

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

Wednesday, September 5, 2018

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 at 7:58 p.m. on Wednesday, September 5, 2018. It was noted that the meeting had been
3 announced and a notice posted at City Hall.

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

7
8 Also Present: City Administrator Eric Rindfleisch, Mayor Joe Chilsen, City Clerk Cari
9 Burmaster, Financial Services Director/Treasurer Fred Buehler, Human Resource Director Hope
10 Burchell, City Engineer Jarrod Holter, Parks and Recreation Director Dan Wick, Police Chief
11 Troy Miller, Fire Chief Billy Hayes, Ald. Jim Binash, Ald. Diane Wulf

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

14
15 Ald. Smith noted the following amendments must be made to the August 8, 2018 Finance and
16 Personnel Committee meeting minutes:

- 17
18 • Line 466: Motion by Ald. Olson, second by Ald. Every, to adjourn in Closed Session at
19 8:30 p.m.
20 • Line 468: On roll call vote, motion carried.

21
22 Motion by Ald. Olson, second by Ald. Every, to approve the amended minutes from the previous
23 meeting as printed and on file in the City Clerk’s Office.

24
25 On voice vote, motion carried.

26
27 **Item 3 – Public Input (limited to 3 minutes/individual)**

28
29 Ald. Smith called two times for anyone wishing to provide public input and closed that portion
30 of the meeting.

31
32 **Consideration and possible action on the following items:**

33
34 **FINANCE**

35
36 **Item 4 – Omni Center financials for 2018**

37
38 Fred said the revenues are through August 25. Fred referred to the footnote under Revenue
39 Account No. 640-00000-49201 (“Operating Transfer In”) and said the listed total of \$87,074.96
40 increases to \$103,047.96 with the addition of \$5,265 in Special Projects funds for the third
41 quarter, \$9,500 in room tax revenue, and \$1,208 in Tourism funds (a total of \$15,973). Fred said

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42 the Omni Center's deficit totals \$29,369.63 with the addition of the \$15,973. Fred noted the bills
43 are through the month of July, with the exception of payroll, which is half of August.

44

45 Motion by Ald. Olson, second by Ald. Every, to accept the Omni Center financials for 2018.

46

47 On voice vote, motion carried.

48

49 **Item 5 – General Fund Financials 2018**

50

51 Fred said revenues are “on target” and reported the revenue for building permits (\$103,855.70 to
52 date/\$105,000 budgeted for 2018) and interest income (\$78,189.41 to date/\$60,000 budgeted for
53 2018) is more than anticipated.

54

55 Ald. Every inquired about the accounts labeled “S/A,” including “S/A Street” and “S/A Storm
56 Sewer.”

57

58 Fred said they are Special Assessments and explained that if the city levies any special
59 assessments – public hearings are held or individuals waive a public hearing – the bond issue is
60 waived. Fred further explained that a 20-year bond issue must be paid off in 20 years. Fred said
61 the figure listed under a Special Assessments line item will decrease unless capital projects are
62 added. Fred noted curb and gutter assessments will be increased on the “S/A Curb & Gutter”
63 line item in the coming months due to curb and gutter being installed in the Mayfair Addition.

64

65 City Administrator Rindfleisch noted the Special Assessments line items are assets.

66

67 Fred referred to the Delinquent Special Assessments items under the General Fund Assets and
68 mentioned a large development that was constructed in 2010 in a La Crosse County village.
69 Fred explained La Crosse County used to absorb special assessments and be paid at a future date.
70 La Crosse County paid the special assessments for the development, and Fred said the developer
71 “went south.” Fred said the La Crosse County absorbed all the special assessments, and when he
72 pays the county the taxes in February the city owns any delinquent special assessments until such
73 date they are paid. Fred said the special assessment “eventually work down to zero” either by
74 eventually being paid or La Crosse County decides to foreclose on someone's property where
75 there are special assessments. Fred next referred to the Delinquent Personal Property Taxes
76 accounts and noted they represent taxes that have not been paid or a company ceased operations.

77

78 Fred returned to the General Fund Assets and noted \$42,531.25 has been collected so far in
79 parking violations (\$45,000 was budgeted for 2018).

