

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

Wednesday, February 5, 2020

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 at 7:03 p.m. on Wednesday, February 5, 2020. 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. Dan Stevens, Ald. Jim Olson,  
6 Ald. Diane Wulf

7  
8 Also Present: City Administrator Eric Rindfleisch, Mayor Kim Smith, City Clerk Cari  
9 Burmaster, Financial Services Director/Treasurer Fred Buehler, Human Resource Director Hope  
10 Burchell, City Engineer Jarrod Holter, Parks and Recreation Director Dan Wick, Police Chief  
11 Charles Ashbeck, Fire Chief Billy Hayes, Ald. Tom Smith

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

14  
15 Motion by Ald. Wulf, second by Ald. Olson, to approve the minutes from the previous meeting  
16 as 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 Ald. Stevens called three times for anyone wishing to provide public input and closed that  
23 portion of the meeting.

24  
25 **Item 4 – Swearing in of Onalaska Police Officer Haley Vaagen**

26  
27 Cari swore in Haley Vaagen as an Officer of the City of Onalaska Police Department.

28  
29 **Consideration and possible action on the following items:**

30  
31 **FINANCE**

32  
33 **Item 5 – Authorization to approve the 2020 City of Onalaska financing plan/timeline**

34  
35 Brad Viegut, Managing Director at Robert W. Baird, said he is presenting Baird’s best estimate  
36 based on current market conditions of what the debt repayment schedules and interest rates will  
37 look like. Brad told committee members they are considering two sets of financings this  
38 evening:

- 39  
40
  - A State Trust Fund Loan in the amount of \$542,000. This loan would be repaid over a  
41 five-year period. It is funding a series of projects that are outlined under the “Purpose”  
42 section of the summary – primarily squad cars and equipment. These projects are

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43 included in the city's 2020 Capital Improvements Budget, but they are not eligible to be  
44 funded with the 20-year bond issue. The State of Wisconsin is offering an interest rate of  
45 3.25 percent.

- 46 • General Obligation Corporate Purpose Bond in the amount of \$4,680,000. This bond will  
47 fund all the other projects approved via the 2020 Capital Improvements Budget. The  
48 bond is structured to have annual principal payments beginning October 1, 2021 and  
49 ending October 1, 2039. There is a call feature that gives the city the ability to prepay the  
50 debt in the future either with a refinancing or if there are available funds from another  
51 source. The first eligible call date is October 1, 2028. All the individual principal  
52 payments from 2029 to 2039 could be called beginning in 2028. The estimated interest  
53 rate on the bond issue is 2.20 percent. Brad noted that during the week of January 26-  
54 February 1, the municipal bond market hit historic lows. Brad said his estimate of 2.20  
55 percent is a conservative one and told committee members he would expect the interest  
56 rate to be less than 2 percent if it were locked in this evening.

57  
58 Brad said the Common Council will consider the resolutions the Finance and Personnel  
59 Committee will address this evening at its February 11 meeting. Baird and city staff then will  
60 continue to take steps to finalize the offering document, begin marketing this obligation to  
61 underwriters nationwide, secure a bond rating with Moody's. The Council will consider the  
62 Award Resolutions, which finalize all the terms and rates of the transaction, at its March 10  
63 meeting. The closing will occur April 2, and funds will be wired to the city at that time. Brad  
64 said the State Trust Fund Loan closing might follow a slightly different timeline, but it will be  
65 around the same timeline.

66  
67 Brad addressed Combined Debt Service column on the City of Onalaska 2020 Financing  
68 Illustration document included in committee members' packets, noting there is a structure that  
69 would be level through 2023 at approximately \$3,960,000 to \$3,965,000. Brad noted the city  
70 typically borrows annually for capital projects and said the tax levy will increase above \$3.9  
71 million by 2022 when another borrowing is layered in in 2021. Brad said this analysis does not  
72 reflect any future financings, and he noted the city will be budgeting approximately \$3.96  
73 million in debt for the 2021 budget.

74  
75 Brad addressed the resolutions the committee on which the committee will vote under Item 6 and  
76 said each individual project that is bonded for must be identified by a resolution. Brad also told  
77 committee members Resolution 10-2020 authorizes the sale of a Corporate Purpose Bond,  
78 explaining that all the initial resolutions are combined into one bond issue. Brad also said  
79 Resolution 16-2020 authorizes the State Trust Fund Loan.

