

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

Wednesday, July 3, 2019

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 at 7:40 p.m. on Wednesday, July 3, 2019. It was noted that the meeting had been announced and
3 a notice posted at City Hall.

4
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Dan Stevens,
6 Ald. Kim Smith

7
8 Also Present: City Administrator Eric Rindfleisch, City Clerk Cari Burmaster, Financial
9 Services Director/Treasurer Fred Buehler, Human Resource Director Hope Burchell, Planning
10 Manager Katie Aspenson, Parks and Recreation Director Dan Wick, Assistant Police Chief Troy
11 Miller, Ald. Diane Wulf, Ald. Tom Smith, Ald. Boondi Iyer, Assistant Fire Chief Troy Guide
12

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

14
15 Motion by Ald. Olson, second by Ald. Stevens, 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. K. Smith 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 **PERSONNEL**

28
29 **Item 4 – Promotion of Officer Matthew E. Jahr to Sergeant (Oath of Office)**

30
31 Assistant Police Chief Miller noted Sergeant Jahr has served as a City of Onalaska police officer
32 for 15 years, and he also noted Sergeant Jahr had assumed his new duties June 16. Assistant
33 Police Chief Miller said Sergeant Jahr had previously served as a patrol officer, and he most
34 recently had served as the School Liaison Officer to the Onalaska School District. Assistant
35 Police Chief Miller told committee members he believes Sergeant Jahr will fulfill the high
36 expectations that come with his new position.

37
38 Cari swore in Sergeant Jahr as a Sergeant of the Onalaska Police Department.

39
40 **Item 5 – Monthly department presentation by Planning and Inspection Department**

41
42 Katie noted she had included a copy of the Planning/Zoning and Inspection Departments Annual
Reviewed 7/8/19 by Hope Burchell & Fred Buehler

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43 Report for 2018 in committee members' packets. Katie noted the following from the report:

44

- 45 • The Planning/Zoning and Inspection Departments are under City Administrator
46 Rindfleisch, with Katie serving as Planning Manager. Cindy Genz is employed as Office
47 Clerical Support in the Inspection Department. Zach Peterson was recently hired as the
48 city's Planning Technician, and there are three inspectors: Brad Neumeister (Electrical
49 Inspector), Calvin King (Commercial Building Inspector), and Mac McGuire (Plumbing
50 & Heating Inspector). The city also recently contracted with General Engineering
51 Company (GEC) to assist in residential building inspection services beginning July 8.
- 52 • The Planning/Zoning Department serves the Common Council, Plan Commission, Plan
53 Commission Subcommittee, Board of Zoning Appeals, Historic Preservation
54 Commission, and the Long Range Planning Committee. The department also serves the
55 Community Development Authority, in partnership with City Administrator Rindfleisch.
- 56 • The mission of the Planning/Zoning Department is to provide leadership for the long-
57 range planning of the City of Onalaska utilizing its 20-year plan, zoning, and subdivision
58 ordinances, permit requirements and review procedures, and fostering citizen
59 participation through various city committees.
- 60 • The purpose of planning is to allow overall the orderly growth and development of the
61 community; educate residences, businesses, and property owners about what they can do
62 with their property, and if they want to change that, what necessary permits and review
63 processes are necessary; ensuring the health, safety and welfare of the community; and
64 ensuring that its residents and the community itself are preserving that character.
- 65 • The mission of the Inspection Department is to enforce certain legal standards; provisions
66 and requirements for safe and stable design; and methods of construction and uses of
67 buildings and/or structures erected, constructed, enlarged, altered, repaired, moved,
68 converted, maintained or demolished within the City of Onalaska. Generally, the purpose
69 is to ensure compliance with state, local, and federal regulations with respect to
70 construction and development; ensure minimum safety standards to residences and
71 businesses alike. The inspectors act as the link between the design of a project and the
72 fulfillment of that project in terms of construction out in the field.
- 73 • The Planning/Zoning Department focuses on modifying the city's Zoning Code as
74 changes are found with State of Wisconsin Statutes. The Planning Department
75 consistently seeks to update language and definitions. Hoisington Koegler Group, inc.
76 (HKGi) is assisting the city with rewriting the Unified Development Code/Zoning Code.
77 The city is 18 months into the two-year project, and the goal is to adopt a new
78 UDC/Zoning Code this winter.
- 79 • The Planning/Zoning Department also addresses property maintenance violations. Fewer
80 letters were sent out in 2018, and Katie attributed this to a lack of staff to purposefully
81 dedicate time to property maintenance. Katie said she and Zach are making this area a
82 higher priority for the Planning/Zoning Department.
- 83 • The Plan Commission addresses Conditional Use Permits, rezoning requests, and Planned