80

81 Ald. Every addressed the Municipal Court budget and said there are items listed in the financials
82 that pertain to the court such as court penalties, court costs, and parking violations. Ald. Every
83 said he thought he noticed the remaining Municipal Court budget was at zero.

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84
85 Fred said the only items that show up on the Joint Municipal Court General Fund are not
86 chargeable to the Joint Municipal Court. Fred cited the example of the city bringing in an
87 individual to translate via sign language and explained that if it is a City of Onalaska case at a
88 Joint Municipal Court, each town, city and village must bear its own expenditures. Fred said the
89 Joint Municipal Court cannot be expected to “pay for a situation.” Fred addressed jail fees and
90 told committee members it used to be a significant financial figure due to the costs charged by
91 La Crosse County. Fred noted the Joint Municipal Court structure had changed because
92 individuals are not incarcerated at the same rate as they were in the past.

93
94 Motion by Ald. Olson, second by Ald. Every, to accept the General Fund Financials 2018 and
95 place them on file.

96
97 On voice vote, motion carried.

98
99 **Item 6 – Recommendations/Revisions to the Tax Incremental Financing Policy**

100
101 City Administrator Rindfleisch noted that at its August 8 meeting the Finance and Personnel
102 Committee had reviewed the Tax Incremental Financing Policy and forwarded it to the Common
103 Council. City Administrator Rindfleisch said he had met with Ald. Every between the August 8
104 Finance and Personnel Committee meeting and the August 14 Common Council meeting and
105 raised questions and concerns. City Administrator Rindfleisch said he had taken the liberty of
106 compiling those issues on the memo dated August 14 that has been included in committee
107 members’ packets. The Common Council voted to refer the Tax Incremental Financing Policy
108 back to the Finance and Personnel Committee for further review of Ald. Every’s questions and
109 concerns. City Administrator Rindfleisch noted the city currently does not have a policy, but it
110 likely will be obtaining the application for TIF assistance. Therefore, the city should establish a
111 policy “sooner than later.” City Administrator Rindfleisch said he is seeking approval of said
112 policy.

113
114 A summary of Ald. Every’s points are as follows:

115
116 **TIF Goals/Objectives**

- 117
- 118 • **Remove “(or decrease)” from No. 4. Decreasing density may be counterproductive**
119 **when the city is looking at increasing property values and tax increment.** City
120 Administrator Rindfleisch said he agrees with this recommendation as he finds it “highly
121 unlikely” that the city would be utilizing tax incremental financing to decrease density.
 - 122 • **Change “transportation options” to “transportation systems” in No. 5. Options may**
123 **indicate supporting a new form of transportation. System may better describe**
124 **funding for existing and improved infrastructure of a form currently in place.** City
Administrator Rindfleisch said the implication is transportation systems are what the city

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125 currently has in place. City Administrator Rindfleisch said the city is enhancing those
126 current systems, whereas “enhancing transportation options” might indicate the city
127 would utilize TIF funds to develop new funding systems where they do not exist. City
128 Administrator Rindfleisch said he can support this recommendation.

129 **Purpose**

- 130 • **Change the first sentence in the second paragraph to read (with additions**
131 **underlined): “Notwithstanding compliance with any or all of the guidelines herein,**
132 **establishment of and the provision of TIF assistance is a policy choice to be**
133 **evaluated on a case-by-case basis by the Common Council.”** City Administrator
134 Rindfleisch said there might be instances when the city has to create a TIF district, and
135 the creation of said district also is a policy choice.

136 **Basic Policy Provisions**

- 137 • **Move the second paragraph to be the first in this section. Include a statement that**
138 **the Community Development Authority (CDA) be the independent analysis body.**
139 City Administrator Rindfleisch said that while he does not necessarily disagree with this
140 recommendation, “as other areas we list as ‘staff independent review’ first and foremost –
141 and that’s sort of standard everywhere else I’ve been – but the CDA can certainly be an
142 independent analysis.” City Administrator Rindfleisch said the city also would utilize
143 Ehlers, its hired consultant, for independent analysis.
- 144 • **In the current first paragraph (“In requesting TIF assistance ...”), City**
145 **Administrator Rindfleisch requests that we change the “and” to an “or” indicating**
146 **that the city will look at all the public benefits but not necessarily require that each**
147 **project provide all those benefits.** This would provide the body more flexibility in
148 deciding which project to do or not do.

