

Utilities Committee

Wednesday, October 6, 2021

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1 The Meeting of the Utilities Committee was called to order at 6:55 p.m. on Wednesday, October
2 6, 2021. It was noted that the meeting had been announced and a notice posted at City Hall.

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4 Roll call was taken, with the following members present (either in person or remotely): Ald.
5 Tom Smith, Ald. Jim Olson, Ald. Diane Wulf, Village of Holmen Trustee Micah Wyss

6
7 Also Present (either in person or remotely): City Administrator Eric Rindfleisch, Mayor Kim
8 Smith, Financial Services Director/Treasurer Sabrina Steger, City Engineer Jarrod Holter,
9 Human Resources Generalist Lexi Wozney, Ald. Dan Stevens, Paul Woodward of Running, Inc.

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11 A quorum of the City of Onalaska Common Council, Board of Public Works and Finance &
12 Personnel Committee were present for this meeting.

13 14 **Item 2 – Consideration and action on minutes from the previous meeting**

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

18
19 On voice vote, motion carried.

20 21 **Item 3 – Public Input (limited to 3 minutes/individual)**

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

25 26 **Consideration and possible action on the following items:**

27 28 **MASS TRANSIT**

29 30 **Item 4 – Shared Ride Transit**

31
32 A. August Financials (Justin Running or Paul Woodward)

33
34 Paul reported the August 2021 statistics:

- 35
36
- 37 • **West Salem Trips:** 698 (an increase of 219 from August 2020)
 - 38 • **Holmen Trips:** 932 (an increase of 276 from August 2020)
 - 39 • **Onalaska Trips:** 2,111 (an increase of 561 from August 2020)
 - 40 • **Total Trips:** 3,741 (an increase of 1,056, or 39.33 percent, from August 2020)
 - 41 • **MTU Passes:** 408 (an increase of 132 from August 2020)
 - **Agency Trips:** 749 (an increase of 158 from August 2020)

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- 42 • **Year-to-Date Trips:** 27,795 (an increase of 2,903 from August 2020)
- 43 • **Revenue:** \$114,656 (an increase of \$7,238, or 6.74 percent, from August 2020)

44
45 Motion by Ald. Wulf, second by Ald. Olson, to accept and place on file the August 2021
46 Financials for Shared Ride Transit.

47
48 On voice vote, motion carried.

49
50 B. Public Hearing: 6:45 P.M. (or immediately following Public Input)

- 51 1. Proposed Disadvantage Business Enterprise (DBE) requirements/modifications to
- 52 goals and plan for the City of Onalaska-Village of Holmen-Village of West Salem

53
54 Ald. T. Smith opened the public hearing and called for anyone wishing to speak in favor of the
55 Proposed Disadvantage Business Enterprise (DBE) requirements/modifications to goals and plan
56 for the City of Onalaska-Village of Holmen-Village of West Salem.

57
58 Ald. T. Smith called three times for anyone wishing to speak in favor of the Proposed
59 Disadvantage Business Enterprise (DBE) requirements/modifications to goals and plan for the
60 City of Onalaska-Village of Holmen-Village of West Salem and closed that portion of the public
61 hearing.

62
63 Ald. T. Smith called three times for anyone wishing to speak in opposition to the Proposed
64 Disadvantage Business Enterprise (DBE) requirements/modifications to goals and plan for the
65 City of Onalaska-Village of Holmen-Village of West Salem and closed the public hearing.

- 66
- 67 2. Approval of DBE goal/plan with modifications

68
69 Motion by Ald. Olson, second by Ald. Wulf, to approve DBE/goal plan with modifications.

70
71 On voice vote, motion carried.

72
73 **Item 5 – MTU:**

- 74
- 75 A. Transit Financials (Adam Lorentz)

76
77 No report.

78
79 **Item 6 – Holmen Transit Input (Holmen Rep.)**

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81 No report.

82
83 **Item 7 – West Salem Transit Input (West Salem Rep.)**

Reviewed 10/8/2021 by Sabrina Steger

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85 No report.

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87 **Item 8 – Onalaska Transit Input (Onalaska Rep.)**

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89 No report.