80  
81 Fred noted a presentation and discussion with Moody's is scheduled for February 24 and  
82 reminded committee members the city is bonding for a larger amount than it has in the past.  
83 Fred said, "But considering the rates as reasonable, we feel we will have a very decent  
84 presentation and a good discussion with Moody's."

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85

86 Ald. Stevens noted a significant amount of the borrowing is to purchase a fire truck and asked,  
87 “Going forward in future budgetary processes, do you think it’s reasonable to lower future  
88 borrowings to not offset the future mill rate as discussed in the combined mill rate where it’s  
89 going to be level for the next several years? Or should we engage a policy where we take  
90 advantage of the low interest rates and then cut back later? Or is there a blend of the two?”

91

92 Fred told Ald. Stevens the city has taken a blend and asked Brad, “With this, was it five percent  
93 above the equalized value of the debt capacity?”

94

95 Brad said yes.

96

97 Fred said, “With this debt capacity – and we’re quite a way away from five percent of equalized  
98 value at this point – keep in mind this gets it up there a little bit. But we don’t feel ... If you  
99 were to look at your budget book in the section of “Debt Service,” Brad gives me the scale each  
100 year of what drops off as far as debt. If you take a moment to look at that, you will see that what  
101 you’re asking would be answered because a lot of debt drops off in the next five years. But over  
102 the 30-some years of being here, even though some drops off we put it back on, so it really  
103 doesn’t move much. We’ve traditionally been in that area of \$3.5 to \$3.6 [million]. I think that  
104 \$3.6 [million] is livable from Moody’s standpoint. The city has a very sound financial  
105 background, so I don’t expect we’d have too much of an argument with Moody’s to hold our  
106 continuous bond rating.”

107

108 City Administrator Rindfleisch said, “I think on the extreme level, to fully take advantage of the  
109 low rates and borrow up to the full maximum amount would be a significant challenge to get a  
110 rating through Moody’s, so it is a balance of that. We take advantage when we can, which I  
111 think the fire truck is a good example of that this year. Moody’s is always very concerned when  
112 there are large jumps if it is signifying something systematic within that they need to be  
113 concerned about, so we always try to keep that within reason.”

114

115 Ald. Stevens asked, “My thought was going forward into next year’s budget process, should we  
116 explore the idea of, we took advantage of low rates and exceeded what our normal path was.  
117 Rates are still low, [so] what sort of capacity do we still have to take advantage of this? Or do  
118 we need to cut back?”

119

120 Fred told Ald. Stevens, “I feel very comfortable with what we’re doing. We just have to take a  
121 wait-and-see [approach]. The key thing over the 30-some years of being with the city is one of  
122 the things Moody’s watches very closely is what they call ‘overlapping debt.’ It isn’t just debt  
123 from the City of Onalaska to the taxpayers; it’s [also La Crosse] County, [Western Technical  
124 College] ...”

125

126 Ald. Stevens said, “Things which we have no control over.”

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127  
128 Fred said, “The taxpayer is looked at from Moody’s standpoint to cover from an expenditure  
129 point of view.”  
130  
131 City Administrator Rindfleisch said the Capital Improvements process is a policy document as to  
132 what the goals are, noting it is something the Common Council both finalizes and approves in  
133 the normal budgeting process. City Administrator Rindfleisch said, “All of that is on the table  
134 potentially as a policy decision. I think there has been some consternation about, are we falling  
135 behind in some of the projects we’re looking at doing? Again, that is something that the Council  
136 will have to review at the appropriate time.”  
137

138 **Item 6 – City of Onalaska 2020 Capital Projects – General Obligation Corporate Purpose**  
139 **Bonds and State Trust Fund Loan:**

- 140  
141 a. **Resolution 3-2020** – Initial Resolution Authorizing \$50,000 General Obligation Bonds  
142 for Sanitary Sewer Projects  
143

144 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution 3-2020 – Initial Resolution  
145 Authorizing \$50,000 General Obligation Bonds for Sanitary Sewer Projects.  
146

147 On voice vote, motion carried.  
148

- 149 b. **Resolution 4-2020** – Initial Resolution Authorizing \$25,000 General Obligation Bonds  
150 for Storm Sewer Projects  
151

152 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution 4-2020 – Initial Resolution  
153 Authorizing \$25,000 General Obligation Bonds for Storm Sewer Projects.  
154

