

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

Wednesday, February 6, 2019

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, February 6, 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. 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, Parks and Recreation Director Dan Wick,
10 Police Chief Troy Miller, Ald. Jim Binash, Ald. Diane Wulf, Ald. Ron Gjertsen, Assistant Fire
11 Chief Troy Gudie

12

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

14

15 Motion by Ald. Olson, second by Ald. Every, 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. Smith called three times for anyone wishing to provide public input and closed that portion
23 of the meeting.

24

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

26

27 **FINANCE**

28

29 **Item 4 – Authorization to approve the 2019-20 City of Onalaska financing plan/timeline**

30

31 Brad Viegut, Managing Director for Robert W. Baird, noted this item has come before the
32 committee in the past and said it is being brought before the committee this evening for formal
33 action. The Common Council will consider Initial Resolutions at its February 12 meeting. Brad
34 explained this item has come before the Finance and Personnel Committee multiple times
35 because it is a unique financing plan. Brad referred to the chart on page 2 of committee
36 members’ handouts and noted the first phase of financing (the issuance of a Note Anticipation
37 Note totaling \$4,650,000 for both General and Water/Sewer projects) was completed in
38 December 2018. Brad told committee members two steps remain, including the committee’s
39 approval this evening to send to the Common Council an initial resolution to authorize the two
40 following borrowings that would be locked in at the March 12 Common Council meeting:

41

- 42
 - An \$8.6 million issue related to the Water/Sewer system.

Reviewed 2/8/19 by Hope Burchell & Fred Buehler

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- 43 • The \$8.6 million is utilized to refinance a portion of the NANs issued in April 2018
44 (\$945,000) and in December 2018 (\$1,115,000), and also to provide additional funding
45 for projects in the amount of \$6,281,000.
46

47 Brad said he will appear before the Common Council in April and ask the Council to consider
48 the award resolutions on the final phase of the financing. General projects funding totals
49 \$3,935,000, with \$395,000 being utilized to refund the NAN issued in April 2018, and
50 \$3,535,000 being utilized to refund the NAN issued in December 2018. Brad said the Council
51 also will be asked in April to consider a Storm Water Revenue Bond Resolution totaling
52 \$2,165,000 – \$230,000 to refinance the NAN issued in April 2018, and \$1,826,000 for additional
53 storm water projects.
54

55 Brad next addressed the chart on page 3 and noted the Water & Sewer Revenue Bonds are repaid
56 in slightly more than 21 years; the General Obligation Bonds are repaid within a 20-year period;
57 and the Storm Water Revenue Bonds are repaid in slightly more than 20 years. Brad noted the
58 estimated interest rate for the General Obligation Bonds (3.37 percent) is slightly lower due to
59 the pledge in security. Brad next addressed page 4 and told committee members this is the final
60 time they will need to take action on this item. Brad also told committee members the order of
61 the bonding has changed, with Water and Sewer bonding occurring first, followed by the General
62 Obligation bonding.
63

64 Motion by Ald. Every, second by Ald. Olson, to approve the 2019-20 City of Onalaska financing
65 plan/timeline.
66

67 On voice vote, motion carried.
68

69 **Item 5 – City of Onalaska Financials**
70

71 a. General Fund – 2018
72

73 Fred described this as a “near-audited final” of the financials prior to the audit, and he
74 highlighted the following:
75

76 **General Fund Revenues**
77

- 78 • Revenues exceeded what was budgeted by \$409,877.34 (\$9,023,087 was budgeted, and
79 \$9,432,964.34 was collected).
80 • \$2,181 was budgeted for Curb and Gutter, and \$60,015.82 was collected. Fred said he
81 was unaware of the volume of the curb and gutter that was installed in Holiday Heights.
82 • \$4,517 was budgeted for Sidewalk, and \$26,761.58 was collected.
83 • \$790,000 was budgeted for State Aid Road Allotment, and \$777,644.55 was collected.