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- 84 Unit Developments. The Plan Commission also holds public hearings and relays citizen
85 feedback to the Common Council.
- 86 • The Community Development Authority worked with HKGi to undergo redevelopment
87 planning activities both in downtown Onalaska and along State Road 16. The purpose of
88 the project was to guide potential future redevelopment opportunities, and also to
89 examine the current state of development in these two areas. Efforts were made to obtain
90 stakeholder and citizen input. The Common Council adopted both plans in April.
 - 91 • The Planning/Zoning Department is actively involved in urban forestry in tandem with
92 the Parks and Recreation, Public Works, and Engineering departments. The City of
93 Onalaska has become a Tree City USA city for the 18th consecutive year, and it also
94 received a growth award. The city received a grant that partially funded the Urban
95 Forestry Management Plan and the Urban Forestry Tree Planting Plan. In partnership
96 with the Engineering Department, more than 80 trees were installed in Onalaska
97 boulevards and parks, and more than 150 stumps were removed. The Public Works and
98 Planning departments coordinated and installed six trees as part of the Arbor Day
99 celebration with teachers and students of Northern Hills Elementary School.
 - 100 • The Inspection Department operated a smooth transition to State mandated online
101 applications for Single and Two Family New Construction. The department completed
102 internal department staff training and provided training to public and contractors. The
103 city's webpage was updated to reflect new application procedures. Staff has participated
104 in additional training, including facilitating a training in partnership with the City of La
105 Crosse Inspection Department for all Uniform Dwelling Code contractors pertaining to
106 HVAC and Building requirements. Staff also Taught a Southwest Wisconsin Building
107 Inspectors Association (SWWIBA) Training for all Uniform Dwelling Code
108 Certifications, which allowed Continual Education Credits for participants.
 - 109 • The total number of commercial permits issued in 2018 was 96 permits, an increase from
110 2016 and 2017, exceeding the five-year average. The total number of residential permits
111 (191) is less than the five-year average (252 permits), with 10 new residences. The total
112 investment in the city as reported by Building Permits applications was \$48.2 million in
113 2018, well exceeding the five-year average of \$41.6 million. A notable decrease in
114 residential investment occurred (\$3.5 million), with the bulk of the new commercial
115 investments due to \$24 million in multifamily construction.
 - 116 • Projects with a minimum of \$1 million include: Onalaska Senior Living Facility (\$18.7
117 million); Abbey Road Apartments Phase 1 (\$2.78 million); LB White Addition (\$1.1
118 million); and Bronston Property Concepts (\$1 million). Building Permits issued for
119 larger commercial projects (\$1 million minimum value include: Sand Lake Road Luxury
120 Apartments Addition (\$3 million); Quartz Health Solutions (\$1.71 million); Gundersen
121 Health System (\$1.57 million); and Luther High School (\$1.41 million).
 - 122 • A total of 1,142 permits were issued by the Inspection Department in 2018, totaling
123 \$321,627.11. The following is a breakdown of permits:
 - 124 ○ 405 Building Permits totaling \$186,200.60.

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- 125 ○ 234 Electrical Permits totaling \$87,758.17.
- 126 ○ 209 Heating/Air Conditioning Permits totaling \$20,644.00.
- 127 ○ 171 Plumbing Permits totaling \$22,019.18.

128

129 Ald. Stevens asked Katie if there is anything different to look forward to in the next year.

130

131 Katie said she believes there will be additional commercial growth, noting there has been more
132 emphasis on reinvestment because the city is running out of land. Katie said she hopes to foster
133 redevelopment along Abbey Road toward Kwik Trip, and also via additional annexations.

134

135 Ald. K. Smith said a citizen had told her the City of Onalaska likely has the largest ever at one
136 time number of large apartment buildings being constructed. Ald. K. Smith asked Katie if she
137 has projections on occupancy for those apartment complexes, or if she has any insight related to
138 the possible success of the apartment complexes.