155 On voice vote, motion carried.  
156

- 157 c. **Resolution 5-2020** – Initial Resolution Authorizing \$320,000 General Obligation Bonds  
158 for Parks and Public Grounds Projects  
159

160 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution 5-2020 – Initial Resolution  
161 Authorizing \$320,000 General Obligation Bonds for Parks and Public Grounds Projects.  
162

163 On voice vote, motion carried.  
164

- 165 d. **Resolution 6-2020** – Initial Resolution Authorizing \$2,985,000 General Obligation  
166 Bonds for Street Improvement Projects  
167

168 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 6-2020 – Initial Resolution  
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169 Authorizing \$2,985,000 General Obligation Bonds for Street Improvement Projects.

170

171 On voice vote, motion carried.

172

173 e. **Resolution 7-2020** – Initial Resolution Authorizing \$1,220,000 General Obligation  
174 Bonds for Fire Department Equipment

175

176 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 7-2020 – Initial Resolution  
177 Authorizing \$1,220,000 General Obligation Bonds for Fire Department Equipment.

178

179 On voice vote, motion carried.

180

181 f. **Resolution 8-2020** – Initial Resolution Authorizing \$80,000 General Obligation Bonds  
182 for Water System Projects

183

184 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution 8-2020 – Initial Resolution  
185 Authorizing \$80,000 General Obligation Bonds for Water System Projects.

186

187 On voice vote, motion carried.

188

189 g. **Resolution 9-2020** – Resolution Directing Publication of Notice to Electors Relating to  
190 Bond Issues

191

192 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 9-2020 – Resolution  
193 Directing Publication of Notice to Electors Relating to Bond Issues.

194

195 On voice vote, motion carried.

196

197 h. **Resolution 10-2020** – Resolution Providing the Sale of \$4,680,000 General Obligation  
198 Corporate Purpose Bonds

199

200 Motion by Ald. Wulf, second by Ald. Olson, to approve Resolution 10-2020 – Resolution  
201 Providing the Sale of \$4,680,000 General Obligation Corporate Purpose Bonds.

202

203 On voice vote, motion carried.

204

205 i. **Resolution 16-2020** – Resolution Requesting State Trust Fund 5-year Loan of \$542,000  
206 to purchase 3 police cars, police portable radios, City Hall roof and HVAC, municipal  
207 code recodification, and wage study

208

209 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 16-2020 – Resolution  
210 Requesting State Trust Fund 5-year Loan of \$542,000 to purchase 3 police cars, police portable  
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211 radios, City Hall roof and HVAC, municipal code recodification, and wage study.

212

213 On voice vote, motion carried.

214

215 Fred asked Ald. Stevens to return to Item 5 so that the committee may approve the 2020 City of  
216 Onalaska financing plan/timeline.

217

218 Motion by Ald. Wulf, second by Ald. Olson, to approve Item 5 – 2020 City of Onalaska  
219 financing plan/timeline.

220

221 On voice vote, motion carried.

222

223 **Item 7 – City of Onalaska Financials:**

224

225 a. General Fund – 2019

226

227 Fred told committee members the financials are “fairly close,” noting he is awaiting additional  
228 invoices and revenues. Fred said overall financials to the General Fund appear to be positive.

229

230 Motion by Ald. Olson, second by Ald. Wulf, to accept the General Fund Financials – 2019.

231

232 On voice vote, motion carried.

233

234 b. Authorization to approve transfer of funds within each department to comply with  
235 Government Accounting Standards Board (GASB)/Generally Accepted Accounting  
236 Principles (GAAP) standards GASB/GAAP standards – 2019

237

238 Fred explained that an interfund transfer occurs when a department within itself needs to transfer  
239 funds within its own department. Fred further explained that the “Fund Transfer Out” column on  
240 the documents included in committee members’ packets addresses departments that had surplus  
241 funds, while the “Fund Transfer In” column addresses departments that require financial  
242 assistance. Fred cited the IT Department as an example of a department that needs financial  
243 assistance and noted the Police Department had surplus funds within its budget. Fred noted the  
244 city had purchased software and told committee members he had transferred in \$124,400 to the  
245 IT Department budget. Fred told committee members an additional Recreation Department  
246 invoice had been received since the agenda had been sent out and said he must perform a slight  
247 modification to what was in committee members’ packets. Fred said he needs to move an  
248 additional \$2,100 out of the Recreation Department’s Postage account and into the Recreation  
249 Department’s Operating Supplies account due to an incoming invoice that needs to be paid  
250 through the Operating Supplies.