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- 84 Fred said he had been informed in January the city will receive \$12,355 less.
- 85 • \$164,000 was budgeted for Cable TV License, and \$116,619.51 was collected. Fred said
 - 86 he still is waiting for a fourth-quarter payment from Charter Communications.
 - 87 • \$105,000 was budgeted for Building Permits, and \$183,258.90 was collected.
 - 88 • \$20,000 was budgeted for Electrical Permits, and \$87,863.17 was collected.
 - 89 • \$90,000 was budgeted for Court Penalties, and \$110,309.45 was collected.
 - 90 • \$45,000 was budgeted for Parking Violations, and \$56,576.63 was collected.
 - 91 • \$51,000 was budgeted for Fire Protection Service, and \$38,157.49 was collected. Fred
 - 92 noted there were fewer calls from the Town of Onalaska, and also that the City of
 - 93 Onalaska no longer handles fire calls from the Town of Medary.
 - 94 • \$60,000 was budgeted for Interest Income, and \$176,639.75 was collected. Fred noted
 - 95 the city was receiving an interest rate of 0.15 percent when this budget was being created
 - 96 in September 2017. However, that interest rate increased to 2.4 percent for a majority of
 - 97 2018.
 - 98 • \$13,504 was budgeted for Insurance Dividends, and \$65,157 was collected.
 - 99

100 **General Fund Expenditures**

- 101
- 102 • There was a \$275,000 transfer of the General Fund surplus to the Equipment
 - 103 Replacement Fund. Fred said the city is in “a very good position” for 2020 as instead of
 - 104 going to the tax levy to levy for equipment replacement, there are fund balance funds
 - 105 available.
 - 106 • The General Fund surplus totals \$226,935.84.
 - 107

108 Ald. Every asked if the \$275,000 that was transferred is utilized to purchase items that had not

109 been budgeted.

110

111 Fred said the funds are placed in the Undesignated Fund Balance and told Ald. Every the goal is

112 to utilize these funds in the 2020 budget instead of levying to the tax levy.

113

114 Ald. Every pointed out the \$275,000 also could be utilized to reduce the levy.

115

116 Fred said, “Indirectly, that’s what you’re doing.”

117

118 Ald. Every noted the \$275,000 would not need to be placed in a fund.

119

120 Fred said the city is approaching Cap 1 and Cap 2, and he explained the city may only exceed 60

121 percent of the growth with the first cap. Fred said the city was “tight” through the first cap, but

122 was “far away” in the second cap because the city would require more debt in order to approach

123 that cap. Fred further explained the first cap includes all the General Fund expenditures and the

124 Special Revenue Funds, while the second cap includes General Fund expenditures, Special

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125 Revenue Funds, and the debt. Fred said the only way to get closer to the outside cap is if the city
126 had more debt. Fred said General Obligation debt has been increasing to narrow the gap on the
127 last cap.

128
129 Motion by Ald. Olson, second by Ald. Every, to accept the General Fund Financials and place
130 them on file.

131
132 Ald. Every said his second is with the caveat he might abstain from voting at the February 12
133 Common Council meeting as he has several questions he wishes to ask Fred. Ald. Every noted
134 he had seen the financials for the first time earlier this week and said, "There's a lot to go
135 through here."

136
137 On voice vote, motion carried.

138
139 b. Authorization to approve transfer of funds within each department to comply with
140 Government Accounting Standards Board (GASB)/Generally Accepted Accounting
141 Principles (GAAP) standards – 2018

142
143 Fred said the city utilizes a threshold that any account exceeding \$500 within each department
144 must be brought into GASB/GAAP compliance. Fred cited the example of a department head
145 wishing to purchase additional operating supplies and fewer office supplies, and he said the city
146 has allowed this practice to occur as long as the department stays within budget. Fred said the
147 brown sheets included in committee members' packets and noted the Inter-department transfer
148 columns indicate funds being removed from one account and placed in another account. Fred
149 cited the example of Legal, noting he had transferred \$1,200 from "Other Contractual Services"
150 to "Subscription & Dues." Fred noted lawbooks are a separate line item and told committee
151 members the city pays for a portion of these books. Fred next directed committee members to
152 the "Salt and Sand" account under the Street Department and reminded them there would be a
153 deficit of approximately \$20,000 in this account. Fred pointed out the Street Department had a
154 negative balance of \$26,177.57 compared to budget. Of that \$26,177.57, \$24,900 was directly
155 related to the "Salt and Sand" account. Fred said City Engineer Jarrod Holter had anticipated a
156 deficit of \$30,000. Fred noted he had been able to cover \$5,900 by moving around funds in the
157 Street Department, and he said when there are insufficient funds within a department to cover its
158 shortfall, the city must pass a resolution in which another department assists with the shortfall.

