

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

Wednesday, December 5, 2018

1

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

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

7
8 Also Present: City Administrator Eric Rindfleisch, Financial Services Director/Treasurer Fred
9 Buehler, Human Resource Director Hope Burchell, City Engineer Jarrod Holter, Planner/Zoning
10 Inspector Katie Aspenson, Ald. Jim Binash, Ald. Diane Wulf

11

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

13

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

16

17 On voice vote, motion carried.

18

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

20

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

23

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

25

26 **FINANCE**

27

28 **Item 4 – Authorization to approve 2019 Capital Projects Timeline and Methodology for**
29 **borrowing**

30

31 Fred said Jarrod has asked to flip a couple of the timelines, and that Brad Viegut, Managing
32 Director of Baird Public Finance, had discussed this request both with Baird’s staff as well as
33 Quarles & Brady, LLC. Fred said Brad informed him he does not object to flipping some of the
34 resolutions and openings of the future bonding for 2019. Fred told committee members he
35 believed it was necessary to inform both the Finance and Personnel Committee and the Common
36 Council that this action is being taken and the impact will be the same.

37

38 Jarrod said staff was examining scheduling the bidding of projects in the 2019 Capital
39 Improvements Budget, and he noted that the large Water & Sewer Issuance was originally slated
40 for the April cycle of meetings (April 3 Finance & Personnel Committee meeting, April 9
41 Common Council meeting). Jarrod said staff is proposing to move the Water & Sewer issuance
42 to the March cycle of meetings (March 6 Finance & Personnel Committee meeting, March 12

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

Wednesday, December 5, 2018

2

43 Common Council meeting) as there are a significant number of water and sewer projects with
44 water and sewer-related funding. Jarrod explained that bids could not be awarded until April if
45 the financing occurs at that time, and he said, “By moving this around, we can have the majority
46 of our bids be awarded at the March Council meeting, thereby bidding them out and hopefully
47 getting better bid prices like the Engineering [Department] staff typically tries to do. As long as
48 there weren’t any implications with what Brad had recommended, it was the Engineering
49 Department that was driving this so that we could bid out projects in an orderly fashion.”

50

51 Ald. Every asked if the amounts still are what were determined during the budget process.

52

53 Fred said, “This is as we move forward. Correct.” Fred also noted the listing was given to the
54 financial advisor after each Board of Public Works meeting.

55

56 **Item 5 – Omni Center financials for 2018**

57

58 Fred reported that revenues through October totaled \$462,064.54, and expenditures totaled
59 \$508,690.20 for a deficit of \$46,625.66. Fred told committee members he had run the Omni
60 Center report Wednesday morning, and he reported the Omni Center’s deficit through November
61 was \$18,428.49. This includes the revenue for November (\$499,761), but not the expenses as
62 November expenditures are paid in December. Fred also reported the city is “two months in the
63 rears” on room tax, which averages around \$12,000 a month.

64

65 Motion by Ald. Olson, second by Ald. Every, to accept the Omni Center financials for 2018 and
66 place them on file.

67

68 On voice vote, motion carried.

69

70 **Item 6 – General Fund Financials 2018**

71

72 Fred referred to Street Department Expenditure Account No. 100-53311-370 (“Salt & Sand”)
73 and reported the city currently is \$16,200.31 over budget.

74

75 Jarrod noted this item had been brought forward with a budget sheet at the March 7 Finance &
76 Personnel Committee meeting after the 2018 winter first quarter, and he said staff had taken the
77 salt purchase for the 2018-19 year that comes through the State of Wisconsin purchasing system
78 through the state bid. Jarrod said a decision was made to fill the salt sheds, adding it was known
79 that the city would be over budget. Jarrod said the city has purchased all of its salt and noted the
80 winter season began with both salt sheds being full (1,600 tons in the two sheds). Jarrod echoed
81 Fred’s point that there is negative balance of \$16,200.31, and he noted the city will receive an
82 invoice from La Crosse County for approximately 150 tons of salt/sand mix at a cost of
83 approximately \$3,000. The invoice will arrive at the end of the year. Jarrod noted there has
84 been an increase in the utilization of salt brine (nearly 15,000 gallons to date) on city streets.