251

252 Motion by Ald. Stevens, second by Ald. Wulf, to approve authorization to approve transfer of  
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253 funds within each department to comply with Government Accounting Standards Board  
254 (GASB)/Generally Accepted Accounting Principles (GAAP) standards GASB/GAAP standards  
255 – 2019, with the revision dated February 4, 2020 as noted on page 61 of the Finance and  
256 Personnel Committee packet.

257  
258 On voice vote, motion carried.

259  
260 c. Authorization to set up an Accounts Payable for \$1,948 from 2019 Elections General  
261 Operating Supplies to purchase voting booths

262  
263 Motion by Ald. Wulf, second by Ald. Olson, to approve authorization to set up an Accounts  
264 Payable for \$1,948 from 2019 Elections General Operating Supplies to purchase voting booths.

265  
266 On voice vote, motion carried.

267  
268 **Item 8 – Resolution 13-2020 – To transfer funds to/from various departments 2019 General**  
269 **Fund Budget**

270  
271 The following accounts had surplus funds as of December 31, 2019:

272				
273	Common Council	Legal Notices	100-51100-322	\$7,000
274	Unemployment	Unemployment	100-51940-517	\$9,000
275	Police	Wages Regular	100-52100-120	\$118,000
276	Police	Health Insurance	100-52100-152	\$38,100
277	Inspection	Wages Regular	100-52400-120	\$15,000
278	Street Lights	Electricity	100-53315-221	\$27,000
279	Recreation	Wages Temp./Seas.	100-55300-126	\$25,000
280	Total:			\$239,100

281  
282 The following accounts require additional assistance:

283				
284	City Attorney	Wages Regular	100-51300-120	\$13,000
285	City Administrator	Salary	100-51408-110	\$7,000
286	City Administrator	Health Ins.	100-51408-152	\$2,000
287	Audit	Other Contractual	100-51500-290	\$2,500
288	Assessor	Contractual	100-51530-290	\$1,800
289	Assessor	Postage	100-51530-311	\$1,800
290	IT	Hardware/Software	100-51540-240	\$124,400
291	Workers Comp.	Workers Comp.	100-51939-510	\$7,600
292	Insurance	Fire Insurance	100-51943-511	\$2,000
293	Insurance	Self-Ins. Retention	100-51946-514	\$1,000
294	Fire Dept.	Overtime Regular	100-52200-121	\$21,500

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295	Hydrants	Hydrants	100-52210-290	\$12,000
296	Street	Salt & Sand	100-53311-370	\$31,500
297	Aquatic Center	Wages Temp. Seas.	100-55420-127	\$10,000
298	Aquatic Center	Phone/Internet/Cable	100-55420-225	\$1,000
299	Total:			\$239,100

300

301 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 13-2020 – To transfer funds  
302 to/from various departments 2019 General Fund Budget.

303

304 On voice vote, motion carried.

305

306 **Item 9 – Designated Fund Balance (DSFB) General Fund and/or Special Revenue Funds**

307 **2019:**

308

309 a. Adjust Existing DSFB – 2019

310

311 Police Chief Ashbeck told committee members he had carried over Technology funds from 2019  
312 and said he wishes to utilize the funds that were carried over to purchase a squad car video  
313 system.

314

315 Fred told committee members a motion to approve puts the \$14,149 as a Designated Fund  
316 Balance within the Equipment Replacement Fund. Fred noted there previously was an account  
317 called “Police Department Expense” that contained \$11,555 and said Police Chief Ashbeck is  
318 adding \$14,149 to it, bringing the balance to \$25,704. Fred explained that it is necessary to have  
319 a resolution to perform a budget amendment of the Equipment Replacement Fund to activate the  
320 funds within the Designated Fund Balance. The funds will then be transferred to the budget in  
321 the year Police Chief Ashbeck utilizes the funds so that the city is within acceptable  
322 GASB/GAAP compliance.

323

324 Motion by Ald. Olson, second by Ald. Wulf, to approve adjusting existing DSFB – 2019 in the  
325 amount of \$14,149.