139

140 Katie told Ald. K. Smith that questions pertaining to multifamily dwellings and senior living
141 facilities is one of the most common calls she receives from developers. Katie said these
142 structures are in demand, and she told Ald. K. Smith that while she had not brought with her the
143 total number of unit counts, she could provide that information to her. Katie also noted market
144 rate is appearing to be “very promising,” citing the Sand Lake Road Luxury Apartments as an
145 example of an apartment complex that had reached the maximum number of leases prior to the
146 completion of each additional phase. Katie said she believes there is a trend of individuals
147 choosing that type of living arrangement if they are not ready to reside in a senior living facility.
148 This opens up homes for new families moving to Onalaska.

149

150 **Item 6 – Review and consideration of authorization to replace Police Officer**

151

152 Hope told committee members Officer Dan McCluskey had recently retired and said she is
153 seeking to fill his position.

154

155 Motion by Ald. Stevens, second by Ald. Olson, to approve authorization to replace Police
156 Officer.

157

158 Ald. K. Smith inquired about the timeline to replace Officer McCluskey.

159

160 Hope said the eligibility list has been exhausted and told Ald. K. Smith another list must be
161 established. Hope said recruitment will be ongoing until there is another full eligibility list and
162 fully staffed.

163

164 On voice vote, motion carried.

165

166 **Item 7 – Review and consideration of reorganization of Omni Center staffing**

Reviewed 7/8/19 by Hope Burchell & Fred Buehler

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167
168 Ald. K. Smith noted a reorganizational chart is included in committee members' packets.
169
170 Hope told committee members the Buildings Coordinator had resigned and accepted a sales
171 position with the La Crosse Center. Hope said this gave city staff the opportunity to examine
172 what is being done with this position, and also what can be done to better handle the positions at
173 the Omni Center. Hope said the city has tried part-time positions, including part-time sales
174 positions, and told committee members they have not been successful as past employees have
175 left after a few months. Hope said funds from Tourism and the Room Tax Commission could be
176 utilized to hire a Sales Manager and an Event Coordinator. The Event Coordinator would work
177 closely with the Sales Manager to ensure events at the Omni Center are functioning according to
178 what has been specified in the contract. He/she also would handle all the concession staff, with
179 the Sales Manager supervising.

180
181 Hope said, "We really have not had duplication or additional staffing probably since I've been
182 here; this will be my 12th year here this year. This is an ongoing issue with not enough time in
183 the day to get everything done that needs to get done to be able to sell that building the way we
184 need to. Several years ago – I think it was 2013 – it went from a separate federal ID number to a
185 City of Onalaska facility. It's been a struggle before that, and it's been a struggle after that, to
186 really retain staff because of the amount of hours and evenings and weekends required for this
187 position. It makes it difficult, so we're looking at having someone available during the day, and
188 then somebody being able to help in the evenings so we're not burning out staff."

189
190 Ald. Olson asked Dan about funding for these proposed positions, and he also asked Dan to
191 explain what he believes the position entails and how it may be best utilized.

192
193 Dan said the positions would be funded with Tourism funding, and he told Ald. Olson the Omni
194 Center is one of "a very few" facilities for which tourism tax dollars may be utilized. Dan said,
195 "To justify that, we have to justify heads in beds. Any event that we do, we are collecting 'heads
196 in beds' data to do that. We present that at the Room Tax Commission. I believe last year we
197 had generated, based on those figures, probably \$40,000 or \$50,000 more than what we were
198 allocated for the room tax coming in. [We would be] using those funds to fund this position to
199 come in and try to grow the sales and the things that we have in the building." Dan noted the
200 Omni Center had 3½ full-time positions seven to nine years ago, and he said the Omni Center
201 currently has 2½ full-time positions with the Building Coordinator. Dan noted there have been
202 four Building Coordinators since 2013, and he said, "When we're asking people to sell the
203 building Monday through Friday, but then work every event every Saturday and Sunday, they
204 won't do it. We're trying to get [to a point where] we can adequately staff it so we can fill the
205 facility.