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

Wednesday, December 5, 2018

3

85 Salt brine costs a little less than 25 cents a gallon, and Jarrod said the city will receive additional
86 salt brine within the next two weeks to add to the 4,000 gallons already on site. Jarrod estimated
87 the additional salt brine will cost \$4,000 to \$5,000, thereby increasing the deficit by
88 approximately \$8,000 before the final 2018 budget year has been expended. Therefore, the city
89 will be approximately \$24,000 over budget in that line item.

90
91 Fred asked Jarrod approximately how many tons of salt have been utilized so far this winter.

92
93 Jarrod estimated the city has utilized between 100 and 150 tons to date. Jarrod said, “We are
94 somewhat buying ahead because we are using more salt brine, which is an on-demand purchase.
95 We buy that from the county, which has the salt brine makers. We get those on demand versus
96 the crystal salt we have in our salt shed. We have \$100,000 of salt sitting in our salt shed right
97 now, and as I’ve reported previously, that salt is very much a commodity that we want to have on
98 hand. That’s part of the reason why we built the second salt shed. If we go on the free market
99 after the state bid is out, the salt we purchased for \$68 a ton will go anywhere from \$100 to \$150
100 once the season starts. We really feel we have money in the bank in that salt shed, and we want
101 to be prepared if we do have a bad winter event we have the resources to fight that winter event.”

102
103 Ald. Smith asked Jarrod if he knows the amount budgeted in 2019 for this line item.

104
105 Jarrod said the same amount was budgeted. Jarrod also reported the Public Works Department is
106 performing a study in a couple areas of the city regarding the usage of brine versus crystal salt.
107 Jarrod reminded committee members that every winter and every winter storm is different,
108 noting the storm that occurred December 1-2 brought 3 inches of slushy snow. Jarrod
109 commended Lead Laborer Nick Carlson for assessing the weather conditions Saturday,
110 December 1, and he also commended city staff for not coming in that day, thereby saving
111 overtime pay. Jarrod noted staff ran eight trucks for approximately six hours on Sunday,
112 December 2, and he also noted a minimal amount of salt was utilized due to temperatures being
113 in the 30s. Staff began working at 3 a.m. Monday, December 3 after the Police Department
114 reported the roads had become icy, and Jarrod said conditions had improved by 7 a.m. after the
115 roads had been salted. Jarrod reiterated staff is attempting to utilize more salt brine, and he said,
116 “I think in the long run as we go along, we’ll have more equipment purchases like the equipment
117 we had in the 2019 budget that was approved. I think over time we’ll be able to offer the same
118 level of service, hopefully with a reduction in our cost output. ... I think we’ll see it in the
119 environmental factor, too because the salt brine puts down less total calcium out in the system.
120 It’s going to take time, but we are making strides.”

121
122 Ald. Every asked if the salt brine had been effective during the December 1-2 storm.

123
124 Jarrod noted staff utilizes salt brine on the City Hall parking lot, and he told Ald. Every the salt
125 brine is effective within 10 minutes of being applied. By comparison, salt that is applied on side
126 streets with minimal traffic can take a significant amount of time to activate. Jarrod said staff

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

Wednesday, December 5, 2018

4

127 members have attended salt conferences and the Winter Snow Conference, and they have gained
128 valuable information. Jarrod said he believes city staff is being proactive, adding, “It takes time.
129 It takes equipment. At some point do we get another tanker truck? From what I’ve seen talking
130 to the [La Crosse] County Highway Commissioner and the state maintenance engineers, they’re
131 thinking that within five years you’re going to see the trucks on the road with a small
132 compartment in the middle. Maybe a third of the truck is for crystal salt, and a third of the truck
133 on each side is liquid. They’ll be putting down more liquid than crystal salt.” Jarrod also noted
134 there are areas in the state where no crystal salt is utilized; rather, only liquid is utilized.

