5 – 2021 General Fund Financials**

42

Reviewed 4/12/2021 by Fred Buehler & Amanda Jackson

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43 Fred directed committee members' attention to the Miscellaneous Income Account (Account No.  
44 100-00000-48000) and told them, "It's costing more, expense-wise, for the charge card because  
45 we're only charging a 2-percent convenience fee. We have more of an expense on the side of  
46 having it – this is internally, that is. [After] discussion with the auditors, that will be moved into  
47 an account as an expenditure within the Finance Department, of which then a proportion would  
48 be charged to the Water Utility, Sewer Utility, [and] Stormwater Utility because people are using  
49 – I shouldn't say not Water Utility – are using it to pay utility bills of sort. That's going to be  
50 one of the main changes."

51  
52 Ald. Stevens asked if the city possibly could charge a convenience fee if citizens pay their utility  
53 bills with a credit card.

54  
55 Fred told Ald. Stevens the city currently levies a 2-percent convenience fee.

56  
57 Ald. Stevens said, "We're paying 1.8? It would strike me that we shouldn't have a negative  
58 balance there."

59  
60 Fred explained that while there is incoming revenue, there also is more of an expense going out  
61 for the cost of the service. Fred said, "What will happen now is that the revenue will stay in the  
62 revenue account, and the expenditure will be a direct expense within the expenditures. We were  
63 netting the two together, and it's costing more than it is to breaking even."

64  
65 City Administrator Rindfleisch said that while the city levies a 2-percent charge for the  
66 transactions, the merchants' fees for some of the credit cards – especially the high points credit  
67 cards – are 4 to 6 percent. City Administrator Rindfleisch said Fred is talking about the  
68 difference that is ultimately charged back to the city on some of those credit cards.

69  
70 Fred said citizens who utilize the UB-Insite, meaning the city's website, do so at no cost to  
71 themselves while the city picks up the cost. Fred said, "Those costs are chargeable back to  
72 Water and Sewer and Storm[water] directly. The city is paying those costs, and I can tell you we  
73 get charged \$360 a month, and then the usage count is also an additional charge on top of that.  
74 But it's a very good service for the customer."

75  
76 Ald. Stevens said he assumes having citizens either pay with currency or with a check is the City  
77 of Onalaska's preferred method of receiving payment.

78  
79 Fred told Ald. Stevens no and said the best way is the UB-Insite as citizens may pay online with  
80 a credit card. Fred noted the city also sends out envelopes that go to a lockbox, and he said the  
81 city receives a file that is directly posted with minimal manpower. Fred also noted several  
82 citizens utilize the lockbox.

83  
84 Motion by Ald. Wulf, second by Ald. Stevens, to approve and place on file the 2021 General

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85 Fund Financials.

86

87 On voice vote, motion carried.

88

89 **Item 6 – Authorization to approve Resolution 26-2021 – City of Onalaska Flexible Benefits**  
90 **Plan Amendment**

91

92 Amanda told committee members this was something being offered out of the American Rescue  
93 Plan. The city has the ability to increase its Flex Benefits Account and allow an increase in the  
94 Dependent Care Account up to \$10,500, or \$5,500 for married \_\_\_\_\_ filing separately. Amanda  
95 told committee members the plan amendment had been signed and that a resolution to approve it  
96 is necessary.

97

98 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution 26-2021 – City of Onalaska  
99 Flexible Benefits Plan Amendment.

100

101 On voice vote, motion carried.

102

103 **PERSONNEL**

104

105 **Item 7 – Approval of Human Resource Generalist job description and authorization to fill**  
106 **the position**

107

108 Amanda told committee members there is a memo that describes what is being proposed: to  
109 divide the current Payroll Specialist/Human Resource Specialist position into two positions.  
110 Amanda referred to the memo and said that prior to the COVID-19 pandemic, the Finance  
111 Department employed two full-time finance clerks. One of those positions was vacated when  
112 JoAnn Marcon was promoted to City Clerk, and Stacy Wilk was promoted to Deputy City Clerk  
113 from one of the Finance Department positions, thus creating a vacancy. Amanda said, “At that  
114 time in the pandemic, it was determined that with the uncertainties related to the budget this year  
115 that that would be moved to a part-time position. We’re looking at increasing that part-time  
116 position to a full-time position and changing it to the Payroll Clerk position. In doing that, we  
117 would leave the position in Human Resources as an HR Generalist position. It’s essentially an  
118 increase of a half position back to what we were, pre-COVID. ... The HR Generalist position is  
119 really going to focus on onboarding, recruitment, and the benefits administration.”