149 **Eligible TIF Costs**

- 150 • **Clarify under No. 1.a.i. that construction, relocation, upgrading, or other**
151 **improvements to public infrastructure and utilities are eligible costs.** Additional
152 criteria have been included.
- 153 • **Add environmental and archaeological studies as eligible costs.** These currently are
154 not listed.

155
156 Fred asked City Administrator Rindfleisch, “Under the guidelines of TIF eligible costs, does it
157 fall in the guidelines?”

158
159 City Administrator Rindfleisch said, “Under state statute, I would say yes. You’re improving
160 and verifying the site.” City Administrator Rindfleisch said he believes soil test borings and soil
161 samples are eligible costs for TIF funding, adding, “It’s part of readying a site for development,
162 which in our case environmental and archaeological are required costs for that.”

163
164 Fred said he would like to return to the request asking that the CDA be the independent analysis
165 body (under “Basic Policy Provisions”) and asked City Administrator Rindfleisch, “Don’t you

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166 think we should be looking at the fact that we are using what I call an expert in the field of
167 independent analysis body, which is not the CDA.”

168

169 Ald. Smith asked if City Attorney Sean O’Flaherty’s recommendations already have been taken
170 into consideration.

171

172 City Administrator Rindfleisch said Sean wrote the policy, and he told Ald. Smith it is his
173 understanding that the CDA should be added as the independent body because there is nothing
174 specifically listed in the policy.

175

176 For clarification, Ald. Smith asked if Ald. Every or if Sean would like to add the CDA as the
177 independent body.

178

179 City Administrator Rindfleisch said Ald. Every would like to add the CDA as the independent
180 body. City Administrator Rindfleisch said, “I think the conversation we had was that within this
181 paragraph it does not identify what this independent analysis is. This is an attempt to find
182 somebody that is independent. ... I’m comfortable keeping it as is because I know there will be
183 independent analysis done. Listing the CDA is Jerry’s idea as an independent body, but perhaps
184 clarify there something that indicates that it will be at the applicant’s cost, but it’s independent
185 analysis and we’re not relying on the applicant’s information. We’re making clear that ...”

186

187 Ald. Smith said, “Which is stated there already.”

188

189 City Administrator Rindfleisch suggested the following wording: “*The city will undertake*
190 *independent analysis at the city’s options.*” City Administrator Rindfleisch said, “We could
191 have somebody review that.” City Administrator Rindfleisch noted he had reread what was
192 being suggested and said he agrees with Ald. Every in the sense that “we could be saying the
193 applicant’s cost. They could provide us their paid-for independent analysis under this policy
194 provision, whereas if we identify the city’s choice of who we’re using – be it Ehlers or the CDA
195 or somebody regarding that project – the applicant will still pay for the analysis, but we’re
196 deciding who is independent and who is not independent.”

197

198 Ald. Smith noted the city will undertake it, “so the city has control over who’s doing the
199 analysis.”

200

201 City Administrator Rindfleisch said, “Fair enough.”

202

203 Fred said he is comfortable with that and stated, “If the city will undertake, that gives the city the
204 authority to hire an outside individual rather than spelling out the CDA ... I think we’re locking
205 ourselves in, too.”

206

207 Ald. Smith said she hopes the CDA would be involved.

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208

209 Fred said, "But not for the analysis portion."

210

211 **TID Limits**

- 212 • **Add language that adds a local 5 percent limitation to total equalized value that can**
213 **be under TIF, and amount less than the state's allowable 12 percent.** Ald. Every
214 said, "We probably never would get the 12 percent. But the City of La Crosse headed in
215 that direction not too long ago. They got up to 21 TIF districts and got really deep into
216 long-term debt problems, so that was the only reason for that. We have to rely on our
217 Council to make that comparison when those things occur, and I'm confident people here
218 would. I'm comfortable either way with it, but that was just a suggestion. It really gives
219 you a lot of control. Twelve percent is a lot of money. Twelve percent of your equalized
220 value is a lot of money."