206
207 I believe this last weekend was the first weekend since the first of January where we haven't had
208 an event in one of the arenas. We're just trying to maximize everything we can. This sales

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209 person would be taxed and getting out into the community to do more businesses, the banquet
210 rooms, and things of that nature that we have. Right now, our Building Manager is doing all of
211 the ice scheduling. Our Building Manager is there for maintenance, and also maintenance of all
212 our other facilities. We're trying to get people paired up to where they're hired for, and the work
213 that they're doing. One of our Recreation Coordinators is doing all of our concessions. That's
214 not what we hired that individual to do. We've been trying to just plug people in to fill the gaps.
215 That's what we're trying to accomplish here."

216

217 Ald. K. Smith noted the Sales Manager position is listed as a Grade 17, and she asked Dan how
218 that pay grade relates to the other manager and supervisor positions.

219

220 Dan told Ald. K. Smith that Hope handled the scoring on those positions.

221

222 Ald. K. Smith asked if the title of "Manager" means something different as opposed to the title
223 of "Supervisor."

224

225 Hope told Ald. K. Smith the title does not mean anything other than the person would supervise
226 not only the event staff, but also all the concessions staff. Hope said, "Because of that level of
227 tiering of responsibilities, they're supervising a full-time staff member as well as ultimately
228 being responsible for their performance. That's part of why we look at that. I think it's
229 comparable to some of our other positions. We have other people who have more physical
230 responsibilities whereas [another person] really doesn't. Some of those things when we're
231 looking at scoring and grading, it makes it a challenge when you're trying to look at some other
232 types of positions. It's not a huge department ... Looking at where we had the Event
233 Coordinator and the Buildings Coordinator previously, that was graded at a '15.' In looking at a
234 supervisory position and where that position needs to be and the expectation that this position is
235 going to be out in the public, I think grading it as a '17' with very limited budget responsibility
236 and very limited other types of responsibility, that lowers that score, and not necessarily having a
237 four-year college degree, but having sales experience or some type of experience either in
238 customer service or sales. Those are the reasons why I scored it that way, but I think it's
239 comparable with other city positions."

240

241 Ald. K. Smith asked Hope if they are seeking approval of the reorganizational structure.

242

243 Hope said, "With this particular agenda item, yes."

244

245 Ald. K. Smith asked if the overall budgetary impact will not affect the tax levy.

246

247 Fred said it is his understanding funding for the Sales Manager position would come out of the
248 Tourism financials. Fred referred to the financials through December 31, 2018 and noted
249 approximately \$80,000 had gone into the Undesignated Fund Balance. Fred said, "If room tax
250 dollars coming in stays pretty consistent with where it is today, there would be adequate dollars

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251 to cover this position. Legal counsel has also stated that this position, in its entirety, would fall
252 under the ‘heads in beds,’ as Dan has outlined.”

253

254 Dan said the Event Coordinator position would fall into the Building Coordinator position and
255 told Ald. K. Smith it is a wage grade lower than that position, meaning funds would be available.

256

257 Ald. Stevens noted he is the City of Onalaska’s representative on the La Crosse County
258 Convention and Visitors Bureau (LCCVB), and he told committee members the LCCVB had
259 been privy to an audit at one of the downtown centers. Ald. Stevens said, “I think we’re able to
260 take some of that data and use it here, and I think that’s what we’re doing by having a separate
261 position for the Sales Manager and the Event Coordinator.” Ald. Stevens referred to Dan’s
262 comments regarding a Building Coordinator needing to spend a majority of a weekend at an
263 Omni Center event and not being able to book the building to its maximum capacity, and he said
264 the goal should be to get the utilization rate of the Omni Center “as close to 100 percent as
265 possible. Ald. Stevens said, “I don’t think we’re there, and we’d probably have a long way to
266 go. Having a full-time, dedicated person to sales and filling that position is going to be key to
267 doing that. I think that may also help with some of the issues with attrition.