159
160 Ald. Every asked Fred about the total amount transferred.

161
162 Fred explained if he is taking \$1,200 from one department's account, he is putting in \$1,200 so
163 that the balance in each department is zero. Fred referred to the "Fund Transfer Out" column
164 and noted \$112,800 had been taken from accounts with a surplus to assist accounts with
165 insufficient funds. Fred said, "These all balanced as zero. They're all movements within each
166 department to be acceptable under the eyes of the auditors and GASB and GAAP."

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167
168 Ald. Every noted the “Transcriptional Contractual” account under the Common Council had had
169 a \$3,300 surplus that had been transferred out.

170
171 Fred told Ald. Every the account is a difficult one to judge.

172
173 Motion by Ald. Every, second by Ald. Olson, to approve transfer of funds within each
174 department to comply with Government Accounting Standards Board (GASB)/Generally
175 Accepted Accounting Principles (GAAP) standards – 2018.

176
177 Ald. Every referred to missed statements in the back of the budget book as well as pages listing
178 these types of transfers, and he asked Fred, “Is that what those are?”

179
180 Fred told Ald. Every he is unsure if he is referring to journal entries within the financial book.

181
182 Ald. Every said yes, adding, “The corrected and uncorrected missed statements.”

183
184 Fred said he would have to look at what Ald. Every is referring to.

185
186 Ald. Every referred to pages 5 through 11 and said, “I’m just thinking this is a lot.”

187
188 On voice vote, motion carried.

189
190 **Item 6 – Resolution 11-2019 – To transfer funds to/from various departments 2018 General**
191 **Fund Budget**

192
193 Fred said this resolution allows departments that have excess funds to transfer funds to another
194 department that went over budget. Fred cited “Uncollectable Accounts” as an example, telling
195 committee members the city seldom budgets for this account. Fred cited the example of the
196 now-closed Ground Round, noting its owners told the city on June 30 they would not be
197 renewing the restaurant’s liquor license. Fred said if he knows before April of any businesses
198 that will be going out of business, he may perform a chargeback to the Onalaska School District,
199 La Crosse County, and Western Technical College. Fred said in the case of Ground Round, the
200 City of Onalaska is responsible for the \$15,000 personal property charge.

201
202 Motion by Ald. Olson, second by Ald. Every, to approve Resolution 11-2019 – To transfer funds
203 to/from various departments 2018 General Fund Budget.

204
205 On voice vote, motion carried.

206
207 **Item 7 – Designated Fund Balance (DSFB) General Fund and/or Special Revenue Funds**
208 **2018:**

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a. Adjust Existing DSFB – 2018

Fred noted the city had spent a \$5,200 donation for a drone for the Police Department. Fred also noted modifications had been made to Information Technology, including the purchase of hardware at a cost of \$18,885 to separate the Tyler Technologies software and make it more efficient. The Parks and Recreation Department had utilized \$8,067.

Motion by Ald. Every, second by Ald. Olson, to approve adjusting the existing DSFB – 2018.

On voice vote, motion carried.

b. Establish New DSFB – 2018

Fred said when he examines the Equipment Replacement Fund, he examines any equipment that was sold during the course of the year and compares it to how much was spent. Fred said he believes three Police Department squad cars were sold the first half of 2018 for a total of \$23,000, and he told committee members he believes Police Chief Miller has utilized some of those funds. Fred said Police Chief Miller is requesting to restore \$9,155 for 2019.

Motion by Ald. Every, second by Ald. Olson, to approve establishing a new DSFB – 2018.