120

121 City Administrator Rindfleisch told committee members Amanda had written the memo while he  
122 was out of the office, and he said the memo speaks to what his long-term plan for reorganization  
123 would look like in identifying some deficiencies organizationally and addressing them. City  
124 Administrator Rindfleisch said, “This was part of my long-term plan that got escalated with the  
125 vacancy in the position right now.”

126

127 Mayor K. Smith noted the Purchasing Clerk job description is not included, and she said she  
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128 believes it currently is not a supervisory position. However, Mayor K. Smith noted the position  
129 is shown in the memo to be supervising the Payroll Clerk, and she asked what the plan is on how  
130 to address that.

131  
132 Amanda told Mayor K. Smith the job description had been written “pretty broadly,” and she  
133 noted the city had increased the grade when that position was filled. Amanda said she does not  
134 believe the city would necessarily need to change that job description, nor would the grade  
135 change.

136  
137 Motion by Ald. Wulf, second by Ald. Olson, to approve the Human Resource Generalist job  
138 description and authorization to fill the position.

139  
140 On voice vote, motion carried.

141  
142 **Item 8 – Approval of Payroll Clerk job description and authorization to fill the position**

143  
144 Mayor K. Smith noted a bachelor’s degree and three years’ experience are two of the  
145 requirements for the Human Resource Generalist position, which is a Grade 5. Mayor K. Smith  
146 noted the Purchasing Clerk position also is a Grade 5, but the level of education required is only  
147 an associate’s degree. Mayor K. Smith asked if that was intentional, and she also asked how the  
148 grade had been determined.

149  
150 Amanda said she believes there are nine distinct factors that establish grade, and she told Mayor  
151 K. Smith, “We did feel that it was in line with the Accounting Clerk position, which came out at  
152 a Grade 5 as part of the comp plan study. I believe our current Office Clerical Finance Clerk is a  
153 Grade 4, and so we felt like this was additional duties as it relates to payroll. Looking at those  
154 factors, it would necessitate a one-level increase.”

155  
156 City Administrator Rindfleisch reiterated Amanda’s statement that each position is scored on  
157 nine factors, one of which being a degree. However, City Administrator Rindfleisch also said,  
158 “It doesn’t automatically boost somebody up above somebody else,” and he cited teachers as an  
159 example, noting individuals who hold master’s degrees and doctorates still can be  
160 undercompensated compared to other individuals who hold the same degrees in other fields.  
161 City Administrator Rindfleisch said, “It also puts it at what I would say is a competitive position  
162 within the marketplace for that similar position as well.”

163  
164 Motion by Ald. Wulf, second by Ald. Olson, to approve the Payroll Clerk job description and  
165 authorization to fill the position.

166  
167 On voice vote, motion carried.

168  
169 **Item 9 – Approval of Accounting Clerk job description**

170  
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171 Amanda described this as “a bit of office internal cleanup,” noting Jackie Peters manages the  
172 finances for the Municipal Court and performs other similar duties. Amanda said Fred had once  
173 submitted a request to Human Resources to update Jackie’s job description, but that had not  
174 occurred. Amanda told committee members, “When we did do the comp plan study last year, we  
175 did factor that in, and so we are paying her as an Accounting Clerk based on those elevated job  
176 duties, but her job description was never updated to reflect that. This is really a cleanup to make  
177 sure that she has an accurate job description.”

178

179 For clarification, Ald. Wulf asked Amanda if the classification of this position will be moving  
180 from hourly to salaried exempt.

181

182 Amanda told Ald. Wulf that is correct and said the decision was based on the fact Jackie has a  
183 significant amount of independent authority. Amanda said city staff had reviewed it against  
184 FLSA (Fair Labor Standards Act) standards and believed it met the classification of an exempt  
185 employee.

186

187 Motion by Ald. Wulf, second by Ald. Olson, to approve the Accounting Clerk job description.

188

189 On voice vote, motion carried.

190

191 **Closed Session**

192

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

197

- 198 • Onalaska Professional Police Association (OPPA) Grievance, 2021-1

199

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

203

204 Motion by Ald. Wulf, second by Ald. Olson, to convene in Closed Session.

205

206 On roll call vote: Ald. Diane Wulf – aye, Ald. Jim Olson – aye, Ald. Dan Stevens – aye. In  
207 Closed Session.

208

209

210 Recorded by:

211

212 Kirk Bey

Reviewed 4/12/2021 by Fred Buehler & Amanda Jackson