326

327 On voice vote, motion carried.

328

329 b. Establish New DSFB – 2019

330

331 Fred said he is unaware of any other departments to perform any modifications to any existing  
332 projects for which funds would be reserved.

333

334 **Item 10 – Resolution 14-2020 – Authorization to transfer from General Fund to Special**  
335 **Project Fund Drug Abuse Resistance Education (D.A.R.E.) account in the amount of**  
336 **\$3,500**

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337

338 Fred told committee members DARE funding has diminished over time and said the city has  
339 allocated an additional \$3,500 to assist the DARE program.

340

341 Police Chief Ashbeck said he believes the DARE program is very valuable, noting the Police  
342 Department receives a significant amount of positive feedback from the Onalaska School  
343 District.

344

345 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 14-2020 – Authorization to  
346 transfer from General Fund to Special Project Fund Drug Abuse Resistance Education  
347 (D.A.R.E.) account in the amount of \$3,500.

348

349 On voice vote, motion carried.

350

351 **Item 11 – Resolution 15-2020 – Authorization to transfer from the 2019 General Fund**  
352 **Budget to the Special Projects Fund – Equipment Replacement Fund \$275,000**

353

354 Motion by Ald. Olson, second by Ald. Wulf, to approve Resolution 15-2020 – Authorization to  
355 transfer from the 2019 General Fund Budget to the Special Projects Fund – Equipment  
356 Replacement Fund \$275,000.

357

358 On voice vote, motion carried.

359

360 **Item 12 – 2019 Omni Center Financials**

361

362 Fred reported there is an estimated deficit of \$10,801.53 and noted approximately \$8,000 in  
363 room tax revenues will be transferred in.

364

365 Motion by Ald. Wulf, second by Ald. Olson, to accept the 2019 Omni Center Financials.

366

367 On voice vote, motion carried.

368

369 **Item 13 – Joint Municipal Court**

370

371 a. Financials for 2019

372

373 Fred directed committee members to the 2018 year-end report, which is found on page 86 of  
374 their packets, and noted it shows the debt assessed for the participating towns, cities and villages  
375 between January 1, 2013 and December 31, 2018, and the balance as of December 31, 2018.

376 Fred noted the City of Onalaska's outstanding debt totaled \$494,402.52. Fred then directed  
377 committee members to the 2019 year-end report, which is found on page 85, and noted it shows  
378 the outstanding debt from January 1, 2014 to December 31, 2019. Fred noted the City of

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379 Onalaska's outstanding debt totaled \$495,362. Fred said the City of Onalaska collects between  
380 \$130,000 and \$140,000 a year through the State Debt Collection.

381  
382 Fred next directed committee members to the revenues document found on page 80, noting the  
383 city had levied \$71,850 as its share for the Joint Municipal Court. The towns, cities, and villages  
384 collected \$193,975.25 in 2019. Court costs totaled \$89,458.61. Fred said the initial goal was for  
385 the court costs to help fund the program, noting the January and December forfeitures also are  
386 needed to assist the program.

387  
388 Motion by Ald. Wulf, second by Ald. Olson, to approve the Joint Municipal Court Financials for  
389 2019.

390  
391 On voice vote, motion carried.

392  
393 b. Review Joint Municipal Court Allocation – 2019

394  
395 Fred directed committee members to the Joint Municipal Court Allocation document, which is  
396 found on page 83, and noted it shows the number of cases not dismissed for the towns, cities, and  
397 villages. Fred next directed committee members to page 81, which shows the following 2019  
398 statistics for the City of Onalaska:

- 399
- 400 • **2019 Cases Not Dismissed:** 1,728 (52.3319 percent)
  - 401 • **Actual expenditures:** \$104,716.03
  - 402 • **Workers Comp. dividends:** \$222.41 overpayment
  - 403 • **Court courts:** \$50,631.69 overpayment
  - 404 • **January 2019:** \$9,075.68 overpayment
  - 405 • **OnaPark offset:** \$1,848.75
  - 406 • **Software:** \$27,902.53 (The city is moving away from Tyler software, and also operates  
407 parking through the JMC. The city also pays a larger portion of the TiPSS program).
  - 408 • **December 2019:** \$5,779.37 overpayment
  - 409 • **Misc. rev./supl.:** \$33.09 overpayment
  - 410 • **Tax levy:** \$71,850
  - 411 • **Total:** \$3,124.92 surplus once the other participating towns and villages pay what is  
412 owed the City of Onalaska.

