

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

Wednesday, December 8, 2021

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 at 7:15 p.m. on Wednesday, December 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, Mayor Kim
9 Smith, City Clerk JoAnn Marcon, Financial Services Director/Treasurer Sabrina Steger, Human
10 Resource Manager Amy Frandsen, Parks and Recreation Director Dan Wick, City Engineer
11 Jarrod Holter, Fire Chief Troy Gudie, Assistant Fire Chief Les Norin, Police Chief Charles
12 Ashbeck, Ald. Dan Stevens

13
14 A quorum of the Common Council, Public Transit Committee and Board of Public Works were
15 present for this meeting.

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

18
19 Ald. Wulf noted the committee will be voting to approve the minutes from both the October 27
20 Finance and Personnel II meeting and the November 3 Finance and Personnel Committee
21 meeting.

22
23 Motion by Ald. T. Smith, second by Ald. Olson, to approve the minutes from both the October
24 27 Finance and Personnel II meeting and the November 3 Finance and Personnel Committee
25 meeting as printed and on file in the City Clerk's Office.

26
27 On voice vote, motion carried.

28
29 **Item 3 – Public Input (limited to 3 minutes/individual)**

30
31 Ald. Wulf called three times for anyone wishing to provide public input and closed that portion
32 of the meeting.

33
34 **Consideration and possible action on the following items:**

35
36 **FINANCE**

37
38 **Item 4 – October 2021 Omni Center Financials**

39
40 Sabrina reported that 33.79 percent of revenues (budget to actual) remained as of October 31,
41 and 31.05 percent of expenditures (budget to actual) remained as of October 31.

42

Reviewed 12/13/2021 by Sabrina Steger & Amy Frandsen

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43 Dan referred to the liquor account and told committee members this is an item that, with
44 Sabrina’s assistance, will be transferred over once to the operating revenue account. Dan said he
45 believes the current balance in the account is nearly \$20,000, and he told committee members
46 that approximately \$1,800 to \$2,000 will remain in that account. Dan also reported that a
47 MYHockey tournament will be held this weekend at the Omni Center. Explore La Crosse
48 brought the tournament to Onalaska, and 15 teams from seven different states, including Florida,
49 are slated to compete.

50

51 Motion by Ald. T. Smith, second by Ald. Olson, to accept and place on file the October 2021
52 Omni Center Financials.

53

54 On voice vote, motion carried.

55

56 **Item 5 – October 2021 General Fund Financials**

57

58 Sabrina reported that 9.8 percent of the budgeted revenues remained as of October 31, and she
59 told committee members the city will exceed that 9.8 percent because the city had received
60 additional funding – specifically, \$400,000 – for the shared revenue from the State of Wisconsin.
61 Sabrina also reported that 27.25 percent of the budgeted expenses remained as of October 31.
62 Sabrina said that while she has no concerns regarding any significant upcoming expenses, she
63 will be bringing forward at the December 14 Common Council meeting a proposed budget
64 adjustment that will affect the Equipment Replacement Fund.

65

66 Motion by Ald. T. Smith, second by Ald. Olson, to accept and place on file the October 2021
67 General Fund Financials.

68

69 On voice vote, motion carried.

70

71 **Item 6 – 2022 City of Onalaska Fee Schedule**

72

73 Sabrina told committee members the fees are sent to all the department heads for adjustments.

74

75 Ald. Wulf said that after speaking with JoAnn earlier Wednesday, it is her understanding that
76 anything shaded in yellow in the attachment labeled “F-6” in committee members’ packets is
77 what is being proposed. Ald. Wulf said it also is her understanding that JoAnn and all the
78 department heads have arrived at the adjustments that are being presented this evening.

79

80 Ald. Wulf referred to the proposed Special Event Permit fees found on page 27 in committee
81 members’ packets and noted they are being reduced dramatically. Ald. Wulf asked both Ald. T.
82 Smith and Ald. Olson if they would like to provide input regarding the proposed reductions.
83 Ald. Wulf said she had spoken with JoAnn regarding the fact the departments heads will levy the
84 appropriate charges if there are extraordinary services that are necessary for special events.

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85

86 Ald. T. Smith referred to the “Public Works” section on page 25 and inquired about 602.44.E
87 (“Permit to Excavate in the Rights-of-Way”), 602.44.E.4 (“Inspections/Re-inspections”),
88 602.44.K (“Registration for Rights-of-Way Excavation, Construction and Permanent
89 Occupation”), and 602.44.M (“Obstruction in the Right-of-Way”), all of which are new.

