

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

Wednesday, September 8, 2021

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 at 8:01 p.m. on Wednesday, September 8, 2021. 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. Diane Wulf, Ald. Tom Smith,  
6 Ald. Jim Olson

7

8 Also Present (either in person or remotely): City Administrator Eric Rindfleisch, City Clerk  
9 JoAnn Marcon, City Attorney Amanda Jackson, Financial Services Director/Treasurer Sabrina  
10 Steger, Human Resources Manager Amy Frandsen, City Engineer Jarrod Holter, Fire Chief Troy  
11 Gudie, Police Chief Charles Ashbeck, Human Resources Generalist Lexi Wozney

12

13 A quorum of the City of Onalaska Board of Public Works and Utilities Committee were present  
14 for this meeting.

15

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

17

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

20

21 On voice vote, motion carried.

22

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

24

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

27

28

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

29

30 **FINANCE**

31

32 **Item 4 – July 2021 Omni Center Financials**

33

34 Sabrina noted the Omni Center had hosted large events in August, and it will host an MMA  
35 event this weekend. Sabrina said Omni Center staff hopes to move closer to the targeted  
36 revenue. The Omni Center had 53.81 percent of its expenses remaining through July 31.  
37 Revenues through July 31 totaled \$267,447.28, and expenditures totaled \$302,907.11 for a  
38 deficit of \$35,459.83.

39

40 Motion by Ald. T. Smith, second by Ald. Olson, to place on file the July 2021 Omni Center  
41 Financials.

42

Reviewed 09/09/2021 by Sabrina Steger & Amy Frandsen

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2

43 On voice vote, motion carried.

44

45 **Item 5 – July 2021 General Fund Financials**

46

47 Sabrina’s report included the following:

48

- 49 • Aquatic Center revenue through July 31 was \$45,960.75 (\$78,155 was budgeted).  
50 Revenue from swimming lessons totaled \$17,664.99 (\$7,800 was budgeted). Revenue  
51 from Aquatic Center concessions totaled \$17,175.10 (\$28,750 was budgeted). Sabrina  
52 said revenues will increase and move closer to 100 percent when the August revenues are  
53 included.
- 54 • The city is at 41 percent remaining regarding its expenses.

55

56 Motion by Ald. Olson, second by Ald. T. Smith, to place on file the July 2021 General Fund  
57 Financials.

58

59 On voice vote, motion carried.

60

61 **PERSONNEL**

62

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

64

65 Amy reported the following from her memo dated September 1:

66

- 67 • Five regular positions were filled in August.
- 68 • Staff is in the process of scheduling interviews for the Planning Associate position
- 69 • Staff is in the process of determining a candidate for the remaining vacancy for an officer  
70 in the Police Department. Another eligibility list could be created.
- 71 • A candidate for the Firefighter/EMT position is undergoing background screening.
- 72 • Offers have been extended to candidates for the Public Works Superintendent and Public  
73 Works Office/Customer Service Supervisor positions, pending starting date.
- 74 • A candidate for the Public Works Maintenance Worker position is undergoing  
75 background screening.

76

77 **Item 2 – Reclassification of Finance Accounts Receivable/Accounts Payable Purchasing**  
78 **Clerk position**

79

80 City Administrator Rindfleisch told committee members copies of a memo he had drafted was  
81 added to the packet earlier Wednesday. City Administrator Rindfleisch noted the city’s current  
82 policy, City Policy 3.01 – Wage and Salary Administration, states that department heads either  
83 may take a request from an employee or make a request themselves to review the classification

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84 of a position. Per the memo, Sabrina had made the request. The position questionnaires were  
85 completed, and the job factors were scored according to the city's new comp plan (the nine job  
86 factors as Baker Tilly had assigned, as well as skill level). The scores were compared across the  
87 organization to ensure equitable scoring, and also to ensure the city was avoiding compression  
88 issues with the position. City Administrator Rindfleisch said, "It is important to note that the  
89 changes are due to an assessment of the requirements of the position, as well as a review of the  
90 work actually completed by said employee. It is not what we anticipate or what we hope to  
91 accomplish, or it is not a promotional opportunity. It is a reflection of what is being done  
92 currently. If that position were ever to become vacant, the position description would accurately  
93 reflect what we would need the person to do in the current day to get the same work done,  
94 looking at the same skill level."