413  
414 Ald. Stevens asked if the cost to upgrade to the TiPSS system is a one-time fee.

415  
416 Fred said it is and told Ald. Stevens that is why he called it out separately. Fred noted the  
417 \$31,806.76 for the software has been called out and said the City of Onalaska had started the  
418 TiPSS parking in October 2019. Fred also noted the rest of the towns' and villages' share for  
419 software for the JMC is occurring now. Fred said the city had nearly paid its share for what it

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420 will pay for the conversion. However, the other towns and villages will not be paying their share  
421 because the conversion had occurred within the past week.

422

423 Ald. Stevens asked if the City of Onalaska's share will be reduced in future years.

424

425 Fred said yes and noted the city will not have the line item for software. Fred also told Ald.  
426 Stevens the members of the Joint Municipal Court Committee were in favor of improving  
427 efficiency within the JMC.

428

429 c. Review the 2014-2019 outstanding citations for the City of Onalaska

430

431 Fred returned to page 85 and noted that \$63,388.45 of the city's outstanding debt of \$495,362 is  
432 juvenile/minor fines. Fred said it is unlikely the city will collect those funds.

433

434 d. Purge the 2013 outstanding balance for the City of Onalaska

435

436 Fred said that even though the 2013 outstanding balance for the City of Onalaska is being  
437 purged, the outstanding fines still will be collected, and both the city and the State Debt  
438 Collection will continue to attempt to collect what is owed.

439

440 Motion by Ald. Stevens, second by Ald. Olson, to accept and place on file items b, c, and d  
441 under the Joint Municipal Court.

442

443 On voice vote, motion carried.

444

445 **Item 14 – Gundersen Health Systems Parking Ramp:**

446

447 a. 4<sup>th</sup> Quarter and annual for 2019

448

449 Motion by Ald. Stevens, second by Ald. Olson, to accept the Gundersen Health Systems Parking  
450 Ramp 4<sup>th</sup> Quarter and annual for 2019.

451

452 On voice vote, motion carried.

453

454 **PERSONNEL**

455

456 **Item 15 – Approval of out-of-state travel for Assistant Chief Miller to attend the 20/20**  
457 **Central Square conference in Las Vegas, NV from March 17 to March 20, 2020 at a cost of**  
458 **\$399.00 plus salary. (Central Square is the software vendor for the majority of the Law**  
459 **Enforcement software in use by the Police Department and we will be seeing some major**  
460 **software updates in the next two years that will affect all departments county-wide.)**

461

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462 Motion by Ald. Olson, second by Ald. Wulf, to approve out-of-state travel for Assistant Chief  
463 Miller to attend the 20/20 Central Square conference in Las Vegas, NV from March 17 to March  
464 20, 2020 at a cost of \$399.00 plus salary.

465  
466 Police Chief Ashbeck told committee members both he and Assistant Police Chief Troy Miller  
467 will not be in the city next week and thus will not be able to attend the Common Council  
468 meeting. Police Chief Ashbeck welcomed questions from committee members.

469  
470 City Administrator Rindfleisch noted the coverage is only for the actual conference and said  
471 Assistant Police Chief Miller will cover airfare.

472  
473 On voice vote, motion carried.

474  
475 **Item 16 – Review and consideration of authorization to replace Administrative Assistant /**  
476 **Paralegal position**

477  
478 Hope said the individual who had occupied the position is no longer employed by the city, and  
479 thus a replacement must be hired. Hope noted there are some minor changes to the job  
480 description and said she believes they still cover what is needed for the position.

481  
482 Motion by Ald. Wulf, second by Ald. Olson, to approve authorization to replace Administrative  
483 Assistant / Paralegal position.

484  
485 Ald. Stevens asked Hope if she has any candidates who had previously applied for the position.

486  
487 Hope said no and told Ald. Stevens it will be necessary to recruit for the position. Hope also said  
488 the top candidate was not interested in the position, and the individual who had held the position  
489 was the second choice.

490  
491 Ald. Stevens asked Hope how quickly she hopes to fill the position.

492  
493 Hope said it likely will be late March or early April at the earliest before the position is filled.

494  
495 On voice vote, motion carried.

496  
497 **Item 17 – Review and consideration of changes to job descriptions:**

498  
499 a. Administrative Assistant/Paralegal

500  
501 Motion by Ald. Wulf, second by Ald. Olson, to approve the changes to the Administrative  
502 Assistant/Paralegal job description.