268

269 That said, I would like to point out that while I am endorsing the position of having a Sales
270 Manager, I do think that we should reconsider the mechanism on which the compensation for the
271 Sales Manager is pursued. Many functions out in society that are based on producing ... That’s
272 what we’re asking them to do. We’re asking them to produce for the city, which is very different
273 than, say, a clerk at the [City] Clerk’s office. We don’t really care how many dog licenses they
274 give out. We just want to know somebody is there that if a resident comes in and wants to
275 license their dog that we can meet that function. This is a little bit different. We’re asking them
276 to do more, [meaning] to bring more revenue into the city, to put more ‘heads in beds’ into the
277 hotels, which would help fund the mechanism of the room tax. This is something that the idea of
278 having an incentive-based compensation, at the [June 25] Parks and Recreation Board meeting, it
279 seemed like there was a strong underlying general support. However, that was not the venue to
280 discuss that; it was probably more appropriate for this body at Finance and Personnel. I would
281 recommend that we move forward with this, but I think that a week is not a lot of time. Perhaps
282 we could allow more time, if necessary, with a special session. But I think that we should really
283 do the position right the first time. We need somebody to do sales. I would like to see some
284 other avenues for this position approached.

285

286 Looking over the job descriptions, most of the essential job functions are what I would deem as
287 sales and marketing. Items ‘a’ and ‘c’ are clearly supervisory or managerial, so I don’t think a
288 purely incentive-based compensation would be appropriate. I think there are a couple of
289 different models we could look at, but I would be open to other models. One is what I would call
290 the ‘General Steward Model,’ which would allow a salary to be paid with set dollars we can
291 budget for. But if said Sales Manager were to go above and beyond, they would have the chance
292 to benefit more and we would be able to pay them from the increased revenue. If they’re not

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293 bringing more money in, then there is no revenue to pay them and they're stuck with what they
294 have. There could be several different models that we should look at, but I believe this is
295 something we should probably look at on the Non-Consent Agenda. I would be interested to
296 hear what the other alderpeople would have to say specifically on the subject. I would encourage
297 staff to maybe have some alternative pay mechanisms. I know that's probably asking a lot, but I
298 think the Council would appreciate maybe having some other ideas we could review for this
299 position. The idea is if we want to get the right person in there to do the job and to stick around,
300 we're going to have to incent them properly. I think of other people I know in sales. The people
301 who rise to the top of their field in real estate, they're the people who sell the most houses. In
302 insurance, it's the people who sell the most policies. In the car business, it's the people who
303 move the most cars. I think the danger that we have here with having just a straight-up salaried
304 employee is sometimes those positions in sales, people will do enough so they're not drawing
305 negative attention to themselves, but if they were to go above and beyond, it's almost kind of
306 like they're winning less work. I think we want to avoid that, and we want someone who is
307 really hungry that if we have an open closet at the Omni Center we can rent out, they're going to
308 try to find a way to do it because it's in their own interest. In this case, their own interest aligns
309 with the city interest in making the Omni Center profitable. I want the Omni Center to be
310 profitable every year, and I think this position is going to be key to do it."

311
312 Dan said the concern he has with Ald. Stevens' proposal is there are 2½ other full-time
313 employees who are working at the Omni Center. Dan said those employees "have a great
314 investment" in the facility, and they are doing everything possible to make the facility profitable
315 currently. Dan said, "To take one position that they are going to be the only one to reap the
316 benefits I think is going to be shortsighted because then you're going to have the rest of the staff
317 turn against that one individual. Right now, when a phone call is made, any one of the staff,
318 including our staff here at City Hall, will book an event that is going on at that building. By
319 saying if we have one Sales Manager, I can see a lot of calls getting transferred saying, 'It's not
320 my problem. It's the next person.' To try to keep the team atmosphere to keep everybody going,
321 we can keep it by treating everyone the same." Dan told Ald. Stevens he understands his point
322 of view and noted he has examined the model Ald. Stevens has proposed. However, Dan also
323 said, "When you look at the rest of the staff, why would they be incentivized to do it? That's a
324 concern I have. I'm not saying I'm opposed to trying to do it. But with the way the job market
325 is, I will be honest. When we've hired other Building Coordinators, we've had less than 10
326 applicants coming in, probably of which maybe a handful that have been qualified to do the job.
327 ... When you're looking at a little more than a \$600,000 budget, there are a lot of pieces. The
328 Sales Manager is going to oversee the Event Coordinator, but the Event Coordinator is tasked
329 with doing all the scheduling with concessions. I'll tell you last year we had about a \$15,000
330 increase to our concessions budget in revenue. Now, is the Sales Manager the one who gets
331 rewarded for it? I think if we're going to do this, we have to look at some very fine budget
332 numbers and certain line items we have that we can try to track. Doing the overall budget, it
333 becomes quite difficult."