95  
96 City Administrator Rindfleisch said he recommends implementing the reclassification the first  
97 payroll in September. City Administrator Rindfleisch told committee members this is separate  
98 from what he had anticipated for a review of all non-union positions – those which have not  
99 already been completed through a departmental reorganization (i.e., Planning, Parks and  
100 Recreation, Public Works) – as part of the 2022 budget.

101  
102 Motion by Ald. T. Smith, second by Ald. Olson, to approve the reclassification of Finance  
103 Accounts Receivable/Accounts Payable Purchasing Clerk position.

104  
105 On voice vote, motion carried.

106  
107 **Item 3 – Flexible Spending Account Benefit switch in carriers**

108  
109 Amy told committee members the city's third-party administrator (TPA) is through a benefit  
110 plan administrator (BPA). This is a benefit for employees for which the city pays a monthly and  
111 annual fee. Employees may contribute through payroll deduction for medical and/or dependent  
112 care expenses. This results in a savings to employees because it is considered pre-taxed. Amy  
113 explained the process is conducted through the city's yearly open enrollment period, noting  
114 employees may elect either to enroll in or waive the benefit. Amy noted the city is approaching  
115 the open enrollment period for 2022 (the end of September), and she said she recommends that  
116 the city switch its TPA to Employee Benefit Corporation (EBC). Amy explained that The  
117 Insurance Center, the city's current insurance broker, has recommended making the switch.  
118 Amy said approximately 90 percent of The Insurance Center's clients utilize EBC as a TPA.  
119 Amy told committee members both she and Sabrina had had experience with EBC, noting the  
120 success rates have been "very high." Amy expressed hope that city employees will appreciate  
121 EBC's high level of customer service, and she noted there would be a cost savings with both the  
122 monthly and annual fees that are charged to the city.

123  
124 Motion by Ald. T. Smith, second by Ald. Olson, to approve a Flexible Spending Account Benefit  
125 switch in carriers to Employee Benefit Corporation (EBC).

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126

127 On voice vote, motion carried.

128

129 **Item 4 – Policy Update – Wage & Salary Administration and Performance Evaluations**

130

131 Amy told committee members there had been some general cleanup in City Policy 3.01 – Wage  
132 & Salary Administration, and there also had been one substantial change regarding the effective  
133 date of step increases. Amy said City Policy 2.03 – Performance Evaluations also would  
134 effectuate the same changes so that the two policies would mirror each other.

135

136 Amy explained that the current practices is performance evaluations are completed in December.  
137 Step increases, if the Common Council approves them and the employee is eligible based on  
138 his/her performance evaluation, would take effect the following year of his/her anniversary date  
139 of when he/she was hired or promoted. Amy said, “With this change, the option would be for  
140 those who are promoted the first half of the year, that step increase would be effective the  
141 following January. If they were hired or promoted the latter half of the year, that step increase  
142 would be effective the following July. Performance evaluations would be due one month prior to  
143 that effective date. In a sense, instead of having changes throughout the year based on  
144 anniversary dates, is typically each pay period or at least every month, these changes would go  
145 into effect two times a year \_\_\_ administrative ease in implementing that process. There are pros  
146 and cons in both of these, but that would be the major one that I would like to highlight.”

147

148 City Administrator Rindfleisch told committee members the anniversary date issue is one that  
149 has been driving this policy change forward due to the complications Payroll encounters in terms  
150 of having to make new adjustments every pay period. City Administrator Rindfleisch said,  
151 “From my standpoint, [regarding] budgeting purposes, it’s very difficult to create the tables to  
152 accurately reflect anniversary dates. Beyond that, there are also some issues of consistency of  
153 when employees get, through promotional opportunities or new hires have their anniversary  
154 dates possibly changed ... This can provide far more consistency across the board. It will make  
155 payroll a lot easier, and it will make budgeting a lot easier as well for staff. This is also a matter  
156 of efficiencies created, and accuracy is created as well.”