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91 **UTILITIES**

92

93 **Item 9 – Restructure of Mass Transit Committee and discussion on meeting dates and**
94 **times**

95

96 City Administrator Rindfleisch noted the resolution included in committee members’ packets
97 (Resolution No. 35-2021) will direct some ordinance changes within the City of Onalaska. City
98 Administrator Rindfleisch said that while the ordinances are clear about how the appointments
99 are made to the committee known as the Utilities Committee, technically the entire structure of
100 the committee is that is one committee and not two committees. Further, members are members
101 to the whole thing. This includes the utilities portion, which has nothing to do with the
102 representatives from the Village of Holmen and the Village of West Salem. City Administrator
103 Rindfleisch said those members traditionally are invited to vacate; however, doing so means
104 there is the potential risk of quorum issues. Further, those members could be asked to vote on
105 items that are of importance to the City of Onalaska, but they are of no importance to the
106 villages.

107

108 City Administrator Rindfleisch said the proposal is to create a new Public Transit Committee
109 with those memberships. Meetings will be conducted on a quarterly basis versus a monthly
110 basis, and membership will be allowed to decide the date and time during those quarters to do
111 that. The utilities portion would roll over to the City of Onalaska’s Board of Public Works for
112 all the items that would need approval from that committee.

113

114 Ald. Wulf noted the Administrative and Judiciary Committee had approved Resolution No. 35-
115 2021 earlier Wednesday evening, and she asked, “Are we necessarily approving it tonight? Or
116 are we just looking to discuss when we are looking to meet?”

117

118 City Administrator Rindfleisch said he is requesting that the committee approve it, noting that
119 technically the committee consists of those members who currently are online. City
120 Administrator Rindfleisch said he is seeking input from those members as well.

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122 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution No. 35-2021.

123

124 On voice vote, motion carried.

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126 Ald. T. Smith asked committee members for their input regarding a meeting date and time. Ald.
127 T. Smith suggested holding quarterly meetings the first Wednesday of the month.

128

129 Sabrina said she believes moving to quarterly meetings will work well, and she reminded
130 committee members the City of Onalaska will be going out for bid now that the DBE goal/plan
131 has been approved. Sabrina said the Utilities Committee might have to meet in November.

132

133 Ald. T. Smith said the Public Transit Committee meetings would be quarterly, but it might be
134 necessary for the committee to meet as needed, with proper notice being given if a special
135 meeting needs to be held.

136

137 Micah said it is logical that quarterly meetings would be the norm, with special meetings being
138 held, if need be.

139

140 Ald. T. Smith asked committee members for their input regarding meeting times.

141

142 Micah said meetings that are close to 5 p.m. will not work for his schedule as he attends the
143 Village of Holmen Parks and Recreation meeting that is held the first Wednesday of the month.

144 Micah said that while he does not object to meeting on Wednesdays, he also noted a majority of
145 his committee meetings tend to be at 5 p.m.

146

147 Ald. Wulf expressed concern over holding the Public Transit Committee's meeting at the same
148 time the Administrative and Judiciary Committee is holding its meeting (5:30 p.m.) because city
149 staff members could be needed at one meeting versus the other. Ald. Wulf also pointed out there
150 are Common Council members who would like to attend all the meetings.

151

152 Ald. T. Smith asked if perhaps the committee should meet the first Tuesday of the month, which
153 is when the Board of Public Works meets.

154

155 Micah said the first Tuesday of the month would work with his schedule. Micah also noted his
156 schedule is flexible, and he also said he wants to ensure that there are no conflicts with the other
157 committees on which he serves.

158

159 Sabrina noted the Board of Public Works meets at 6:30 p.m. the first Tuesday of the month, and
160 she suggested that perhaps the Public Transit Committee could meet at 6 p.m.

161

162 Ald. Wulf, Ald. Olson and Micah all indicated they are agreeable to meeting quarterly at 6 p.m.
163 the first Tuesday of the month.

164

165 Ald. T. Smith noted the Public Transit Committee will meet at 6 p.m. the first Tuesday of the
166 month unless there is a special meeting request to meet on demand.