On voice vote, motion carried.

Item 8 – Resolution 12-2018 – Authorization to transfer from General Fund to Special Project Fund – Dare Account in the amount of \$3,500

Motion by Ald. Olson, second by Ald. Every, to approve authorization to transfer from General Fund to Special Project Fund – Dare Account in the amount of \$3,500.

Ald. Every noted this transfer also had occurred last year and asked if perhaps it could be part of the regular budget.

Fred estimated this transfer has occurred for approximately 12 years and told Ald. Every there used to be a D.A.R.E. & G.R.E.A.T. program for which the city received federal funding. Fred noted those funds are virtually nonexistent and said he believes the only funds come from the Chili Cookoff and this transfer. Fred said the Common Council had voted approximately 12 years ago to approve providing financial assistance to the program if the forfeiture account has a “fairly positive” balance.

Ald. Every reiterated he believes this item could be included in the budget every year.

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251 Fred said the amount of revenue budgeted in the General Fund would have to decrease if it were
252 included in the budget yearly.

253

254 On voice vote, motion carried.

255

256 **Item 9 – Resolution 13-2018 – Authorization to transfer from the 2018 General Fund**
257 **Budget to the Special Projects Fund – Equipment Replacement Fund in the amount of**
258 **\$275,000**

259

260 Motion by Ald. Olson, second by Ald. Smith, to approve Resolution 13-2018 – Authorization to
261 transfer from the 2018 General Fund Budget to the Special Projects Fund – Equipment
262 Replacement Fund in the amount of \$275,000.

263

264 Ald. Every noted he will abstain from voting on this item as he does not believe in this particular
265 process, and he said, “I have a different idea there.” Ald. Every said he will discuss this further
266 at the February 12 Common Council meeting.

267

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

269

270 **Item 10 – Authorization to approve the contractual commercial appraisal services of Real**
271 **Estate Appraisals, Inc. for 2019**

272

273 Motion by Ald. Olson, second by Ald. Every, to approve the contractual commercial appraisal
274 services of Real Estate Appraisals, Inc. for 2019.

275

276 Ald. Every asked Fred if this is for commercial property, also asking if it includes the “dark
277 store” situation that has been discussed.

278

279 Fred told Ald. Every that Les Melde had served as the city’s contractual specialty in reference to
280 commercial assessment before passing away. Fred said Les’ daughter, Heather Wolfe, handled
281 the residential portion, and he explained the city believed that following Les’ death it would be
282 prudent to retain the services of another individual to assist with commercial properties. Fred
283 said Dan Furdek of Real Estate Appraisals, Inc. is willing to serve in that capacity, and he noted
284 that 2019 is a revaluation year. Fred said that while Heather is now certified for commercial
285 property, she is asking that Dan Furdek assist with the revaluation process. Fred said Heather
286 will not need Dan’s assistance in future years – starting in 2020 when the city bids out this
287 service in the spring of 2019 – if her comfort level increases. Fred noted the contract ends upon
288 completion of the revaluation. Fred told committee members Dan Furdek is a former assistant
289 department head for the City of Milwaukee, and he complimented Dan’s work assisting on
290 claims at the City of Onalaska’s Board of Review. Fred said any cost to utilize Dan’s services
291 comes off Heather’s contract.

292

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8

293 On voice vote, motion carried.

294

295 **Item 11 – Joint Municipal Court:**

296

297 a. Financials for 2018

298

299 Fred reported the following:

300

301 • The City of Onalaska’s accounts receivables, which total \$494,402.52, date from January
302 1, 2013 through December 31, 2018.

303 • Regarding Exhibit No. 3, it shows the City of Onalaska has 1,970 cases not dismissed
304 from January 1, 2013 through December 31, 2018. There are 3,436 cases not dismissed
305 for all the towns, cities and villages in the Joint Municipal Court.

306 • Regarding Exhibit 4, the City of Onalaska collected \$110,309 in General Fund court
307 revenue.