334

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335 Ald. Stevens told Dan that while he hears him and empathizes with him, “I think this is
336 something that deserves more deliberation. I am certainly open to more feedback and input to
337 find something that works. I would like to see other models that we may present to the whole
338 Council. The entire Council should have the opportunity to weigh in on this. This is a new type
339 of position. It’s different than a lot of the others. I see some of your points, and maybe there is a
340 way we can flesh those out in deliberation to find a way that is equitable for all parties involved.”
341

342 Hope said, “When we look at these positions, I will be honest. When we looked at part-time, we
343 looked at incentivizing them. It didn’t work. First of all, they didn’t last long enough. But the
344 problem we have is typical sales people can reap a lot of benefits, and they can go out and wine
345 and dine people and they can take perks. We can’t do that here. There are a lot of restrictions
346 we have in some form that are a little bit different for our sales people that you normally see out
347 and about. I can completely understand where you [Ald. Stevens] are coming from. But I think
348 the fact that we have a team up there and we have worked really hard with Park and Rec taking
349 over this facility to continue that team environment ... We have a pay scale that we have in place
350 that is an incentivizing pay scale based on performance that can be very goal-oriented that if they
351 don’t increase sales at a certain percentage, then they’ll get this increase. As far as I’m
352 concerned, there can be incentives that if they do better and we can afford to potentially look at
353 bumping them at a higher pay, those are options that we have with our current pay scales that we
354 can try to incentivize them in that manner.
355

356 This is the first time I’m hearing this, and so it’s a little disappointing for me that nobody has
357 come to talk to me about it, [and] to look at ideas or options of what we could do for sales. I
358 don’t know what we’re going to get done by next meeting, or to have a special meeting. I can
359 tell you that the month of July is not looking good right now for meetings. I am open to
360 suggestions, and I am certainly interested in hearing what people have to say. I just am
361 concerned because I think we really have pushed that team environment. And I think right now
362 we are asking a lot of our current staff who have continued to work a ton of hours to make that
363 building successful, then to be told, ‘We’re going to look at something different for this
364 position,’ they’re not going to continue to work as hard as they are. And I have concerns about
365 attrition with those staff. I want to reward people, and I think there are ways to do that through
366 bonuses and other types of things with that facility as long as they’re operating in the black
367 instead of the red. Yes, I’m open to suggestions, but I don’t know if right now looking at a strict
368 commission-based [position] is probably the best way to go. [Perhaps we should look] at some
369 other options.”
370

371 City Administrator Rindfleisch noted he had told the Parks and Recreation Board at its June 25
372 meeting that, with 18 years of sales experience, he “wholeheartedly agree[s] with incentivizing
373 and recognizing high performers. I do think the cream rises to the top when you recognize that
374 and appreciate the work all employees do. I do believe on the sales side there is room to review
375 and, as Hope said, find ways to do that compensation. But as your [City] Administrator right
376 now, I am concerned there is no real mechanism to do so. My experience in comp and pay plans
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377 has been, overall, the reason for it is not just to avoid compression issues and make sure you
378 have internal equity issues. It's just really a way of avoiding any liability that you're
379 compensating and rewarding everybody equitably throughout the entire organization. You're
380 scoring and judging people on the same criteria. My concern is that our current comp plan that
381 we have doesn't really allow for what we are looking to seek to accomplish here and reward that
382 high performer either in sales or other ways. We could recognize performance in other ways
383 [by] finding cost savings or energy savings or new development or something. I think there is
384 opportunity here that we can really utilize to bring some of the models, [Ald. Stevens], as you
385 were talking about – not just in the sales position, but throughout the entire organization. I don't
386 think our pay plan has that mechanism that really keeps us from being litigated against in
387 employment purposes. I think we have to make changes to the overall comp plan that would
388 allow that. I'm concerned timewise that may not be done ... I know it won't be done in July.
389 That's my concern. I agree with taking a look at the opportunity, but I'm concerned that making
390 quick changes now to one position really exposes us organization-wide.”