135

136 Motion by Ald. Every, second by Ald. Olson, to approve the General Fund Financials 2018.

137

138 On voice vote, motion carried.

139

140 **Item 7 – Authorization to approve the Coulee Region Humane Society, Inc. Animal Control**
141 **Department Agreement for 2019**

142

143 Fred explained that once the 2019 Executive Budget was passed in November, he had created an
144 agreement between the City of Onalaska and the Coulee Region Humane Society. Fred said
145 \$70,182 had been budgeted for this item, and that amount was approved. Fred said the
146 agreement explains the Coulee Region Humane Society’s responsibilities.

147

148 Motion by Ald. Olson, second by Ald. Every, to approve the Coulee Region Humane Society,
149 Inc. Animal Control Department Agreement for 2019.

150

151 Ald. Every noted the Coulee Region Humane Society had adjusted its rate by the amount of calls
152 it has, and he asked if the Coulee Region Humane Society’s rate decreases when it picks up
153 fewer animals.

154

155 Ald. Every was told no.

156

157 On voice vote, motion carried.

158

159 **Item 8 – Authorization to amend the City Attorney contract for 2019**

160

161 Fred noted he had distributed to committee members a modification agreement of legal services
162 for 2019. The rates will remain the same.

163

164 City Administrator Rindfleisch referred to “Term of Contract” under Section 3 and noted it states
165 the contract shall be in force from January 1, 2019 until December 31, 2019. City Administrator
166 Rindfleisch said it is an amendment to the original agreement, which references a fee proposal,
167 which increases every year. City Administrator Rindfleisch said that because there is no year
168 2019 in year five, “you’re at the highest adjusted rate, which is 2018 rates. It would be complete

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**Finance & Personnel Committee
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Wednesday, December 5, 2018

5

169 as-is.”

170

171 Motion by Ald. Every, second by Ald. Olson, to amend the City Attorney contract for 2019.

172

173 On voice vote, motion carried.

174

175 **Item 9 – Draft of the City of Onalaska Purchasing, Budget, and Accounting Manual**

176

177 Fred said the Federal Transit Authority requested through the Triennial Review that the City of
178 Onalaska have a finance manual. Fred told committee members he had examined the cities of
179 Marshfield, Lake Mills, and Manitowoc, and he also had spoken with Wisconsin Department of
180 Transportation representatives. Fred said that in his 37 years of employment with the City of
181 Onalaska, the city has had policies and procedures, but they are independent. Fred said he had
182 placed those documents in the document that is before the committee this evening. Fred noted
183 he had outlined the ones that committee members have not seen, and he said he had spoken with
184 an FTA employee November 30. Fred said he had hoped to obtain feedback from the FTA
185 representative regarding the document; however, the two have not yet spoken. Fred said he is
186 asking the committee to approve the manual and place it on the Non-Consent Agenda for the
187 December 11 Common Council meeting should he need to modify it per FTA feedback.

188

189 Fred addressed the following items in the manual, which he said he intends to have examined
190 yearly:

191

- 192 • The credit card accounting policy and process is new.
- 193 • Regarding Section 4.10 (“Debt Management Policy”), the Common Council would not
194 exceed 75 percent of the City of Onalaska’s debt margin. Fred noted the City of
195 Onalaska had 5 percent of the \$1,910,768,400, or \$95,538. Of that, \$41,953 is applicable
196 debt. Fred said the city currently is sitting at 58 percent.

197

198 Ald. Every asked Fred if he is saying 58 percent or 75 percent is adequate.

199

200 Fred said the 75 percent would be adequate for the city, and he told Ald. Every the city currently
201 is at 58 percent. Fred also noted the city has not approached 75 percent during his tenure here.