90

91 Jarrod noted there had been a Street Opening Permit, which was necessary to obtain if someone
92 had to excavate within the city right-of-way. Jarrod said, “With the impending proposed
93 construction, we’ve had vendors coming in proposing that they install new fiber projects within
94 the city, so we wanted to get our permitting aligned with that. We did not have our permitting
95 where we ever had a full-scale citywide installation; our permitting wasn’t ready for that. We
96 are actually removing the Street Opening Permit, and now having a permit to excavate in the
97 right-of-way. That could be in the street, that could be in the terrace, that could be in the
98 sidewalk – it could be any public right-of-way. We’re still charging \$30 for the permit, and now
99 we’re charging 10 cents for each additional foot after the first 100. If we have a small project, it
100 will still be the \$30 permit. But if we have a large project, it will be 10 cents per foot. I would
101 point out for clarification that’s to excavate in the right-of-way. If they’re hanging an aerial
102 cable on poles, it would just be the excavation permit in the right-of-way if they’re actually
103 digging to put something in. If they’re hanging on their own poles in the right-of-way, then there
104 would be no permit for it.

105

106 Also, as part of that we added the next two items, which would be ‘Inspections/Re-inspections.’
107 Right now as part of the \$30 permit, we go out and ensure that all the city facilities that the yards
108 are taken care of and the street is patched. If you look at our hourly rates, you can’t pay for
109 hardly half an hour of someone’s time to go out and do that. We’re also adding the registration
110 for the contractors. By adding the registration for the contractors, we can have them registered
111 with the city so we can ensure that we’re hopefully going to get a quality product once we’re
112 done. Those are all things that we’ve added. That will be for all utilities or any excavation right-
113 of-way whether it’s a plumber putting in a new lateral for a homeowner or Xcel Energy putting
114 in a new gas main or a fiber provider.”

115

116 Motion by Ald. T. Smith, second by Ald. Olson, to approve the 2022 City of Onalaska Fee
117 Schedule.

118

119 On voice vote, motion carried.

120

121 **PERSONNEL**

122

123 **Item 1 – Recruitment update from Human Resource Manager Amy Frandsen**

124

125 Amy reported the following:

126

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- 127 • The interview process has been completed for both the Administrative
128 Assistant/Paralegal and Police Officer positions. Staff is awaiting confirmation of a
129 starting date for the Administrative Assistant/Paralegal, and background screening for the
130 Police Officer position.
- 131 • The hiring process has begun for the Assistant Police Chief position. Current Assistant
132 Police Chief Troy Miller has a tentative retirement date of March 18, 2022.

133

134 **Item 2 – Policy Updates:**

135

- 136 • 7.01 Leave of Absence (Non-FMLA) Policy Update

137

138 Motion by Ald. Olson, second by Ald. T. Smith, to approve 7.01 Leave of Absence (Non-
139 FMLA) Policy Update.

140

141 City Administrator Rindfleisch addressed the Leave of Absence (Non-FMLA) Policy and said,
142 “Things that would be covered under FMLA and the requirements that FMLA has upon us, you
143 don’t want to be caught with being noncompliant with the statuses there. The big thing that is
144 added on the very top of that is the ability for the [City] Administrator to grant a leave without
145 pay not to exceed 80 hours in a calendar year. Anything beyond 80 hours must go to the
146 Common Council if someone needs to, because the question then is, how long can a position be
147 vacant before we need to look at other options? It cannot exceed 90 days in any case for that.
148 Leave of absences are generally rare, but keep in mind we do not have for next year the ER-80
149 Leave that we’ve been utilizing for leave time. That would be in alignment with if anybody does
150 need to take time away for quarantine purposes or _____, there are available unpaid hours they
151 may take if they exhaust their other times.”

152

153 On voice vote, motion carried.

154

- 155 • 7.02 FLMA Policy Update

156

157 Motion by Ald. Olson, second by Ald. T. Smith, to approve 7.02 FMLA Policy Update.

158

159 City Administrator Rindfleisch told committee members this update will put the city in
160 compliance with FMLA requirements. The update also eliminates definitions that are not
161 necessary to be policy. City Administrator Rindfleisch noted the updated policy included in
162 committee members’ packets does not have a strike-through as the items that were not warranted
163 to be in the policy have been eliminated.

164

165 On voice vote, motion carried.

166

- 167 • 7.03 Military Leave Policy Update

Reviewed 12/13/2021 by Sabrina Steger & Amy Frandsen

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168
169 Motion by Ald. T. Smith, second by Ald. Olson, to approve 7.03 Military Leave Policy Update.
170

171 City Administrator Rindfleisch told committee members the paragraph that remains in the policy
172 is coming out of State of Wisconsin Statute and federal law that requires the city to provide that
173 leave time.