503  
Reviewed 2/7/2020 by Hope Burchell & Fred Buehler

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504 Ald. Wulf noted the position will remain a Grade 12, and also that the individual will be  
505 available to the Administrative Suite staff. Ald. Wulf also noted the individual will be tested to  
506 ensure she/he will be proficient in Microsoft Office products.

507  
508 On voice vote, motion carried.

509  
510 **Item 18 – Review and consideration of compensation study proposals by:**

511  
512 a. Baker Tilly Virchow Krause, LLP

513  
514 City Administrator Rindfleisch noted committee members have now seen the document from  
515 Baker Tilly Virchow Krause, LLP twice, and he also noted it is the document that had been  
516 bookmarked items in the Capital Improvements Budget based on an estimate. City  
517 Administrator Rindfleisch reminded committee members he has worked in the past with Baker  
518 Tilly Virchow Krause, LLP.

519  
520 b. Carlson Dettmann Consulting

521  
522 City Administrator Rindfleisch noted Carlson Dettmann Consulting had submitted a professional  
523 service agreement. Carlson Dettmann Consulting is currently utilizing the professional service  
524 agreement at La Crosse County. The estimated cost is approximately \$700 more than the bid  
525 submitted by Baker Tilly Virchow Krause, LLP. However, it is within the \$25,000 price range.

526  
527 c. Public Administration Associates

528  
529 City Administrator Rindfleisch noted Public Administration Associates had submitted a cover  
530 letter and a similar proposal to that of Baker Tilly Virchow Krause, LLP. Public Administration  
531 Associates had submitted a bid of \$19,985.

532  
533 Ald. Stevens asked if it would be fair to suggest that some of the positions at the La Crosse  
534 County level would be very comparable between a municipality and a county position.

535  
536 City Administrator Rindfleisch said La Crosse County would not be utilized as a comparable  
537 community in any of the proposals, as the consultant would attempt isolate similar-type  
538 communities in similar situations to the City of Onalaska. City Administrator Rindfleisch said,  
539 “In terms of comparables, not necessarily. But absolutely as a competitive job market, yes, that  
540 we are in the same job market for the same type of employees, for the most part, outside of the  
541 social service employees, which the county would have and we would not have. While they  
542 wouldn’t be a comparable, they are absolutely a part of the workforce comparison as to where  
543 we are in wages.”

544  
545 Ald. Stevens said he is interested to hear from City Administrator Rindfleisch about the positives  
Reviewed 2/7/2020 by Hope Burchell & Fred Buehler

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546 and negatives about each consultant.

547

548 City Administrator Rindfleisch noted he has only worked with Baker Tilly Virchow Krause, LLP  
549 and admitted he is biased toward that consultant as he knows what the end result would be, and  
550 also what the workflow would be like. City Administrator Rindfleisch also admitted he cannot  
551 speak for either Carlson Dettmann Consulting or Public Administration Associates. City  
552 Administrator Rindfleisch told committee members he has found that Baker Tilly Virchow  
553 Krause's process of obtaining information from each employee to be "very thorough and well-  
554 explained to people." Further, City Administrator Rindfleisch said he finds Baker Tilly Virchow  
555 Krause's scoring methodology to be "very sound" in terms of scoring positions across the  
556 organization as well as the competitive marketplace. City Administrator Rindfleisch said, "I  
557 think in terms of the thoroughness, I'm most comfortable with what Baker Tilly has to offer."  
558

559 City Administrator Rindfleisch next addressed Carlson Dettmann, stating one advantage the  
560 consultant has is that it is currently working within La Crosse County, so it would be on site and  
561 the city would have sound information about La Crosse County. However, City Administrator  
562 Rindfleisch also said Carlson Dettmann had not put any effort into making a proposal to the city.  
563 Further, City Administrator Rindfleisch noted he had spoken with entities that had utilized  
564 Carlson Dettmann's services and said he does not believe Carlson Dettmann's scoring  
565 methodology is as clearly defined. City Administrator Rindfleisch said the concern is, "If  
566 employees or the public challenge how a position is scored, there is less support that they offer to  
567 really justify that position."  
568