308

309 Motion by Ald. Olson, second by Ald. Every, to approve the 2018 Financials for the Joint
310 Municipal Court.

311

312 Ald. Every said, “This to me, when you compare the revenue, Fred, on your chart, if you
313 compare that to expenses, I think we’re losing money. Or we made \$586, the way I see it. I
314 think this is a losing proposition for us to be involved in this [Joint] Municipal Court. I know
315 we’re just trying to get through 2018 and get this done. But going forward, I do intend to bring
316 forth another resolution to have the City Administrator look into the feasibility of staying with
317 this type of a court or going with [La Crosse] County. We did that kind of cursory look at one
318 time. But I would like to see it, if I’m around to approve that. I will second that just so we can
319 move on.” Ald. Every also complimented Fred for the city’s work with the Joint Municipal
320 Court.

321

322 Fred told Ald. Every he will pass on the compliment to the staff and the Clerk of Court.

323

324 On voice vote, motion carried.

325

326 b. Review Joint Municipal Court Allocation – 2018

327

328 Fred noted the City of Onalaska’s 1,970 cases not dismissed comprised 57.3341 percent of the
329 towns, cities and villages’ cases not dismissed. By comparison, the city’s cases not dismissed for
330 2017 totaled 52 percent. Fred attributed the increase to the city adding \$33 to each parking
331 citation that goes to the court system, \$28 of which is assisting to pay for the operation of the
332 Joint Municipal Court. Fred reported the court’s actual expenditures for 2018 totaled
333 \$174,750.13, and he also noted each municipality in the Joint Municipal Court, with the

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334 exception of the City of Onalaska and the Village of Rockland, needed to pay an accounts
335 receivable at the end of the year.

336

337 Fred stated he wanted to correct a statement Ald. Every had made and said, “When you’re all
338 said and done – and when I get those from a book entry point of view – one thing you don’t see
339 here, like that \$200,406 all the way down to the \$200,712, all of those are considered accounts
340 receivable. When you set those up as accounts receivable, you’ll have not the \$586.67, but the
341 city will have a \$27,115 surplus in this account. All the rest of the towns and villages will be
342 neutral because they’re paying what their shortage would have been. The City of Onalaska had a
343 tax levy of \$65,972, and I can tell you with more parking tickets coming through here we saved a
344 surplus of \$27,114.17. When the books get closed at the end of the day, if I were to bring it here
345 next month, you will see we will have a surplus of the city of \$27,115. We only needed 40-some
346 thousand of the \$65,000 that we levied. The rumor is out that the city is very aggressive on
347 parking tickets.”

348

349 Ald. Smith said, “Maybe that next year we won’t see that as much.”

350

351 Fred said the city will not have to have as high a tax levy. Fred noted the city’s estimated court
352 costs for 2018 were \$66,000, and \$84,340.55 was collected.

353

354 Ald. Every said, “We levied \$67,000 and we made \$27,000.”

355

356 Fred corrected Ald. Every, stating, “We levied \$67,000. We spent it all, and we have \$27,000
357 left.”

358

359 Motion by Ald. Olson, second by Ald. Every, to accept the Joint Municipal Court Allocation –
360 2018 document and place it on file.

361

362 On voice vote, motion carried.

363

364 c. Review the 2013-2018 outstanding citations for the City of Onalaska

365

366 Fred noted alternate-side parking is coming through the Joint Municipal Court and said he was
367 able to pull \$15,789.62 for outstanding alternate-side parking citations on December 31, 2018.
368 Fred noted the city had assessed \$30,665 in alternate-side parking citations from April 2016
369 through December 31, 2018 and said 48.51 percent had been collected. Fred reported the
370 balance, and alternate-side parking, totals \$478,612.90. Fred added that total was reduced
371 further (\$433,929.72) once juvenile citations were removed.

372

373 Motion by Ald. Olson, second by Ald. Every, to accept the 2013-2018 outstanding citations for
374 the City of Onalaska and place them on file.

375

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10

376 Fred noted that of the city's \$494,402.52 in outstanding fines, \$60,000 is taken off for parking.

377

378 On voice vote, motion carried.

379

380 d. Purge the 2012 outstanding balance for the City of Onalaska

381

382 Fred said the city will continue to collect citations even if they have been removed from the
383 books, adding, "We have to have our books as close to true and not having [citations] that [are]
384 more than five years old."