202

- 203 • The FTA asked that the document include how the federal government’s funds are
204 handled through the procedure. This includes FEMA (Federal Emergency Management
205 Agency).

206

207 Motion by Ald. Every, second by Ald. Olson, to approve the draft of the City of Onalaska
208 Purchasing, Budget, and Accounting Manual.

209

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

Wednesday, December 5, 2018

6

210 Ald. Every said he made his motion to approve with the understanding that the document will be
211 a living document.

212

213 On voice vote, motion carried.

214

215 **PERSONNEL**

216

217 **Item 10 – Review and consideration of out-of-state travel for Chief Hayes to attend the**
218 **Apparatus Symposium in Orlando, Florida from January 21 through January 25, 2019**

219

220 Hope said Fire Chief Billy Hayes has been asked to speak at the safety forum, and she noted Fire
221 Chief Hayes' travel and lodging expenses will be covered by the Fire Department Safety Officers
222 Association. Hope said the city would cover Fire Chief Hayes' wages to attend the symposium.

223

224 Motion by Ald. Olson, second by Ald. Every, to approve out-of-state travel for Chief Hayes to
225 attend the Apparatus Symposium in Orlando, Florida from January 21 through January 25, 2019.

226

227 Ald. Every said there had been a discussion about having sufficient command staff following an
228 October fire on 14th Avenue, and he asked if the city would have sufficient command staff
229 should a similar fire occur during Fire Chief Hayes' absence.

230

231 Assistant Fire Chief Troy Gudie individual said he and his officers would serve as command
232 staff.

233

234 On voice vote, motion carried.

235

236 **Item 11 – Review and consideration of reorganization of Planning, Zoning and Inspection**
237 **department**

238

239 City Administrator Rindfleisch directed committee members' attention to the two Planning,
240 Zoning and Inspection organizational charts – one that is not dated, and one that is dated 2019 –
241 included in their packets. City Administrator Rindfleisch explained that the overall goal of the
242 reorganization that was part of the 2019 budget is to reflect some of the requests made by staff
243 during previous performance evaluations as well as conversations that have occurred in 2018.
244 City Administrator Rindfleisch said he was told by staff there was a lack of direct supervision as
245 his role as their department head, and he noted his primary office is on the first floor of City
246 Hall. City Administrator Rindfleisch admitted that although he has a secondary office on the
247 second floor of City Hall, he has not been able to utilize it. Therefore, Planning, Zoning and
248 Inspection is the only department that does not have daily supervision and support. City
249 Administrator Rindfleisch said staff also requested recognition that while their job duties are
250 similar, the pay grades are different. A key component of the compensation plan has pay grades
251 based upon the education required for a particular position. City Administrator Rindfleisch cited

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

Wednesday, December 5, 2018

7

252 the example of the Plumbing Inspector, who is a Master Plumber, noting his grade is higher even
253 though the tasks accomplished are substantially similar across the board.

254

255 City Administrator Rindfleisch said, “My plan is changing them from specific inspectors to a
256 broader category of Inspector I, Inspector II, and Inspector III. The differences between those
257 are the more certifications you get, the higher grade level you are. It’s replacing the educational
258 component with a certification component, the more certifications they can have. The benefit to
259 the city of this would be the goal is instead of having three to four inspectors going to the same
260 sites doing different inspections, you’d have one inspector going on sites, scheduling those
261 inspections, and having the background in multiple tasks they need to perform. That way, we
262 should be able to streamline that. It is budgeted for the year, for the positions as-is, allowing for
263 the inspectors to gain certifications throughout the year. What is not listed here is that in 2020,
264 the efficiencies come then by instead of having four inspectors, we have three inspectors that
265 way. We do have some expected retirements coming in 2020, and we’d be utilizing those future
266 changes to become more efficient in that department.”