391
392 Motion by Ald. Stevens, second by Ald. Olson, to proceed with consideration of reorganization
393 of Omni Center staffing.

394
395 Ald. Stevens asked that this item be placed on the Non-Consent Agenda for the July 9 Common
396 Council meeting.

397
398 On voice vote, motion carried.

399
400 **Item 8 – Review and consideration of changes to existing job descriptions and new job**
401 **descriptions:**

402
403 a. Police/School Liaison Officer/GREAT Instructor

404
405 Hope said that with the promotion of Sergeant Jahr, who has served as the Police/School Liaison
406 Officer/GREAT Instructor, she is looking to update some of the normal work schedule items so
407 it may be specifically addressed in the job description. Hope described the changes as being
408 “minor,” and she said the physical requirements are in the new format.

409
410 Motion by Ald. Olson, second by Ald. Stevens, to approve the job description update for the
411 Police/School Liaison/Great Instructor position.

412
413 On voice vote, motion carried.

414
415 b. Sales Manager (New Job Description)

416
417 Motion by Ald. Stevens, second by Ald. Olson, to approve the new job description for the Sales
418 Manager position at the Omni Center.

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Wednesday, July 3, 2019

11

419

420 On voice vote, motion carried.

421

422 Ald. Stevens said he believes the Sales Manager job description would be more appropriate for
423 the Non-Consent Agenda at the July 9 Common Council meeting. Ald. Stevens also said he is
424 recalling his previous statements that the reorganization of Omni Center staffing should appear
425 on the Non-Consent Agenda.

426

427 c. Event Coordinator (New Job Description)

428

429 Motion by Ald. Olson, second by Ald. Stevens, to approve the new job description for the Event
430 Coordinator position.

431

432 On voice vote, motion carried.

433

434 **Item 9 – Review and consideration of changes to Policy 2.01 EAP**

435

436 Hope said the current language in this policy reads “Gundersen Lutheran Medical Center” and
437 noted it is now Gundersen Health System. Hope said she has made that change, along with
438 striking “part-time firefighters” because they are covered under full- and part-time employees.
439 Hope noted a majority of the changes are related to updating the information and telephone
440 number information, and including the website information on the policy. Hope also noted that
441 under “General Provisions,” it now reads all City of Onalaska employees and their immediate
442 family members are eligible for one to five (previously three) EAP sessions per problem or issue.

443

444 Motion by Ald. Olson, second by Ald. Stevens, to approve changes to Policy 2.01 EAP.

445

446 On voice vote, motion carried.

447

448 **Item 10 – Review and consideration of authorization for City Administrator to request**
449 **quotes for a consultant to review the grading, pay scales and overall compensation plan for**
450 **non-union employees as part of the Capital Improvement process for 2020**

451

452 Motion by Ald. Olson, second by Ald. Stevens, to approve authorization for City Administrator
453 to request quotes for a consultant to review the grading, pay scales and overall compensation
454 plan for non-union employees as part of the Capital Improvement process for 2020.

455

456 City Administrator Rindfleisch told committee members this is not to approve any such
457 agreement as of yet. Rather, it is seeking approval to reach out to consultants who might propose
458 a quote or an estimate, provided there is support from the Common Council, so that this
459 potentially may be done as part of the 2020 Capital Improvements Budget. City Administrator
460 Rindfleisch stressed this is not being funded until the 2020 CIB is approved.

Reviewed 7/8/19 by Hope Burchell & Fred Buehler

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461
462 Ald. Stevens asked if perhaps other municipalities conducting a similar review would be able to
463 share the cost of an audit.

464
465 City Administrator Rindfleisch told Ald. Stevens the municipalities with which he already has
466 had unofficial conversations would engage that practice, depending on how many partners could
467 be found. City Administrator Rindfleisch said that while overall costs would increase, the theory
468 would be the number of payers would reduce the unit cost.

469
470 On voice vote, motion carried.

471
472 **FINANCE**

473
474 **Item 11 – 2019 Omni Center Financials**

475
476 Fred reported that revenues totaled \$259,962.16, and expenditures totaled \$284,344.68 for a
477 deficit of \$24,382.52. Fred pointed out this does not reflect the \$6,266 in room tax, which
478 reduces the deficit to \$18,116.