385

386 Motion by Ald. Olson, second by Ald. Every, to approve purging the 2012 outstanding balance
387 for the City of Onalaska.

388

389 On voice vote, motion carried.

390

391 **Item 12 – Gundersen Health Systems Parking Ramp:**

392

393 a. 4th Quarter and annual financials for 2018

394

395 Fred noted the City of Onalaska is responsible for paying \$5,000 per year (\$1,250 quarterly).

396

397 Motion by Ald. Olson, second by Ald. Every, to accept the 4th Quarter and annual financials for
398 2018 for the Gundersen Health Systems Parking Ramp and place them on file.

399

400 On voice vote, motion carried.

401

402 b. Review and consideration of a request to install a single Electric Charging Station in the
403 Parking Ramp located at 3121 Gundersen Drive

404

405 Fred noted the ramp belongs to the City of Onalaska and said Gundersen is required to obtain
406 authorization from the city to install an electric charging station.

407

408 Motion by Ald. Every, second by Ald. Olson, to approve a request to install a single Electric
409 Charging Station in the Parking Ramp located at 3121 Gundersen Drive.

410

411 On voice vote, motion carried.

412

413 **Item 13 – Authorization to write off the uncollectable personal property for the year 2016**
414 **in the amount of \$3,968.52 and 2017 in the amount of \$17,777.29**

415

416 Fred noted there is an ordinance stating the City of Onalaska does not do business with anyone
417 who owes the city money.

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418
419 Ald. Every noted some parties owe money for both 2016 and 2017, and he inquired about parties
420 such as Gander Mountain that owe the city more than \$10,000.

421
422 Fred noted Gander Mountain had filed for bankruptcy.

423
424 Ald. Every asked if the city had filed for what Gander Mountain owned during the bankruptcy
425 proceeding.

426
427 Fred said he is uncertain which one the city had filed for.

428
429 City Administrator Rindfleisch noted Ground Round was the example Fred had mentioned and
430 said, "There are other existing businesses of that same business that we decided we could likely
431 pursue. But we pursued them through Small Claims Court versus property tax because through
432 the claims we'll be the last in line."

433
434 Motion by Ald. Every, second by Ald. Olson, to approve authorization to write off the
435 uncollectable personal property for the year 2016 in the amount of \$3,968.52 and 2017 in the
436 amount of \$17,777.29.

437
438 On voice vote, motion carried.

439
440 **Item 14 – Omni Center financials for 2018**

441
442 Fred said the financials are "close to a near final prior to audit" and the Omni Center likely will
443 finish with a deficit of approximately \$12,500. Fred noted a majority of that total is contributed
444 directly to Stoney Creek Hotel & Conference Center, which suffered extensive fire damage in
445 April 2018 and had no hotel rooms available for one month. Fred said 1 percent of \$350,000 in
446 sales would have gone to the Omni Center.

447
448 Ald. Every said he believes the Omni Center is well-run and has plenty of potential, and he
449 expressed disappointment that it cannot be run on a larger scale. Ald. Every said he would like
450 the Common Council to discuss what can be done to turn it into "a main-event area." Ald. Every
451 said, "It's a nice building. It's a nice setting. We have a nice location. We bring people in here.
452 We're fighting to get people to come here. To me, I don't know why we've been sitting on this
453 so long. I think there is a lot of potential there, and I would like to see it developed. Going
454 forward, I hope you will consider that."

455
456 Motion by Ald. Every, second by Ald. Olson, to approve the Omni Center financials for 2018.

457
458 On voice vote, motion carried.