267

268 City Administrator Rindfleisch described the non-payroll budget as being “very thin” for a
269 department of five to operate off \$15,000. Further, City Administrator Rindfleisch said it has
270 been difficult to budget for training, licensing and certifications. Therefore, the efficiencies that
271 can be created in 2020 through retirement and having one fewer inspector will assist in offsetting
272 other needs for different pay grades, and also for training and certifications that the city is not
273 currently operating within its current budget. City Administrator Rindfleisch said one of the
274 inspectors can qualify to be the lead inspector, who would be responsible for the day-to-day
275 supervision. This individual would have hands-on knowledge of the day-to-day operations. City
276 Administrator Rindfleisch noted this model is utilized in the Public Works Department, where
277 there are team leaders. The individual would report to the Planning Manager, and City
278 Administrator Rindfleisch noted his own position description also would change in the fact he
279 would be providing daily supervision that he admitted he has not been able to do. City
280 Administrator Rindfleisch said the goal would be for the department to become Planning, Zoning
281 and Inspection, meaning there would be one department instead of two. It is a model the city has
282 utilized in the past when other planners have been on staff.

283

284 City Administrator Rindfleisch said, “I think overall [there will be] greater efficiency, [it will be
285 way of] motivating staff and recognizing staff for the actual certifications they have and the work
286 they want to do. It’s a positive change throughout for that department. Part of my goal is to look
287 for ways of being efficient and reducing our overall payroll costs, which we know is 75, 80
288 percent of our budget. This is the plan I’ve put in place throughout the year. I’m not simply
289 dictating it to the staff, but [rather] utilizing their input to help create a better way of providing
290 inspection services to the community.”

291

292 Ald. Every asked if the education component and the requirement to take CEs is laid out in the
293 document, or if it will be coming forward.

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

8

294

295 Hope said it is in the job description.

296

297 Ald. Every noted there are instances when older employees are reluctant to do CEs, and he asked
298 City Administrator Rindfleisch if he believes they are willing to do it. Ald. Every also asked if
299 the Lead Inspector will be a current city employee.

300

301 Hope said the intent is to attempt to continue promoting from within, but there also is the
302 understanding employees will have to take some of the certifications before they can obtain the
303 lead position. Hope said there will be a competitive internal process if multiple employees
304 obtain the certifications.

305

306 Ald. Every asked if the city will pay for them, and also if employees may pursue the
307 certifications online.

308

309 City Administrator Rindfleisch said some of the UDC tests are \$40, and the city would pay part
310 of that amount as part of the requirement for the job. Electrical is the costliest certification
311 (\$450), and City Administrator Rindfleisch said he is proposing that the city pay the cost one
312 time, and half that amount if an employee must do it a second time. City Administrator
313 Rindfleisch said, "The benefit is to the city, and it's the requirement of the job, so we would be
314 paying for those."

315

316 Ald. Every asked if there is an increase in the budget for personnel.

317

318 City Administrator Rindfleisch said, "Not for 2019."

319

320 Ald. Every pointed out there will be increases as individuals obtain their CEs, noting there will
321 be the Building Inspector I, II, and III positions, and there also are different pay grades.

322

323 Hope told Ald. Every he is correct.

324

325 Ald. Every said, "You would have somebody moving up to where it would be all three."

326

327 City Administrator Rindfleisch noted it takes time to study, review, register for and take the test,
328 and he said he does not anticipate the actual personnel change occurring until "much later in
329 2019."

330

331 Ald. Every said, "I'm not opposed to it. I'm just saying you probably should have planned for it,
332 if not."

333

334 City Administrator Rindfleisch said, "Some of the positions, while they may change positions,
335 won't change in grade, per se. They'll qualify for the position that they'll fall into, but it won't

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

9

336 necessarily come with an immediate grade change. I would expect that those that would come
337 with one would be in 2020.”

338

339 Ald. Every asked Katie if she supports the proposal.

340

341 Katie said she had worked with both City Administrator Rindfleisch and Hope in creating the job
342 descriptions and trying to best respond to the Inspection Department employees and what they
343 had made known during their evaluations. Katie said she believes it is a positive move for the
344 city to attempt to embrace cross-training between different disciplines in an attempt to improve
345 overall in terms of responsiveness to customers.