174
175 On voice vote, motion carried.

176
177 **Item 3 – Increase hours for the Administrative Assistant position in the Fire Department**
178 **from 20 to 25 hours per week in 2022**

179
180 Fire Chief Gudie noted he had placed a newsletter in committee members' mailboxes. The
181 document includes an organizational chart prepared both by Fire Chief Gudie and Assistant Fire
182 Chief Norin. Fire Chief Gudie told committee members that with the December 31 retirement of
183 the part-time Training Captain, he is requesting that some of the hours saved from that position
184 be reallocated to the Administrative Assistant position. Fire Chief Gudie said both he and
185 Assistant Fire Chief Norin have worked out the Fire Department's 2022 staffing plan, which has
186 been put into spreadsheet form and will be shared with committee members.

187
188 Fire Chief Gudie said, "Since going from 40 to 20 hours a week in 2021, it has been challenging
189 for the administrative assistant to stay within that 20 hours to complete the minimum
190 requirements of this position. The majority of the time is spent directing calls, entering data for
191 payroll and TimeClock Plus processing POs and invoices for the Fire Department, and many
192 other critical-type duties. Our Emergency Operations Plan for the city has seen very few updates
193 since last year, which will have to be a priority in 2022, along with working together with my
194 team for a five-year strategic staffing plan, which would include the future [Fire] Station No. 2.

195
196 I also have the following concerns that have recently come up with my Training Captain, who is
197 stepping down. Last week, a State Fire Code Review class was hosted by the Onalaska Fire
198 Department. Our Fire Prevention Coordinator, April Hammond, discussed the Two Percent Fire
199 Dues Program and what to expect during an audit. By participating, we receive approximately
200 \$85,000 annually. The auditor will look at inspection records, public education programs, how 2
201 percent fire dues are being spent, and other data within our fire programs during the audit. If we
202 would fail the audit, we could possibly lose that funding. April also reviewed the requirements
203 of SPS 330 – Fire Department Safety and Health Standard, stressing the importance of training
204 and certification for firefighters and officers, documenting training records for all firefighters,
205 SOGs, personal protective equipment, and other regulations. After talking to my Training
206 Captain, I am concerned with the number of hours he has spent entering data in our training
207 software, and who will take over those duties. Estimating 400 hours annually would be
208 approximately 7.5 hours per week. He agreed to work with the administrative assistant to show
209 her how to enter the training for all firefighters and EMS recertification hours, and also how to
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210 generate required reports for compliance recertification and for the audits. I have done audits
211 already with my training captain, and with my administrative assistant and myself. It has gone
212 quite well having the documentation and the reports from what we actually do entering data and
213 producing these reports. The data entries are also critical to maintain our current ISO Insurance
214 Rating of '3'. Should we lose points due to lack of training records and drop to '4', the city's
215 insurance rates would increase.

216
217 Knowing that I have projected that we have a Training Captain and EMS Coordinator that would
218 be stepping down soon because of age, I knew the Assistant Fire Chief would have to take over
219 training responsibilities for compliance. Data entry by the administrative assistant would lessen
220 the amount of time for this added responsibility. Working within our budget, our part-time wage
221 budget, we feel the 25 hours would be a good starting point to establish an 8 [a.m.] to 1 [p.m.]
222 schedule for our administrative assistant Monday through Friday. Our department has made a lot
223 of progress under the new leadership over the past year. I hope we can continue to move
224 forward and not take a step backwards."

225
226 Ald. Wulf referred to Fire Chief Gudie's comments regarding the city's Emergency Operations
227 Plan having few updates in 2021, and she asked Fire Chief Gudie who is responsible for those
228 updates.

229
230 Fire Chief Gudie said, "We're responsible for updating it. We also had a changeover of
231 personnel, which we are now working on training them. We have three or four that just went
232 through ICS-300, which the administrative assistant normally tracks that training. The direction
233 we are moving – and we need to move in 2022 – is to go to the next level with our tabletop
234 exercises and some of the things we have wanted to do. It is also part of the administrative
235 assistant's position as well."

236
237 Ald. Wulf returned to Fire Chief Gudie's comments regarding the city's Emergency Operations
238 Plan having few updates in 2021, and she asked him if he is responsible for implementing those
239 updates.

240
241 Fire Chief Gudie told Ald. Wulf, "Myself and my team are responsible."

242
243 Ald. T. Smith asked Fire Chief Gudie, "You're responsible for putting that together, but then
244 your administrative assistant would do the support area keeping that plan updated and doing the
245 clerical work?"