459
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12

460 **PERSONNEL**

461

462 **Item 15 – Authorization to approve a non-budgeted City of Onalaska expenditure in the**
463 **Undesignated Fund Balance in the Equipment Replacement Fund for the purchase of**
464 **TimeClock Plus OnDemand electronic timesheet and scheduling software programs not to**
465 **exceed \$58,713.60**

466

- 467 a. Review and consideration of costs to purchase and implement TimeClock Plus
- 468 b. Review and consideration of costs to purchase interface with Tyler Technologies for
- 469 TimeClock Plus integration
- 470 c. Review and consideration of approval of TimeClock Plus OnDemand electronic
- 471 timesheet and scheduling software programs agreement with attorney-approved changes
- 472

473

474 Hope told committee members this is a project that has been discussed for a couple of years, and
475 she noted former IT Support Specialist Mike DeLine had budgeted approximately \$2,500 in
476 2017 to examine electronic timesheets. Hope said, “When we actually went through the process
477 of vetting some of the places and seeing what capabilities were and what we would need, we
478 discovered they’re going to be a lot more expensive. We were hoping to have enough budget
479 money without having to come to the Council and ask for more. But unfortunately, that was not
480 the case.”

481

482 Hope showed committee members a sample of what every pay period looks like for payroll.
483 Specifically, there are timesheets from every department. These timesheets must be highlighted
484 and reviewed before being inputted. Hope said the goal is to make this process all digital,
485 stating, “People can punch in and out. We’re not having to do as much of the data entry, so there
486 is less error. But to also correspond with that, have scheduling for Police, Fire, Parks, Public
487 Works so some of those things they can look at scheduling and utilize that system so they’ll all
488 work together seamlessly.” Hope said TimeClock Plus will coordinate with the Tyler
489 Technologies system when employees take vacation time so they will know what their current
490 balance is. Hope said a committee comprised of department heads and supervisors who are
491 responsible for scheduling or timesheets liked the ease of use of the TimeClock Plus program.
492 Hope said that while it is not possible to find a program that meets every need, she believes
493 TimeClock Plus meets a majority of the city’s needs. Hope said some of the costs in the
494 \$58,713.60 include implementation, and she noted the cost to the General Fund the first year will
495 be \$24,072.58. The remainder of the cost will be split between Water (20 percent), Sewer (20
496 percent), Stormwater (10 percent), Omni Center (5 percent), and Joint Municipal Court (4
497 percent).

498

499 Hope said another positive feature about TimeClock Plus is it has worked with Tyler
500 Technologies, the city’s current software company it has been utilizing for the rest of its
501 programs, including payroll, for 14 years. Hope said the goal is to reduce data entry for payroll
502 purposes and place more responsibility on employees for punching in and out and supervisors

Reviewed 2/8/19 by Hope Burchell & Fred Buehler

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13

502 checking missed punches. Hope said she believes the tasks that can be automated will save staff
503 time, citing the example of the Police Department, which has night pay. Hope said rules can be
504 established to automatically calculate night pay when an officer punches in and works between
505 certain hours.

506
507 Ald. Olson asked, “When we’re expending this money, there are going to be several of these
508 units around so people check in at different spots, I assume?”

509
510 Hope told Ald. Olson he is correct and said TimeClock Plus allows the purchase of actual
511 timeclocks, which could be coordinated with the city’s fobs. Hope said employees could punch
512 in with the city’s door systems, via a mobile method, or on a computer. Hope said election
513 workers, who only work once or twice a year, can punch in via a laptop that has been set up as a
514 mobile device.

515
516 Ald. Olson said he is eager to see how city staff will utilize the time that is being saved in an
517 effort to improve efficiency.

518
519 Hope said departments will not have to spend time working on timesheets every two weeks.

520
521 City Administrator Rindfleisch said efficiency will improve in payroll and the Finance
522 Department, “but it is literally every employee that is impacted by this.”

523
524 Fred noted the city had received a cost analysis for the next five years from TimeClock Plus and
525 said the cost is known. Fred also noted there are Designated Fund Balances within the
526 Equipment Replacement Fund. There is \$24,126 in one fund (remaining check fraud insurance
527 funds), and \$39,390 in another (Tyler software). Fred said either fund balance may be utilized
528 for this item.

529
530 Ald. Every said it is his understanding this software will allow employees to punch in on any
531 computer, and that the software monitors personal time off and vacations. Ald. Every noted the
532 City of La Crosse utilizes this type of software.