346

347 Ald. Every noted he had worked in Inspections for the City of La Crosse and said La Crosse’s
348 structure is similar to what is being discussed this evening.

349

350 Ald. Smith asked Ald. Every if he sees strengths or disadvantages with that structure.

351

352 Ald. Every said he believes what he has examined here is “all good” and that “it does work
353 well.” Ald. Every added, “There seems to be better camaraderie in the department as well.
354 Some time is spent on these CEs, and some of these are lengthy – sometimes they take two or
355 three hours out of a day for these guys to sit and do that. We need to plan for that if we’re going
356 to do it. I think it’s valuable.”

357

358 City Administrator Rindfleisch said his initial hope during the budget preparation time was to
359 enact this at the beginning of 2019. However, City Administrator Rindfleisch also said he
360 understands it takes time and that it is not an item he could propose in the budget to save money
361 in 2019. City Administrator Rindfleisch added, “By making the changes now, we can look
362 forward to making those savings in 2020.”

363

364 Ald. Smith said, “It will give us better service when they’re going out do the inspections.”

365

366 Ald. Every added, “And I think there’s more control over who does what.”

367

368 Motion by Ald. Every, second by Ald. Olson, to approve reorganization of Planning, Zoning and
369 Inspection department.

370

371 On voice vote, motion carried.

372

373 **Item 12 – Review and consideration of new job descriptions and changes to the following**
374 **existing job descriptions:**

375

376 City Administrator Rindfleisch noted the 2019 budget, as proposed, covers all the positions.

377

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

10

378 a. Office Clerical Support – Finance

379

380 Hope noted there currently are two positions – one full-time, and one 30-hour-a-week part-time.
381 There is a proposal to convert the part-time position to a full-time position. Hope said there have
382 been changes to the job description to correspond to the proposed change. Hope said the
383 changes include updating some of the systems and examining training. Hope said the goal is to
384 cross-train the positions so that one employee can perform the duties of the other clerical support
385 employee if she is out of the office. The job description also includes assisting with voting as
386 both employees' wages are broken down into City Clerk.

387

388 Motion by Ald. Every, second by Ald. Olson, to approve the Office Clerical Support – Finance
389 job description.

390

391 On voice vote, motion carried.

392

393 b. Administrative Assistant/Emergency Management Assistant

394

395 Hope said this position also is currently with the City of Onalaska. This is a 30-hour-a-week
396 position that resides in the Fire Department, and it will be increased to a full-time position in
397 2019. It would be an internal posting for the Fire Department. Hope said she attempted to create
398 some similar redundancies with the types of reports that need to be completed when she was
399 examining the Office Clerical Support and Administrative Assistant positions. Fire Chief Hayes,
400 Assistant Fire Chief Troy Gudie, and Administrative Assistant Stacy Hoeft reviewed the
401 description to ensure that some of the language has been edited, and also that it lists the
402 responsibilities of the position. Hope noted the names of the fire software notification systems
403 have been crossed out in the job description, and she said she recommends not putting the
404 programs in the job description as it will need to be changed if the programs are changed.

405

406 Ald. Smith noted the Office Clerical Support position is listed as “Hourly Non-Exempt,” and the
407 Administrative Assistant/Emergency Management Assistant position is listed as “Part-Time
408 Non-Exempt.”

409

410 Hope said the Administrative Assistant/Emergency Management Assistant position also should
411 be listed as “Hourly Non-Exempt.”

412

413 Motion by Ald. Every, second by Ald. Olson, to approve the Administrative
414 Assistant/Emergency Management Assistant job description, with “Part-Time Non-Exempt”
415 being changed to “Hourly Non-Exempt.”