167

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168 Motion by Ald. Olson, second by Ald. Wulf, to hold Public Transit Committee meetings
169 quarterly at 6 p.m. the first Tuesday of the month, and to hold special meetings as needed on
170 demand.

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172 Ald. Wulf noted Resolution No. 35-2021 states the Public Transit Committee will meet in
173 January, April, August, and November.

174

175 Sabrina said she had been thinking the October meeting would be in place of November, “but if
176 we are still going to meet in November, we will be fine.”

177

178 Micah asked someone to repeat the months Ald. Wulf had said the committee will be meeting.

179

180 Ald. Wulf noted Resolution No. 35-2021 states the committee will meet quarterly, as needed, in
181 January, April, August, and November. Ald. Wulf asked Sabrina to repeat what she had said.

182

183 Sabrina said she had been thinking October and stated she had misread it. Sabrina said, “We will
184 be fine if we meet at the beginning of November, because then we can have the bid ready to go.

185

186 Ald. Wulf asked, “So we will want to meet in November again?”

187

188 Sabrina told Ald. Wulf that is correct.

189

190 Ald. Wulf noted that will be the first official quarterly meeting.

191

192 Micah asked if there is a reason why August was selected instead of July, and he also asked if
193 this was done to avoid the Independence Day holiday.

194

195 Sabrina told Micah she does not know as she did not write the resolution.

196

197 Micah said he does not object to meeting in August rather than July and told committee members
198 he just wanted to make sure that everyone knew which month. Micah pointed out that if it is
199 typically the first month of the quarter, August and November do not necessarily follow that.

200

201 City Administrator Rindfleisch said he would recommend the second month of the quarter and
202 noted that November is the crucial month due to the budget. City Administrator Rindfleisch told
203 Micah, “If you go back three months prior to November, then we’re on a cycle where it’s the
204 second month ...”

205

206 Sabrina asked if the budget will need to be approved in October before it goes to the Common
207 Council.

208

209 City Administrator Rindfleisch asked if the 2022 budget had been done in September.

Reviewed 10/8/2021 by Sabrina Steger

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Sabrina said yes and noted the budget will need to be completed by August.

City Administrator Rindfleisch said he believes the point is that the committee needs to meet at least once a quarter, with the months to be determined.

Ald. Wulf asked City Administrator Rindfleisch to repeat his last statement.

City Administrator Rindfleisch said, “Two of the months that were set were the first month of the quarter. The last two were the second month of the quarter. I think that was probably selected to get the budgets done or voted on, but Sabrina is correct that we need to have the committee approve the budget before the city budget is done. So actually, September will be a better month to meet. September would be ideal, but then the next quarter would be December.”

Ald. T. Smith asked City Administrator Rindfleisch, “What you were saying is as long as it’s within a quarter.”

City Administrator Rindfleisch said the months of January, April, August, and November were selected, noting it would be the first month of each quarter to begin the year, but the second month later on in the year was probably planned for budget purposes. City Administrator Rindfleisch said, “Those months don’t actually work for budget purposes. I think we’re open to other options, is what we’re trying to say.”

Ald. Wulf asked if the ordinance will be passed in time for the committee to meet the first Tuesday of November.

City Administrator Rindfleisch said the committee will have to meet the first Tuesday of November because he believes the ordinance changes have to occur first. City Administrator Rindfleisch told Ald. Wulf the committee will hold its normal meeting in November.

Ald. T. Smith said the committee will switch to a quarterly meeting schedule after the necessary approvals.

Ald. Wulf noted the November meeting will be just like this evening’s meeting.

Micah said if there is a certain month that is the most logical for budget purposes, which appears to be September, the special meeting could be held then. The special meeting would be held in addition to the normal quarterly meeting.

On voice vote, motion carried.

Adjournment

Reviewed 10/8/2021 by Sabrina Steger

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253 Motion by Ald. Wulf, second by Ald. Olson, to adjourn at 7:14 p.m.

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255 On voice vote, motion carried.

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258 Recorded by:

259

260 Kirk Bey