157

158 City Administrator Rindfleisch next addressed the change in the review process and said, “It’s  
159 reflective of the fact that if we’re going to change and have two anniversary dates depending on  
160 when [an employee is] hired, because of probationary timeframes, it will be important that  
161 employees at least get their probationary review if they’re a six-month employee or they’re  
162 halfway through the probationary review, at least if they are a one-year employee, before they  
163 get a step increase. This will ensure that occurs, and it avoids the conflict that we currently have  
164 where someone \_\_\_\_\_ at the end of the year could have a review that makes an adjustment to  
165 their pay step, but they haven’t been here a year yet or they haven’t had a full review yet or  
166 they’re still in the probationary timeframe. I recommend approval of the procedure, but that’s  
167 really the driving factor here. There certainly is other clean-up language, as Amy had indicated,

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168 but the main factors are the anniversary dates and the performance evaluations.”

169

170 Motion by Ald. T. Smith, second by Ald. Olson, to approve a Policy Update to City Policy 3.01  
171 – Wage & Salary Administration.

172

173 Ald. T. Smith inquired about employees who are having performance issues, asking, “How does  
174 that impact their next evaluation or performance if this is twice a year?”

175

176 City Administrator Rindfleisch said, “If you are on a performance improvement plan or you’re  
177 not performing well on your review, you do not qualify for your step. You miss it for that year.”

178

179 Ald. Wulf addressed the third paragraph of “Compensation Philosophy” section; specifically, the  
180 words “private employers,” and she asked, “We’re removing any competition to look at private  
181 industry? This is all new to me. I’ve never seen this in here in all the years I’ve been here. This  
182 is a switch.”

183

184 Amy told Ald. Wulf some of the changes were started prior to her beginning her employment  
185 with the City of Onalaska, and she said she assumes that was one of the changes that had been  
186 marked by the previous Human Resources team. Amy said that while she cannot speak as to  
187 why, “I think leaving it vague and somewhat ambiguous leaves us open to look at larger  
188 markets.”

189

190 For clarification, Ald. Wulf asked Amy, “That wasn’t your change, to take out ‘public?’ ”

191

192 Amy told Ald. Wulf that was not one of her changes and said she had working off a draft copy  
193 the previous Human Resources team had started.

194

195 Ald. Wulf asked, “Is it *‘practices in public and private employers?’* Is that the current one?”

196

197 City Administrator Rindfleisch said the current version reads “*and private.*”

198

199 Ald. Wulf asked if the way it is presented this evening, the sentence reads “*public employers,*”  
200 noting that is the way she is reading it.

201

202 City Administrator Rindfleisch said that while he believes the rationale for removing it is a  
203 mistake, she also believes the rationale was when hiring an outside firm, “they will compare it to  
204 public entities [and] they won’t necessarily compare it to private entities.” City Administrator  
205 Rindfleisch said it is a much broader and more expensive comparison and stated, “It would be  
206 difficult [to compare] many of our positions or a police officer to somebody in the private sector  
207 – it doesn’t really compute as well. I think perhaps the rationale was to remove that because the  
208 comp study was only going to reflect the public sector. I think it’s a mistake to remove the  
209 private because the statement there, in terms of philosophy, is to get employees, we must be

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210 competitive against all of our competition, if you will, for employees. That includes the private  
211 sector. I think the rationale might have been different, but I think it was implemented  
212 incorrectly. I would suggest keeping ‘private’ there because that is our compensation  
213 philosophy. We have to be competitive with the private marketplace.”

214

215 For clarification, Ald. Wulf said it is her understanding that City Administrator Rindfleisch is  
216 suggesting keeping the word “private.”

217

218 City Administrator Rindfleisch told Ald. Wulf she is correct.

219

220 Ald. Wulf said that while she is not opposed to change, “We’ve always talked about public and  
221 private and comparing. When you start talking about secretarial staff and support staff, or  
222 engineering, there is some cross-reference within the community.” Ald. Wulf said she also  
223 wishes to discuss benefits, noting that past Common Councils have believed it was very  
224 important to obtain a comparison of what the local market was, and also to retain the word  
225 “private.”

226

227 Ald. Wulf next addressed the “Timesheets” section and asked if the city is 100 percent direct  
228 deposit for all employees (full-time, part-time, union, seasonal).