533
534 Motion by Ald. Every, second by Ald. Olson, to approve a non-budgeted City of Onalaska
535 expenditure in the Undesignated Fund Balance in the Equipment Replacement Fund for the
536 purchase of TimeClock Plus OnDemand electronic timesheet and scheduling software programs
537 not to exceed \$58,713.60 – parts ‘a,’ ‘b,’ and ‘c.’

538
539 On voice vote, motion carried.

540
541 Hope said she had received the changes City Attorney Sean O’Flaherty had requested earlier
542 Tuesday, and she told committee members she will have an updated contract prepared for the
543 February 12 Common Council meeting.

Reviewed 2/8/19 by Hope Burchell & Fred Buehler

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544

545 Fred said the committee should designate the funding source.

546

547 Ald. Smith stated for clarification that part 'c' was with the understanding the City Attorney-
548 approved changes will be on the final version for the Common Council.

549

550 Motion by Ald. Every, second by Ald. Olson, to utilize funds totaling \$24,072.58 from the
551 Designated Fund Balance – Tyler Technologies software (Account No. 207-34109) for the
552 purchase of TimeClock Plus OnDemand electronic timesheet and scheduling software programs.

553

554 On voice vote, motion carried.

555

556 **Item 16 – Review and consideration to increase Part-Time Firefighter/EMT Captain**
557 **Molzahn's hours to exceed 600 Wisconsin Retirement cap not to exceed greater than 800**
558 **hours in a rolling calendar year**

559

560 Motion by Ald. Olson, second by Ald. Every, to approve an increase to Part-Time
561 Firefighter/EMT Captain Molzahn's hours to exceed 600 Wisconsin Retirement cap not to
562 exceed greater than 800 hours in a rolling calendar year.

563

564 Hope said this is included in the part-time budget and noted there will be funds available in the
565 part-time budget for this. Hope said Fire Chief Billy Hayes had told her Captain Rick Molzahn
566 had had to turn off his pager this past week because he was not allowed to work.

567

568 Ald. Smith said this has been an ongoing issue, noting Captain Molzahn is in charge of training,
569 which consumes several hours. Ald. Smith said it has been difficult for years trying to keep
570 Captain Molzahn under cap, adding she believes increasing his hours is the right thing to do.

571

572 Assistant Fire Chief Gudie noted the training program, Target Solutions, had been approved, and
573 he pointed out Captain Molzahn is "building that up." Assistant Fire Chief Gudie also pointed
574 out Captain Molzahn has made 38 percent of the 362 fire calls that were paged out on fire tones
575 since retiring from Trane Company. Assistant Fire Chief Gudie also told committee members
576 Captain Molzahn had to turn off his pager for one week in December, and he said, "We really
577 need this guy. He's very active now. We just want to get as much as we can out of him. He's
578 very valuable to the Fire Department, and that's why we asked for the extra hours. I don't think
579 someone like that should be turning off their pager."

580

581 On voice vote, motion carried.

582

583 **Item 17 – Closed Session**

584

585 To consider a motion to convene in Closed Session under Section 19.85(1)(f) of the Wisconsin
Reviewed 2/8/19 by Hope Burchell & Fred Buehler

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586 Statutes for the purpose of considering financial, medical, social or personal histories or
587 disciplinary data of specific persons, preliminary consideration of specific personnel problems or
588 the investigation of charges against specific persons except where par. (b) applies which, if
589 discussed in public, would be likely to have a substantial adverse effect upon the reputation of
590 any person referred to in such histories or data, or involved in such problems or investigations:

591
592 • Discussion of extensions of paid/unpaid leave per 7.01 Leave of Absence Policy
593

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

597
598 Motion by Ald. Olson, second by Ald. Every, to convene in Closed Session.
599

600 On roll call vote: Ald. Jim Olson – aye, Ald. Jerry Every – aye, Ald. Kim Smith – aye. In
601 Closed Session at 8:32 p.m.

602

603

604 Recorded by:

605

606 Kirk Bey