

**Community Development Authority
of the City of Onalaska**

Wednesday, August 14, 2019

1

1 The meeting of the Community Development Authority of the City of Onalaska was called to
2 order at 4:04 p.m. on Wednesday, August 14, 2019. It was noted that the meeting had been
3 announced and a notice posted at City Hall.

4

5 Roll call was taken with the following members present: Ald. Jim Olson, Ald. Tom Smith, Ron
6 Johnson, Joe Bucheger, Ann Brandau, Mike Gargaro

7

8 Also Present: Planning Manager Katie Aspenson, Financial Services Director/Treasurer Fred
9 Buehler

10

11 Excused Absence: John Lyche

12

13 **Item 2 – Approval of minutes from the previous meetings**

14

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

17

18 On voice vote, motion carried.

19

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

21

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

24

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

26

27 **Item 4 – Review and Consideration of CDA Resolution 01-2019 regarding Public**
28 **Depositories**

29

30 Fred said this resolution should have come before the CDA when Joe assumed Vice Chair duties.

31

32 Motion by Ron, second by Ald. T. Smith, to approve Resolution 01-2019 regarding Public
33 Depositories.

34

35 On voice vote, motion carried.

36

37 **Item 5 – Review and Consideration of CDA Resolution 02-2019 regarding Local**
38 **Government Investment Pool**

39

40 Fred said the CDA used to have a Local Government Investment Pool and told CDA members it
41 needs to be reactivated. Per the resolution, both Fred and Deputy Finance Director Kim Isensee
42 will be authorized to transfer funds either to or from the Local Government Investment Pool.

Reviewed 8/19/19 by Katie Aspenson

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43
44 Motion by Ald. Olson, second by Joe, to approve Resolution 02-2019 regarding Local
45 Government Investment Pool.

46
47 On voice vote, motion carried.

48
49 **Item 6 – Review and Consideration of CDA Financials:**

50
51 a. 2019 CDA Financials

52
53 Fred reported that the \$434,363.92 under “Investments” is related to the closure and the funds
54 being transferred in reference to the project on the waterfront. Accounts payable total \$348.13.

55
56 Fred next addressed “Miscellaneous Income” under the CDA’s Revenues, telling CDA members
57 one of the Water and Sewer billings had been duplicated, and following the advice of former
58 City Attorney Sean O’Flaherty, the funds were directed to the CDA. Thus, the \$246,998.91 in
59 this account is more than anticipated. The \$7,500 under “Operating Transfer In” represent dues
60 that came from the Special Projects Fund. Fred addressed the \$20,165 budgeted for “Operating
61 Transfer In” and told CDA members the 2019 budget included services from the City of
62 Onalaska, and the dues for both LADCO and 7 Rivers Alliance. Fred addressed “Other
63 Contractual Services” under the CDA’s Expenditures and said the \$36,211.83 in that account
64 represents payments to Hoisington Koegler Group, inc. Fred also noted there had been an
65 expenditure of \$7,689 under “Subscriptions & Dues.”

66
67 Ald. T. Smith inquired about subscriptions.

68
69 Katie told Ald. T. Smith the city participates in LADCO, and the CDA pays for that membership.
70 Katie said the city also participates in the 7 Rivers Alliance.

71
72 Mike told Ald. T. Smith the City of Onalaska was not a LADCO member four or five years ago,
73 and he noted city representatives had met with LADCO representatives at the Omni Center.
74 Mike said former LADCO Executive Director Jim Hill had attempted to attend at least two CDA
75 meetings a year before he retired in 2018. Mike said he had talked with current LADCO
76 Executive Director Jorge Beltran at LADCO’s most recent meeting, and he told Ald. T. Smith
77 that Mayor Joe Chilsen is the City of Onalaska’s representative on the LADCO board.

78
79 Motion by Joe, second by Ald. Olson, to accept the July 2019 CDA Financials and place them on
80 file.

81
82 On voice vote, motion carried.

83
84 b. 2020 CDA draft budget

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85

86 The 2020 CDA draft budget is as follows:

87

88 **Other Contractual Services (Financial Advisor, Attorney, Bond Counsel): \$0**

89 **Transcription Contractual: \$700**

90 **Office Supplies: \$150**

91 **Postage: \$100**

92 **Copy Usage & Paper: \$300**

93 • **Copies of CDA packets, reports, maps: \$200**

94 • **Printing expenses for poster-sized documents: \$100**

95 **Subscriptions & Dues: \$7,815**

96 • **LADCO membership: \$7,500**

97 • **7 Rivers Alliance membership: \$315**

98 **General Advertising: \$0**

99 **Seminars, Conferences & Travel: \$1,320**

100 • **WEDC Trainings & Conferences: \$1,040**

101 • **UW-La Crosse Economic Indicators Events: \$100**

102 • **LADCO Events: \$180**

103 **Operating Supplies: \$500**

104 **Printing & Forms: \$200**

105 **Total Expenditures: \$11,085**

106

107 Fred noted Amanda Jackson is now the City of Onalaska's full-time City Attorney, and he asked
108 if the CDA would be charged if it required Amanda's services.

109

110 Katie said no.

111

112 Fred asked if the dues LADCO and 7 River Alliance charge will be close to the amount they
113 charged the city for 2019.

114

115 Katie said the rates usually are within \$50 "here or there" and told Fred staff members utilized
116 2019's numbers because they have not yet seen the new rates.

117

118 Fred noted the CDA's 2019 budget totaled \$40,165 and said the CDA's 2020 budget totals
119 \$11,085 at this time. Fred said he is estimating \$7,000 in interest income for 2020.

120

121 Mike inquired about an operating transfer for 2020.

122

123 Fred addressed the \$20,165 budgeted in 2019 for an operating transfer and explained that the city
124 provided assistance to the CDA via the Special Projects Fund. Fred said he did not show one for
125 2020 because he is not sure there is any indication it would occur. Fred also said that could

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126 change via the Executive Budget process if City Administrator Eric Rindfleisch sees a reason to
127 utilize funds from the Special Projects Fund to offset the \$11,085. Fred addressed the Special
128 Projects Fund, telling CDA members a portion of the funds collected from the city's 8 percent
129 room tax rate are routed to the Special Projects Fund, or Fund 204. Fred noted funds from Fund
130 204 have provided assistance to the CDA in the past, and approximately \$68,000 is directed
131 yearly to the Omni Center.

132

133 Mike asked, "It has to be some type of ... We can't just cover those other expenses with that, can
134 we? It has to be for some type of specific item, or not?"

135

136 Fred said he believes the intent of the \$20,165 budgeted under "Operating Transfer In" for 2019
137 was not to pay for HKGi's services as the CDA had budgeted \$20,000 to pay for HKGi's
138 services under "Other Contractual Services."

139

140 Mike said he would not object to a portion of the Special Projects Funds being directed toward
141 the CDA so that the city may continue to acquire properties as they become available.

142

143 Motion by Joe, second by Ron, to approve the proposed 2020 CDA draft budget.

144

145 Ald. T. Smith asked Fred if the hotels that were constructed in downtown La Crosse had affected
146 the City of Onalaska, and he also asked Fred if that is being reflected in the budget.

147

148 Fred told Ald. T. Smith the City of Onalaska had been affected by the new hotels constructed in
149 downtown La Crosse and said it has been reflected in the budget the last couple years.

150

151 On voice vote, motion carried.

152

153 **Adjournment**

154

155 Motion by J. Bucheger, second by A. Brandau to adjourn at 4:20 p.m.

156

157 The meeting was adjourned.

158

159

160 Recorded by:

161

162 Kirk Bey