569 City Administrator Rindfleisch next addressed Public Administration Associates, noting PAA  
570 has a similar scoring methodology, and it has submitted a bid that is \$5,000 less than the bids  
571 submitted by Baker Tilly and Carlson Dettmann. City Administrator Rindfleisch told committee  
572 members PAA's scoring is very similar, but has not necessarily been defended in court. Further,  
573 City Administrator Rindfleisch said, "This is one of their side jobs they would do. Baker Tilly  
574 will, through an online portal now, ever employee will compare their position descriptions and  
575 tasks they actually do. They can check a box to say they would like to be contacted directly by  
576 the consultant. Public Administration will do it on a paper version, but will likewise also, if the  
577 employee wishes to be contacted, will contact that employee. Both will prepare a scoring  
578 methodology that for any new positions down the road, whether there is a reorganization or a  
579 new position is created somewhere, the methodology is left behind that staff uses to score  
580 positions. Carlson Dettmann would, for a small fee of \$350 apiece, rescore your positions down  
581 the road, so it's more controlling of that data than it would be for either Public Administration or  
582 Baker Tilly.

583

584 If I were to rate them, my preference, to be honest, I already have a comfort level with Baker  
585 Tilly, [which would be] number one. Number two would be Public Administration, and number  
586 three would be Carlson Dettmann."  
587

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588 Ald. Olson said he likely would have favored Baker Tilly.

589

590 Ald. Stevens said it appears that Baker Tilly is more comprehensive and shows more  
591 transparency in the process.

592

593 City Administrator Rindfleisch told Ald. Stevens he agrees with that statement.

594

595 Motion by Ald. Wulf, second by Ald. Stevens, to advance the compensation study proposals  
596 from Baker Tilly Virchow Krause, LLP, Carlson Dettmann Consulting, and Public  
597 Administration Associates to the February 11 Common Council meeting without a  
598 recommendation.

599

600 Ald. Wulf said that while she is leaning toward Baker Tilly at this time, she also wants both Ald.  
601 Tom Smith and Ald. Steven Nott to provide input at the Council meeting. Ald. Wulf also noted  
602 the attachment from PAA that City Administrator Rindfleisch had sent to committee members  
603 was approximately 107 pages, and she said she has not had an opportunity to examine all of it  
604 since receiving it Monday. Ald. Wulf said, "I don't think I'm going to change my mind, but I  
605 would like to give it its due course and be able to consume the entire thing. I do think the right  
606 thing is to just forward this without a recommendation and let the entire Council decide come  
607 Tuesday."

608

609 City Administrator Rindfleisch told committee members if the motion on the floor passes, he  
610 would like to extend an offer to them, as well as Mayor K. Smith, Ald. T. Smith, and Ald. Nott,  
611 to ask him any questions during the week. City Administrator Rindfleisch said PAA had  
612 provided documents, and there also are comparisons that go beyond what was discussed this  
613 evening.

614

615 On voice vote, motion carried, 2-1 (Ald. Olson).

616

617 Ald. Wulf noted there are no Police Department and Fire Department updates on this evening's  
618 agenda.

619

620 Hope told Ald. Wulf they had ended in 2019.

621

622 Ald. Stevens asked if this is something that needs to be renewed annually.

623

624 Hope said the Common Council had gone on record to indicate that, noting she had requested  
625 from the Finance and Personnel Committee and the Common Council not to have to take Police  
626 Department and Fire Department positions to the Finance and Personnel Committee and the  
627 Common Council every time an opening came forward. Hope said, "Because you gave that  
628 approval, I gave the reports. But that ended at the end of the year. Now any position would have  
629 to come back to the Council to get filled."

Reviewed 2/7/2020 by Hope Burchell & Fred Buehler

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630

631 **Item 19 – Closed Session**

632

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

637

638 • IAFF, International Association of Firefighters, Local 127: Grievance 2019-3 –  
639 RE: Part-Time Emergency Medical Technicians (EMTs)

640 • IAFF, International Association of Firefighters, Local 127: Prohibited Practice  
641 Complaint – RE: Part-Time Emergency Medical Technicians (EMTs)

642

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

646

647 Motion by Ald. Olson, second by Ald. Wulf, to convene in Closed Session.

648

649 On roll call vote: Ald. Jim Olson – aye, Ald. Diane Wulf – aye, Ald. Dan Stevens – aye. In  
650 Closed Session at 8:35 p.m.

651

652

653 Recorded by:

654

655 Kirk Bey