229

230 Sabrina told Ald. Wulf that an employee’s first paycheck is an actual check, and ensuing  
231 paychecks are ACH.

232

233 Ald. Wulf said she had inquired about employees receiving payment via direct deposit because  
234 she did not understand the sentence that states employees who are not working on the  
235 distribution date must arrange to collect the paycheck.

236

237 Ald. Wulf next addressed the “Hiring Rates” section and suggested editing the following  
238 sentence: *“Initial placement on the salary/wage schedule shall be determined by Human  
239 Resources, the department head, and the City Administrator considering budget constraints, and  
240 the candidate’s education, qualifications, and related experience between the minimum and  
241 midpoint of the respective range.”*

242

243 City Administrator Rindfleisch said, “There are two things to consider. The placement shall be  
244 considering two things, if you will. One is budget constraints, something that the candidate has  
245 no control over, and two is the candidate does have control over their education, qualifications,  
246 and experience. I’m not sure of a better way of saying that. ... There are really two items that  
247 dictate that setting.”

248

249 Ald. Wulf next addressed the “Adjustment to Pay Ranges” section and said it appears that the  
250 following sentence is new: *“Equity adjustments may be made by the City Administrator in  
251 consultation with the Human Resources Department and City Attorney’s Office.”* Ald. Wulf

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252 asked if the Common Council will ever be informed, and she also asked for an example of an  
253 equity adjustment.

254  
255 City Administrator Rindfleisch said, “If we could identify a position that uniquely stands out as  
256 being underpaid – in particular, if it stands out because it’s underpaid due to a protected class –  
257 we would recommend making that adjustment immediately for that purpose. The penalty of that  
258 would be from the date of acknowledgement of a problem to fix that. The intent there for that  
259 language is that that can be made immediately and not be delayed, thus exposing \_\_\_\_ and  
260 liability.”

261  
262 Ald. Wulf asked if it would be possible to edit the sentence.

263  
264 Amanda’s comments were inaudible on the recording.

265  
266 Ald. Wulf said, “I just know from past experience that we [the Common Council] would want to  
267 know. And if we don’t know, then we’re going to be upset. I just think that we should know.”

268  
269 Amanda’s comments were inaudible on the recording.

270  
271 Ald. Wulf said, “If it happened this year, I’m not seeing it the way it’s presented now. I have no  
272 idea. That’s what I’m saying. I understand the sensitivity of how to get the information; I totally  
273 get that. But at the end of the day, all six [Councilmembers] need to know.”

274  
275 Amanda’s comments were inaudible on the recording.

276  
277 Ald. Wulf said, “I just know from past experience that however it is conveyed to us, however  
278 you think would be most appropriate ... If you think it goes to [the Finance and Personnel  
279 Committee] Chair or the [Common] Council President, there would have to be that expectation  
280 that they will share that with Councilmembers. If they don’t, that would be a problem.”

281  
282 Ald. Wulf next addressed the following sentence under the “Adjustment to Pay Ranges” section:  
283 *“Temporary adjustment in pay may also be used to recognize employees who temporarily*  
284 *assume additional responsibilities while their pay grade remains the same.”* Ald. Wulf noted  
285 there have been past instances when employees of a particular department absorbed the duties of  
286 an employee who has departed, and she asked if this proposed change would take the place of  
287 such instances coming before the Common Council.

288  
289 Amanda’s comments were inaudible on the recording.

290  
291 Amy cited the example of her leaving her employment with the City of Onalaska and Lexi  
292 assuming the duties of Interim Human Resources Manager. Amy said she believes Lexi should  
293 be compensated for assuming the added responsibilities according to that grade, and she stated,

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294 “It wouldn’t be anything that would be permanent. It would just be an interim or a temporary –  
295 however you want to classify it. But it would be different than an equity adjustment that would  
296 be permanent. It would just be a temporary basis. I understand the city has also done stipends in  
297 that situation as well.”

298  
299 Ald. Wulf asked, “Does that mean we would refer back to the previous ... ?”

300  
301 Amy said that is correct.