221

222 City Administrator Rindfleisch said he would be comfortable with a lower limit, and he then
223 addressed the final paragraph of the policy ("Exceptions to TIF Policy"). City Administrator
224 Rindfleisch said, "I think to some degree if we're at the 5 percent or lower level, but yet a project
225 that really makes sense and puts us closer to the 12 percent amount, the Council at that time can
226 decide to amend that policy and allow a higher amount. If there is a lower amount of 5 percent,
227 I'm comfortable with that because regardless if it's 5 percent, above or below, the staff and
228 developer will be coming to the Council with a request for approval. Then we can decide if we
229 wish to exceed the 5 percent or not."

230

231 **Criteria for TIF assistance**

- 232 • **Change the maximum payback period in No. 2 from 20 years to 10.** Ald. Every said,
233 "When the TIF is paying back it starts out well, it's paying back and it's rolling along.
234 Some bodies have a tendency to take that money – and it is allowable by state statutes –
235 and apply it to other TIFs that aren't doing so well. The problem with that is it just
236 extends everything you've got further out. Again, that's a thing I'd be very comfortable
237 with, what Eric has here, because this is very explicit that the Common Council is deeply
238 involved in this all the way along. ... It's not intended to try to restrict. We want to try to
239 encourage development in any way possible so that the _____ doesn't make it harder but
240 make it so that we're on the receiving end as well."
- 241 • **Change the total amount of TIF assistance in No. 4 from 35 percent to 20 percent.**
242 This limitation may be waived by the Common Council. There also can be exceptions to
243 TIF policy. City Administrator Rindfleisch said he is not comfortable with anything
244 more than 20 percent, especially with a 10-year payback.

245 **Structure/Methods of TIF Funding**

- 246 • **In No. 5, add language that the 10 percent tax increment retained by the city be**
247 **placed in a special budget stabilization fund for reducing the mil rate.** City
248 Administrator Rindfleisch said, "My concern is that reducing the mil rate is not a

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249 qualified tax incremental expense, if you will – spending money out of the increment that
250 way. It would be an expense at this point, and I think the intent of No. 5 is to make sure
251 that using no traditional TIF financing where the city has the initial outlay, either through
252 cash or through debt issuance and then we wait about three years before we start getting
253 increments, is that we retain 10 percent of that to cover our initial costs, be it debt
254 servicing or be it in this case it’s specific to administrative fee. If that retention is not
255 enough, we are notifying the developer that we will be billing them for those costs until
256 the project generates that increment. The proposal that you’ll likely receive regarding the
257 development on the waterfront would be using Pay-Go, which is not traditional financing,
258 so the city is not doing the up-front expense, so we would not necessarily retain more
259 than 10 percent of that increment since we’re not doing any of the debt issuance.
260 However, we will have annual charges, which this existing policy would allow us to bill
261 to the developer. That’s the only one I’d have more of a concern with more than
262 anything else.”

263

264 Ald. Every told City Administrator Rindfleisch he is comfortable with his recommendation there
265 and said the reasoning he had was that “we’re going to be charging an administrative charge
266 anyway for the costs of recordkeeping and report preparation and accounting. This says you can
267 take an additional 10 percent of the increment when it starts to show in the black. To me, that’s
268 money that then should go back to the taxpayers to use, and into a budget stabilization fund of
269 some kind to reduce the mil rate, if you decide to do that. Again, the Council is going to have
270 control over most of this.”

271

272 City Administrator Rindfleisch told Ald. Every what he hopes to accomplish is clearer now that
273 Ald. Every has expressed it verbally. City Administrator Rindfleisch said, “I still don’t think it’s
274 appropriate to fill it in here. But as long as I’m the [City] Administrator here, at least in working
275 with TID districts that way, as soon as a TID is cash flowing in the positive, that is when you
276 actually close it at that point in time. And that’s when if there actually is a positive balance in
277 the district itself, the first thing it does is it goes back to the other taxing entities – back to the
278 taxpayers.”

279

280 Ald. Smith said, “So I think logistically, maybe the best thing we’ll do is go back through and
281 make sure that we’re in agreement on what is or is not getting changed so we don’t have a
282 misunderstanding.”

283

284 **Introduction**

- 285 • No changes

286 **TIF Goals/Objectives**

- 287 • Remove “(or decrease)” from Item No. 4.
- 288 • Change “transportation options” to “transportation systems” in Item No. 5.