416

417 On voice vote, motion carried.

418

419 c. Planner/Zoning Inspector to Planning Manager

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

11

420

421 Hope said the changes highlight what Katie's duties will be as part of this position. There is
422 similar language regarding hiring, recruiting, discipline, and scheduling to what is found in the
423 job descriptions of other supervisors. Katie will work with Jarrod and also act as Deputy
424 Director of Inspection.

425

426 Motion by Ald. Every, second by Ald. Olson, to approve the Planner/Zoning Inspector to
427 Planning Manager job description change.

428

429 On voice vote, motion carried.

430

431 d. Planning Technician (New)

432

433 Hope said this position, which is new in the 2019 budget, is a part-time position (1,200 hours)
434 and also a new job description. Katie and Jarrod reviewed this position and determined what
435 duties this employee will perform, including addressing zoning issues, soil erosion, logs, and
436 maintenance. This will allow Katie to put a greater focus on the planning aspect. Hope said she
437 hopes this position eventually will become a full-time position.

438

439 Motion by Ald. Every, second by Ald. Olson, to approve the Planning Technician (New) job
440 description.

441

442 No vote was taken.

443

444 e. City Administrator

445

446 Hope noted Information Technology has been added to City Administrator Rindfleisch's job
447 description. In addition, City Administrator Rindfleisch also is a co-supervisor for the Municipal
448 Court. A majority of the changes to the job description fall under the planning, zoning, and
449 inspection areas. City Administrator Rindfleisch will oversee those departments rather than
450 perform the day-to-day operations, which Katie will handle.

451

452 Motion by Ald. Every, second by Ald. Olson, to approve the City Administrator job description.

453

454 On voice vote, motion carried.

455

456 f. Building/UDC Inspector, Commercial Inspector, Electrical Inspector, Plumbing/Heating
457 Inspector to:

458 i. Building Inspector I

459 ii. Building Inspector II

460 iii. Building Inspector III

461 iv. Lead Building Inspector

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

12

462
463 Hope said there was an attempt to mirror each one of these job descriptions. Hope said she, City
464 Administrator Rindfleisch and Katie began with the Building Inspector I position and attempted
465 to coordinate the positions so that they were logical. Hope noted the inspectors had stated they
466 perform similar duties while performing inspections; it's just the different levels and different
467 types of inspections. Hope said the language has been edited to ensure "that that's all equally the
468 same." Hope said there will be noticeable changes regarding the certification and experience
469 required. The city now will require more than one to three years' experience as inspectors are
470 being asked to have more certification. Three to five years of experience in the construction
471 trade will be required. The Building Inspector I position will require the UDC (Uniform
472 Dwelling Code) for the regular building inspection HVAC, electrical, plumbing. Employees
473 must try to obtain certain certifications within a year if they do not have them. Hope said the
474 Building Inspector I position deals with the city's residential inspections and obtaining the
475 proper certifications.

476
477 Regarding the Building Inspector II position, Hope said this position "builds off of that." The
478 primary requirements for this position include the commercial building certification as well as
479 the ability to obtain the commercial plumbing certification within a certain time period.
480 Regarding the Building Inspector III position, Hope said this position must have all the UDC
481 residential inspections, commercial, plumbing, and also electrical. Regarding the Lead Building
482 Inspector position, Hope said this employee must have all the certifications so that he/she may
483 lead the rest of the group. This person also must have supervisory experience. Hope said, "They
484 were built one upon the other to mirror each other, and then the Lead Inspector to add the
485 supervisory functions. They're not going to be doing a lot of the larger items, so if there are big
486 disciplinary issues it's still going to go to the Planning Manager, but at least to mitigate some of
487 those little things to be able to handle internally and deal with timesheets and those types of
488 things so the day-to-day items don't have to go to ... right now it's Eric. That can go to the
489 Planning Manager and then have those levels in there."

490
491 Motion by Ald. Every, second by Ald. Olson, to approve the changes and accept Building
492 Inspector I, Building Inspector II, Building Inspector III, and Lead Building Inspector job
493 descriptions.

494
495 On voice vote, motion carried.