302  
303 Ald. Wulf asked Ald. Olson for his input regarding a temporary adjustment in pay, noting that in  
304 the past department heads have come before the Council and requested stipends for various  
305 individuals due to a vacancy in the department because they are assuming additional duties. Ald.  
306 Wulf said, “The way this is presented this evening, equity adjustments and temporary pay  
307 adjustments may be made by the City Administrator in consultation with [Human Resources]  
308 and the City Attorney’s Office.”

309  
310 Ald. Olson said, “My opinion is, if you’re talking about anything regarding money, we have  
311 control over that, the six [Councilmembers]. If you don’t agree with me, let me know. But as  
312 far as I’m concerned, anything regarding wages and money that is paid out of taxpayer money,  
313 the six of us have complete control over that. So how you want to handle that is pretty flexible.  
314 We can let somebody else take care of that, as we have that power. But I think that initially,  
315 that’s our judgment. If somebody disagrees, we can have a conversation about it.”

316  
317 For clarification, Ald. Wulf asked Ald. Olson, “Are you saying that we as a Council should make  
318 that decision whether or not we’re going to give that money? ... That’s what’s in front of us this  
319 evening. It says: *‘Temporary adjustment in pay may also be given to recognize employees who*  
320 *temporarily assume additional responsibilities.’* The way it is written, *‘Equity adjustments may*  
321 *be made by the City Administrator ...’* We won’t be seeing that at [the Finance and Personnel  
322 Committee level] and [Common] Council the way it’s written right now. That’s why I wanted to  
323 know, what are your thoughts? I agree that we need to know. I personally am willing to cede  
324 that and give it those people who I believe we have entrusted to make good decisions on behalf  
325 of the city. But at the end of the day, at a bare minimum, I think we six need to know at some  
326 point that that has occurred. However we’re relayed that information, I’m fine with. But we  
327 need to know that it happened.”

328  
329 Ald. Olson told Ald. Wulf he does not disagree with that and said, “I think if we are initially  
330 accountable for that to the public, then we have to have something to say about that. It makes  
331 absolutely no logical sense to me whatsoever that we’re responsible for this is if a constituent  
332 asks us, but we don’t have any power to do anything about it – that’s just nuts.”

333  
334 Ald. T. Smith said he believes the Common Council must be included in the loop, and he noted  
335 the City Administrator works for the Council. Ald. T. Smith said, “I think that we do have an

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336 accountability to know where dollars [and] salaries are going. How we do it, we delegate to our  
337 Administrator to make those decisions and make recommendations. But I do think the Council  
338 has to be involved somehow. We're not micromanaging, but when it's equity and it's financial  
339 impact, then I think somehow we need to be in the loop." Ald. T. Smith stated he agrees with  
340 both Ald. Wulf and Ald. Olson that the Common Council must be involved somehow and said,  
341 "I'm not sure of the best way."

342

343 Amanda's comments were inaudible on the recording.

344

345 Ald. Wulf asked that this be included on the Non-Consent Agenda for the September 14  
346 Common Council meeting because she would like Ald. Cari Burmaster, Ald. Steven Nott, and  
347 Ald. Dan Stevens to provide input.

348

349 City Administrator Rindfleisch said, "The absence of that communication in these paragraphs  
350 here is not to be read into the absence of future communication regarding those issues. Again,  
351 this is the overall policy. A document will be in a book so that when a situation arises, how do  
352 we react to that. That's what a policy document is. There will be many occasions of  
353 communication that will have to occur, and that's why you have a City Administrator who  
354 reports to the Council. ... Communication is key. You create the policies, [and] you manage the  
355 budget – that's your job. My job is to communicate those things to you. But there will often be  
356 many things and policies that don't necessarily dictate the mechanism for that communication.  
357 That's on my shoulders to make sure you're communicated with those issues that need to be  
358 dealt with in a timely manner. Don't look at the absence of that mechanism in the policy as any  
359 attempt to not communicate with you. It's simply meant to be, what are the steps necessary  
360 when an issue arises?"

361

362 Ald. Wulf said her primary concern is she wants to ensure that everyone is on the same page so  
363 that there is no miscommunication. Ald. Wulf said, "I firmly believe in communication, and it's  
364 just best for everyone to know what that thought process is."