289 **Purpose**

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- 290 • The first sentence of the second paragraph shall read as follows: “Notwithstanding
291 compliance with any or all of the guidelines herein, establishment of and the provision of
292 TIF assistance is a policy choice to be evaluated on a case-by-case basis by the Common
293 Council.”

294 **TIF Authority**

- 295 • No changes

296 **Basic Policy Provisions**

- 297 • The first paragraph shall read as follows: “*In requesting TIF assistance, the developer*
298 *must demonstrate that there will be substantial or significant public benefit to the*
299 *community by eliminating blight, strengthening the economic and employment base of the*
300 *city, positively impacting surrounding neighborhoods, increasing property values and the*
301 *tax base, creating new and retaining existing jobs, and implementing the city’s*
302 *Comprehensive Plan.*”

303 **“But For” Test**

- 304 • No changes

305 **Eligible TIF Costs**

306 Ald. Smith said, “This is where we were adding some things – relocation upgrades, construction,
307 relocation upgrading and/or other improvements to public infrastructure and utilities are eligible
308 costs. Did that all fit under (1) a.i.?”

309

310 Ald. Every said, “I had it under (a) ii.”

311

312 City Administrator Rindfleisch said, “Focusing on the public works of the improvements ... So
313 for example, under No. 4, ‘Relocation cost’ is a TIF-eligible cost. But that is for perhaps
314 existing buildings and existing businesses. For utilities or other city-owned capital expenses, the
315 way it’s written right now is just the public works or improvements. It’s for the construction of
316 new buildings, structures and fixtures, demolition, acquisition of equipment, or restoration.
317 What’s not included there is relocation of utilities, upgrading utilities, or just generally
318 improving the public infrastructure right there. Construction of buildings is basically what’s
319 listed there, and demolition.”

320

321 Ald. Smith asked, “So the items that we’re stating are to be added ...?”

322

323 City Administrator Rindfleisch said, “Added to 1.a.i. It’s not just construction of public utilities.
324 It’s also relocation, upgrading, or other improvements of the public infrastructure utilities.”

325

326 Ald. Smith said, “Additionally, there will be a subpoint vi that adds, ‘*Environmental and*
327 *archaeological studies as eligible costs.*’”

328

329 **TID Limits**

- 330 • No changes

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331 **Criteria for TIF Assistance**

- 332 • Under Item No. 4, the cap was reduced from 35 percent to 20 percent.

333

334 Ald. Every asked if the payback period was changed.

335

336 Ald. Smith said it was her understanding it would not be changed, but she welcomed further
337 discussion.

338

339 Ald. Every said the Common Council may change it as it wishes.

340

341 **Structure/Methods of TIF Funding**

- 342 • No changes.

343

344 Ald. Smith asked if any alderpersons in attendance either wish to ask a question for clarification
345 or state an opinion.

346

347 Ald. Binash said, "I would ask before you come to any conclusion about anything that you redo
348 this so that all of us get an opportunity to read it, and then go back through it and then you can
349 approve it at that time, if it's agreeable to everybody. ... I tried to follow along and I don't think
350 I got everything."

351

352 Ald. Smith said this is why she went over the policy a second time, "and this is why we ended up
353 having to bring it back to committee so that we could thoroughly discuss it and understand what
354 the changes were."

355

356 City Administrator Rindfleisch said he will provide a red-line version if he can get the Word
357 document from Sean. City Administrator Rindfleisch said if the Finance and Personnel
358 Committee makes a recommendation to approve the policy with the changes, he will have reason
359 to make those changes in the document and present it to the Common Council.

360

361 Ald. Smith said that while she feels comfortable approving the policy right now, but she will go
362 along with what the motion on the floor becomes.

363

364 Ald. Every said, "The reason I want it under the demolition, alteration, rehabilitation and all that,
365 infrastructure, is sometimes when this happens, the city does need to do some things. We need to
366 know that so we can get those into a Capital Improvements Budget or somehow arrange some
367 funding or make that part of the negotiation. Then you have another card to play."

368

369 Ald. Olson asked if the policy will be discussed at the October 3 Finance and Personnel
370 Committee after the rewrite.