246
247 Fire Chief Gudie said, "What she had been doing was reaching out to everybody. We had a
248 changeover in our staffing. [She was] getting all of our updates [and] our Emergency
249 Management Team together. We were there, and then we had a changeover in our personnel.
250 It's something we want to spend more time on; we need to spend more time. We also have to
251 make sure that the new employees are trained, which, as I found out the first round, it takes time

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252 for the employees to go online and complete these courses. For the record, I'm very appreciative
253 of the four city employees that spent three days going through the ICS-300 training. Also,
254 [based on] feedback from that class, we would like to look at possibly hosting that for other
255 employees and the area in our city."

256
257 Ald. T. Smith asked, "These additional five hours would be to help coordinate ... Part of it
258 would be to help coordinate making sure the logistics of that is being done the right way?"

259
260 Fire Chief Gudie said, "That's what we're trying to get to. This is a team effort. I understand
261 that when we go from 40 hours to a 20-hour position we need to start working forward again to
262 get back to having that stability within our department so we can start doing those types of things
263 that we were doing when it was a 40-hour position."

264
265 Assistant Fire Chief Norin said, "I just want to make a statement to support Chief Gudie and the
266 work he's done. First and foremost, I want to recognize that it was quite a long time before I was
267 able to get not only here, but to really start feeling like I have my feet underneath me getting into
268 my position. Chief Gudie has had the responsibility for an immense amount of workload for
269 well over the last year and a half. I don't think that can be understated for the effort he's put
270 forth. One of the reasons why I wanted to come up is to stress the importance of the
271 administrative assistant position on the overall mission accomplishment of the Fire Department.
272 I think there's a substantial amount of work that needs to be done, both in processing payroll
273 [and] purchase orders. Chief mentioned the BSPS Two Percent Dues audit; the _____ happens
274 occasionally. The Insurance Service Offices require an immense amount of recordkeeping for
275 training and performance data that has to be entered, tracked, maintained, and reports generated.

276
277 In addition to that, we run the EMS Program. There are several EMS agencies from both the
278 Wisconsin EMS, the Gundersen Health System [and] the National Registry of Emergency
279 Medical Technicians that require information [be] put into their databases and tracked to make
280 sure people are certified and cleared to run EMS programs. Finally, in addition to all that
281 important work that needs to be done, there is a need to have some sort of consistent presence in
282 the fire administration area. As you know, we're very operational oriented. At any given
283 moment, the Chief or both of us could be out of the office answering alarms. As a matter of fact,
284 at about noon today I was on an EMS call on Braund Street. At any point in time, we drop what
285 we do, pick up our duty bags and go to work. Given all that, I think it's important for the
286 department ... We feel it's important to continue to work that position back to a full-time
287 position. We also realize that this year the budget was tight and it's not going to happen. We
288 want to work in the city team process to make sure everybody's goals are met. What we're
289 doing now is trying to emphasize the fact we're not trying to establish additional funding for the
290 2022 budget. We're just looking to offset the loss of work productivity we're losing with
291 Captain [Rick] Molzahn retiring and the savings we'll get by him stepping down."

292
293 Assistant Fire Chief Norin said that while he still needs to work with Sabrina to determine how
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294 accurate his calculations are, he told committee members that increasing the administrative
295 assistant's hours from 20 to 25 hours per week would cost approximately \$6,400 under the 2022
296 wage schedule. Assistant Fire Chief Norin also noted the savings due to Captain Molzahn
297 retiring would total approximately \$5,600. Assistant Fire Chief Norin said, "That puts us about
298 \$800 short just in Captain Molzahn stepping down and Stacy [Hoeft] stepping up to 25 [hours
299 per week]. In the end, we're not asking for new money. We're just asking the [Common]
300 Council for discretion to utilize our funding in a manner that best suits our organization and puts
301 us in a position for success."

302

303 Motion by Ald. Olson, second by Ald. T. Smith, to approve increasing hours for the
304 Administrative Assistant position in the Fire Department from 20 to 25 hours per week in 2022.

305

306 Ald. Wulf asked Fire Chief Gudie what the job title is of the individual currently serving in that
307 position.

308

309 Fire Chief Gudie said the job title is Administrative Assistant.

310

311 Ald. Wulf told Fire Chief Gudie she would strongly urge him to reflect that in future newsletters.

312

313 On voice vote, motion carried, 2-0, with one abstention (Ald. Wulf).

314

315 **Adjournment**

316

317 Motion by Ald. T. Smith, second by Ald. Olson, to adjourn at 7:48 p.m.

318

319 On voice vote, motion carried.

320

321

322 Recorded by:

323

324 Kirk Bey