479
480 Motion by Ald. Olson, second by Ald. Stevens, to accept the 2019 Omni Center Financials and
481 place them on file.

482
483 On voice vote, motion carried.

484
485 **Item 12 – 2019 General Fund Financials**

486
487 Fred noted the financials represent revenues through May.

488
489 Motion by Ald. Stevens, second by Ald. Olson, to accept the 2019 General Fund Financials and
490 place them on file.

491
492 City Administrator Rindfleisch referred to Department 52210 (“Hydrants”) and noted it is the
493 hydrant fee reference earlier this evening in the Utilities Committee meeting.

494
495 On voice vote, motion carried.

496
497 **Item 13 – Bid results for the upcoming City of Onalaska financial audits**

498
499 Fred told committee members he had prepared a Request for Proposal that had been reviewed by
500 city legal counsel. Fred noted Hawkins Ash CPAs, LLP was the lone bidder, and he also noted
501 the contracted price for 2018 was \$30,000. The RFP bid for 2019 is \$29,200. Fred said the city
502 goes out for three years locked in, with the possibility for an additional two years. Fred also said
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13

503 that because the city receives federal funding for programs such as Shared Ride, it is required
504 that an auditor must go out for RFP every five years.

505

506 Motion by Ald. Olson, second by Ald. Stevens, to approve Hawkins Ash CPAs, LLC bids to
507 audit the City of Onalaska's financials for the years 2019 (\$29,200), 2020 (\$30,000), and 2021
508 (\$30,800).

509

510 City Administrator Rindfleisch reiterated Fred's statement that Hawkins Ash CPAs, LLC had
511 submitted the lone bid.

512

513 On voice vote, motion carried.

514

515 **Item 14 – Authorization for Ehlers to assist in the preparation and analyze the Request for**
516 **Proposals for City Banking**

517

518 Fred estimated that in approximately 2007 the City of Onalaska had gone out for the first time
519 for RFPs in banking. Fred said that while he believes it is a good practice to go out for RFPs in
520 banking for 2020, he also said a banking RFP is now more complex than it was in years past.
521 Fred said he would feel more comfortable with having Ehlers assist the city in bringing forward a
522 recommendation as to which organization the city should utilize. The cost for that service is
523 \$3,500.

524

525 Ald. K. Smith asked if this is a budgeted item.

526

527 Fred said the \$3,500 would be allocated, the same as the auditor's cost.

528

529 City Administrator Rindfleisch noted he had utilized this same process at a previous place of
530 employment and said it is the same price. City Administrator Rindfleisch said it is "very
531 efficient" through Ehlers, which would work with city staff to ensure that any banks with which
532 the city has a relationship or would like to enter into a relationship have an opportunity to bid.
533 City Administrator Rindfleisch said Ehlers will analyze the data and present something that is
534 easy to comprehend, including showing net cost savings. City Administrator Rindfleisch also
535 said he believes Ehlers' bid is low based on the services it had previously provided him.

536

537 Motion by Ald. Stevens, second by Ald. Olson, to approve authorization for Ehlers to assist in
538 the preparation and analyze the Request for Proposals for City Banking at a cost not to exceed
539 \$3,500.

540

541 On voice vote, motion carried.

542

543 **Item 15 – Closed Session**

544

Reviewed 7/8/19 by Hope Burchell & Fred Buehler

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14

545 To consider a motion to convene in Closed Session under Section 19.85(1)(e) for the purpose of
546 deliberating or negotiating the purchasing of public properties, the investing of public funds or
547 conducting other specified public business whenever competitive or bargaining reasons require a
548 closed session:

549

550 • IAFF, International Association of Firefighters, Local 127

551 • OPPA, Onalaska Professional Police Association

552 • SORD, Supervisory Officers Relation Division

553

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

557

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

559

560 On roll call vote: Ald. Jim Olson – aye, Ald. Dan Stevens – aye, Ald. Kim Smith – aye. In
561 Closed Session.

562

563 Motion by Ald. Olson, second by Ald. Stevens, to adjourn at 9:05 p.m.

564

565 On roll call vote: Ald. Jim Olson – aye, Ald. Dan Stevens – aye, Ald. Kim Smith – aye.

566

567

568 Recorded by:

569

570 Kirk Bey