371

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372 Ald. Smith said, "It's at our pleasure. That was what [Ald. Binash's] recommendation was, but
373 we can do what we choose to do."

374

375 Motion by Ald. Every, second by Ald. Olson, to request that City Administrator Eric Rindfleisch
376 rewrite the Tax Incremental Financing Policy with the changes included and bring it forward at
377 the October 3 Finance and Personnel Committee meeting.

378

379 Ald. Smith asked City Administrator Rindfleisch if waiting one more month will be acceptable,
380 noting the motion on the floor is asking that he rewrite the policy and bring it back to the
381 October 3 Finance and Personnel Committee meeting. This means it would not go before the
382 Common Council until October 9.

383

384 City Administrator Rindfleisch said, "We may actually get the application before our next
385 Council meeting next week. To me, it doesn't matter if we have the policy or not. Even if we
386 get the application prior to the policy being enacted, we would be negotiating as per the policy
387 anyway."

388

389 On voice vote, motion carried.

390

391 **PERSONNEL**

392

393 **Item 7 – Review and consideration of approval of City of Onalaska Election Contingency**
394 **Plan**

395

396 Cari said this election plan already exists, noting the city had passed something in 2004. Cari
397 said the most significant revision is adding the Deputy City Clerk, noting the city did not have a
398 Deputy City Clerk when the plan was first written. Cari noted the "Natural Disaster or Inclement
399 Weather" section had been added. Cari said, "Basically, we just had a lot of security training for
400 elections. ... What prompted the first election plan was 2001 [the September 11 terrorist attacks].
401 We've been under a lot of scrutiny with elections. We've been encouraged by the Wisconsin
402 Elections Commission to make sure that we have our plans in place to have them updated. We
403 are fortunate enough that we had a plan so we didn't have to do a lot of work on it. ... I'm just
404 asking for your approval so we can get this in place before the November election with the
405 changes that are in here."

406

407 Ald. Smith asked Cari if it is unusual that this type of document does not have a document
408 number.

409

410 Cari said no, stating it is not a personnel policy. Cari said, "With elections, it does affect
411 different departments because as you know when we do elections we have Public Works assist
412 us with setup." Cari noted the Police Department assists with some of the security, and the
413 Police Department also likely would be called to assist with relocating should the election site

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414 need to be moved.

415

416 Ald. Every asked if there is a battery backup.

417

418 Cari said there is a battery backup in the machines, adding that when staff tests the machines
419 before elections they are plugged in so that the battery may be recharged. Cari said they will last
420 for a length of time without. Should that time be exhausted and the battery backup is lost, Cari
421 said each voting machine has an auxiliary bin into which ballots would have to be fed. Cari said
422 ballots would be held in a secure location, and ballots could be fed back into the machine once
423 power has been restored.

424

425 Motion by Ald. Every, second by Ald. Olson, to approve City of Onalaska Election Contingency
426 Plan.

427

428 On voice vote, motion carried.

429

430 **Item 8 – Review and consideration of changes to Policy 6.02 Social Media Policy**

431

432 Ald. Smith said discussion and action on Item 8 will be deferred to the October 3 Finance and
433 Personnel Committee meeting due to late-coming changes.

434

435 **Item 9 – Review and consideration of changes to the following job descriptions:**

436

437 a. Paid on Call Firefighter/EMT to Part-Time Firefighter/EMT

438

b. Paid on Call Lieutenant to Part-Time Lieutenant

439

440 Hope said it has become increasingly difficult to recruit for paid on-call staff. Hope also said she
441 believes there are instances when paid on-call can be “somewhat vague,” and being able to
442 change the wording to part-time will make the job description clearer. Hope noted there are
443 regularly scheduled hours, and there also is more potential for part-time staff to pick up shifts.
444 Hope said it is not clear based on the paid on-call portion of the current job description. Hope
445 said this probably is one of the few job descriptions that had not had any major changes to it,
446 noting the language had been edited to mirror the full-time firefighters.