496
497 g. Office Clerical Support – Inspection
498

499 Hope said the job description has been updated to show who the supervisor is. Hope said there
500 initially will not be a lead, so this employee will report to the Planning Manager. Hope said at
501 some point the city can evaluate whether or not this position should report to the lead or the
502 Planning Manager.

503
Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

13

504 Motion by Ald. Every, second by Ald. Olson, to approve the Office Clerical Support –
505 Inspection job description.

506

507 On voice vote, motion carried.

508

509 h. City Attorney (New)

510

511 Hope noted this position is budgeted for July 2019 and said staff wanted to get the job
512 descriptions approved so that it would not be necessary to do so at a later date. Hope said staff
513 had pulled other sample job descriptions for attorneys and examining the needs of municipalities
514 versus private practice. This position will report to City Administrator Rindfleisch, and it also
515 will provide legal counsel to the Common Council and other boards, committees and
516 commissions.

517

518 Ald. Every asked Hope if the intent was to seek an attorney who is skilled and practiced in
519 municipal law.

520

521 Hope told Ald. Every he is correct.

522

523 Motion by Ald. Every, second by Ald. Olson, to approve the City Attorney job description.

524

525 On voice vote, motion carried.

526

527 i. Administrative Assistant/Paralegal (New)

528

529 Hope noted this is a part-time position that was budgeted for mid-2019. It mirrors some of the
530 city's other job descriptions it has for assistants. This individual will perform preparation work
531 as well as research and analysis of law. This individual also might have to assist the City
532 Administrator.

533

534 Motion by Ald. Every, second by Ald. Olson, to approve the Administrative Assistant/Paralegal
535 (New) job description.

536

537 On voice vote, motion carried.

538

539 **Item 13 – Review and consideration of authorization to fill the following positions:**

540

541 a. Office Clerical Support (Part Time to Full Time)

542

543 Hope noted this position is currently vacant and said she has held off recruiting in anticipation of
544 it becoming a full-time position in 2019. Hope said she is seeking permission to do the
545 recruitment process now with the understanding whomever is hired will not start until January

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

14

546 2019 as a full-time employee.

547

548 Motion by Ald. Every, second by Ald. Olson, to approve authorization to fill the Office Clerical
549 Support position (Part Time to Full Time).

550

551 On voice vote, motion carried.

552

553 b. Planning Technician

554

555 Hope noted this is the part-time position that has been budgeted for 2019. Whomever is hired
556 will begin in early January.

557

558 Motion by Ald. Every, second by Ald. Olson, to approve authorization to fill the Planning
559 Technician position.

560

561 On voice vote, motion carried.

562

563 c. Administrative Assistant/Emergency Management Coordinator (internally only)

564

565 Hope said this position will be converted from part time to full time, and it would be an internal
566 appointment.

567

568 Motion by Ald. Every, second by Ald. Olson, to approve authorization to fill the Administrative
569 Assistant/Emergency Management Coordinator position (internally only).

570

571 On voice vote, motion carried.

572

573 **Item 14 – Closed Session**

574

575 To consider a motion to convene in Closed Session under Section 19.85(1)(g) of the Wisconsin
576 Statutes for the purpose of conferring with legal counsel for the governmental body who is
577 rendering oral or written advice concerning strategy to be adopted by the body with respect to
578 litigation in which it is or is likely to become involved:

579

- 580 • Holiday Heights claim

581

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

585

586 Motion by Ald. Olson, second by Ald. Every, to convene in Closed Session.

587

Reviewed 12/7/18 by Hope Burchell

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

Wednesday, December 5, 2018

15

588 On roll call vote: Ald. Jim Olson – aye, Ald. Jerry Every – aye, Ald. Kim Smith – aye. Motion
589 carried. In Closed Session.

590

591 Motion by Ald. Every, second by Ald. Olson to adjourn in Closed Session at 8:40 p.m.

592

593

594

595 Recorded by:

596

597 Kirk Bey