365

366 Ald. T. Smith told Ald. Wulf he agrees and said, "When I read this, it looks like the Council is  
367 being excluded. I know that's not [the case], but when you read this, we don't have any mention  
368 of \_\_\_\_ at all. I would tend to believe that other Councilmembers will have an opinion on this  
369 too because we've had a lot of noise on this one in the past."

370

371 Ald. Wulf stressed the importance of communication and stated, "I would rather be proactive and  
372 not have to respond later. ... My comments this evening are not meant as any judgment of  
373 anyone. Personally, it's just a matter of I just think that if anything, it's to protect everyone on  
374 all sides."

375

376 Ald. Olson stated he agrees and said, "I think there is very little we shouldn't be able to come to  
377 an agreement on. I have an opinion, which I have expressed. That's not the endgame. If we're

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378 going to agree on something, I think we all should have a conversation about that. But it's the  
379 way I feel: If we are accountable, then we have to have something to say about that. If  
380 somebody else can make a decision that affects us and we have nothing to say about it, you're  
381 going to see a part of me you probably haven't seen before. That isn't necessary when we have  
382 adults here. We can talk to each other and come up with things to say. I will respect anybody  
383 else's opinion that's different from mine; let's just have a conversation about it."

384

385 Ald. Wulf returned to the word "private" under the "Compensation Philosophy" section and said  
386 she would like to make the following amendment:

387

388 Motion by Ald. Wulf to amend the previous motion and insert the words "and private" under  
389 "Compensation Philosophy" in City Policy 3.01 – Wage and Salary Administration.

390

391 City Administrator Rindfleisch noted that technically it is in the existing policy and said the  
392 deletion would be removed.

393

394 Motion by Ald. Wulf, second by Ald. T. Smith, to amend the previous motion and remove the  
395 deletion of "and private" under "Compensation Philosophy" in City Policy 3.01 – Wage and  
396 Salary Administration.

397

398 Vote on the amendment:

399

400 On voice vote, motion carried.

401

402 Vote on the original motion, as amended:

403

404 On voice vote, motion carried.

405

406 Amy addressed City Policy 2.03 – Performance Evaluations and told committee members she  
407 would classify the changes as "general clean up." Amy also noted the previous Human  
408 Resources team had inserted language into the policy, and she said additions had been made to  
409 align with the wage and salary policy regarding the effective date of the step increases with  
410 satisfactory performance.

411

412 Motion by Ald. T. Smith, second by Ald. Olson, to approve a Policy Update to City Policy 2.03  
413 – Performance Evaluations.

414

415 On voice vote, motion carried.

416

417 **Item 5 – Closed Session**

418

419 To consider a motion to convene in Closed Session under Section 19.85(1)(g) of the Wisconsin  
Reviewed 09/09/2021 by Sabrina Steger & Amy Frandsen

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420 Statutes for the purpose of conferring with legal counsel for the governmental body who is  
421 rendering oral or written advice concerning strategy to be adopted by the body with respect to  
422 litigation in which it is or is likely to become involved:

423

- 424 • Notice of Circumstances and Claim for Flood Damage at 142 Fairway Court.
- 425 • Notice of Circumstances and Claim for Flood/Rain Damage at 2261 Quarry Lane

426

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

430

431 Motion by Ald. Olson, second by Ald. T. Smith, to convene in Closed Session.

432

433 On roll call vote: Ald. Tom Smith – aye, Ald. Jim Olson – aye, Ald. Diane Wulf – aye. In  
434 Closed Session.

435

436 The Finance and Personnel Committee reconvened in Open Session.

437

438 Motion by Ald. T. Smith, second by Ald. Olson, to deny the Claim for Flood Damage at 142  
439 Fairway Court.

440

441 On voice vote, motion carried.

442

443 Motion by Ald. T. Smith, second by Ald. Olson, to refer without recommendation to the  
444 Common Council the Claim for Flood/Rain Damage at 2261 Quarry Lane.

445

446 On voice vote, motion carried.

447

448 **Adjournment**

449

450 Motion by Ald. Olson, second by Ald. T. Smith, to adjourn.

451

452 On voice vote, motion carried.

453

454

455 Recorded by:

456

457 Kirk Bey