447

448 Hope said, “We talk a lot about similar training and making sure they’re all the same for training
449 purposes so when you are at a fire scene or any kind of EMS scene you can’t tell the difference
450 between a paid on-call or a part-time staff member versus full time. Getting those essential
451 duties and responsibilities cleaned up so it has some of that functionality that our full-time do, as
452 well as getting it into the ADA compliance with the related job functions, the requirements of
453 work, knowledge, skills and abilities. There was none of that in there, and so I went and pulled
454 from the full-time one and made sure anything that was in there that was relatable to the part-
455 time also would be included in this. The training and experience were at the very bottom of the
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456 document. I just moved it up so it looks like it's brand new, but it's basically the same
457 information. The physical requirements were the same as the full-time staff's, so that really
458 wasn't an issue. I think the changes that you'll see for the Part-Time Lieutenant, there were a
459 few changes in there to clean that up along the same lines, but again, changing that paid on-call
460 status to part-time."

461
462 Ald. Every said he agrees with what Hope is attempting to do and asked if the Part-Time
463 Lieutenant could be scheduled to work at certain times.

464
465 Ald. Every was told yes.

466
467 Fire Chief Hayes noted there is "career" and "volunteer" in the American Fire Service, and he
468 said, "We are a career organization because our part-timers get paid an hourly rate. When you
469 have paid on-call, it typically means you're paid a set amount to come in for a call. We pay on
470 an hourly rate, including training and special events. I want to get us to the point where we can,
471 because we are in a staffing shortage right now, to where we can bring some part-time members
472 in to look at peaks and times of days and types of calls we can staff accordingly to help out that
473 situation. Moving us from a paid on-call situation to a part-time situation is the right thing to do.
474 In addition, there are legal implications with paid on-call that is somebody is expected to be on
475 call, then truly there should be some pay equated to that. That's currently not being conducted.
476 This cleans it up and avoids that."

477
478 Mayor Chilsen and Ald. Every both stated they like the idea. Mayor Chilsen added he believes it
479 makes the fire service look "much more professional."

480
481 Motion by Ald. Every, second by Ald. Olson, to approve the changes to the Paid on Call
482 Firefighter/EMT job description to Part-Time Firefighter/EMT, and to approve the changes to
483 the Paid on Call Lieutenant job description to Part-Time Lieutenant.

484
485 Ald. Olson asked Fire Chief Hayes if the Lieutenant and the Assistant Fire Chief are full-time
486 union.

487
488 Fire Chief Hayes said the career Lieutenants are union, but the Assistant Fire Chief is not.

489
490 Ald. Olson asked, "These are new union positions?"

491
492 Hope said they are not new.

493
494 Ald. Olson asked, "Why does it say that?"

495
496 Hope said, "It doesn't say new."

497
Reviewed 9/10/18 by Hope Burchell & Fred Buehler

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

Wednesday, September 5, 2018

13

498 Ald. Olson said, "It says full-time union – non-exempt."
499

500 Hope said, "On the union positions, yes. Those are union positions, but the other two are part-
501 time, non-exempt, and they are not union positions."
502

503 Ald. Olson said he is inquiring about the union positions.
504

505 Hope said those positions have not yet been discussed.
506

507 Ald. Smith asked if the Part-Time Firefighter/EMT and the Part-Time Lieutenant positions are
508 part-time hourly, non-exempt positions.
509

510 Ald. Smith was told yes.
511

512 On voice vote, motion carried.
513

514 c. Firefighter/EMT

515 d. Lieutenant
516

517 Hope said one item was added on the language to the part-time position. Hope referred to the
518 "Requirements of Work (Knowledge, Skills and Abilities)" section of the job description for the
519 Firefighter/EMT and noted Item K ("Ability to accept and follow direction, as well as work
520 within the chain of command") had been added.
521

522 Motion by Ald. Every, second by Ald. Smith, to accept the changes to the Firefighter/EMT and
523 Lieutenant job descriptions.
524

525 Ald. Every said he had asked Mayor Chilsen his opinion on the changes because it has a
526 financial impact.
527

528 On voice vote, motion carried.
529

530 **Adjournment**
531

532 Motion by Ald. Every, second by Ald. Olson, to adjourn at 8:55 p.m.
533

534 On voice vote, motion carried.
535

536
537 Recorded by:

538

539 Kirk Bey

Reviewed 9/10/18 by Hope Burchell & Fred Buehler