

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

Wednesday, February 7, 2018

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1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 on Wednesday, February 7, 2018. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Harvey Bertrand,
6 Ald. Bob Muth

7
8 Also Present: City Administrator Eric Rindfleisch, Mayor Joe Chilsen, Financial Services
9 Director/Treasurer Fred Buehler, Human Resource Director Hope Burchell, Police Chief Jeff
10 Trotnic, Ald. Jim Binash, Ald. Jerry Every, Ald. Ron Gjertsen

11

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

13

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

16

17 On voice vote, motion carried.

18

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

20

21 Ald. Muth called three times for anyone wishing to provide public input and closed that portion
22 of the meeting.

23

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

25

26 **FINANCE**

27

28 **Item 4 – Omni Center financials for 2017**

29

30 Fred told committee members the city has now collected the entire month of December room tax.
31 Fred said he had estimated the room tax to be approximately \$6,400, and \$6,500 was collected.
32 Fred said he has estimated approximately \$2,700 in WRS, and he told committee members the
33 Omni Center has a \$5,767 surplus for 2017.

34

35 Motion by Ald. Olson, second by Ald. Bertrand, to approve the Omni Center financials for 2017.

36

37 Ald. Muth commended Parks and Recreation Director Dan Wick for his work in making the
38 Omni Center a profitable venue.

39

40 On voice vote, motion carried.

41

42 **Item 5 – General Fund Financials 2017**

Reviewed 2/9/18 by Hope Burchell & Fred Buehler

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- 43
44 a. Authorization to approve transfer of funds within each department to comply with
45 Government Accounting Standards Board (GASB)/Generally Accepted Accounting
46 Principles (GAAP)
47

48 Fred said Item 5a pertains to transfers within each department, if able to do so. Fred said, “Most
49 of the departments, if they are able to handle dollars within their department, that is the intent of
50 this motion so that each fund is acceptable under the accounting principles and practices.”
51

52 Motion by Ald. Bertrand, second by Ald. Olson, to approve transfer of funds within each
53 department to comply with Government Accounting Standards Board (GASB)/Generally
54 Accepted Accounting Principles (GAAP).
55

56 Ald. Muth noted the transfer of funds within each department occurs yearly.
57

58 On voice vote, motion carried.
59

60 **Item 6 – Resolution 8-2018 – To transfer funds to/from various departments 2017 General**
61 **Fund Budget**
62

63 Motion by Ald. Muth, second by Ald. Olson, to approve Resolution 8-2018 – To transfer funds
64 to/from various departments 2017 General Fund Budget.
65

66 Fred said if a department is unable to support its funds without going to another department, it
67 requires a motion to transfer funds from a department that has them to an area that does not.
68 Fred noted that City Attorney (\$20,000 under Contractual), Assessor (\$7,000 under Contractual),
69 Police (\$14,000 under Wages-Regular), and Fire (\$20,200 under Wages-Regular) had a total of
70 \$61,200 in unexpended funds. The following accounts will receive the following amounts:
71

72 Mayor	Wages-Permanent Part-Time	100-51410-124	\$1,800
73 Elections	Wages-Temporary Seasonal	100-51440-126	\$2,100
74 Audit	Other Contractual	100-51500-290	\$1,350
75 IT	Other Contractual	100-51540-290	\$12,200
76 Sick Leave Payout	Employee Benefits	100-51930-516	\$11,850
77 Uncollectable Accts.	Uncollectable Accts.	100-51980-398	\$31,900

78

79 Fred addressed Sick Leave Payout, noting it refers to an individual who retired from the Public
80 Works Facility. When an employee leaves, half of the sick leave is paid out through payroll, and
81 the other half is done through health insurance coverage premiums until the sick leave is
82 depleted. Fred next addressed Uncollectable Accounts, noting that a State of Wisconsin Statute
83 allows the city to do a personal property chargeback to La Crosse County, the City of Onalaska,
84 the Onalaska School District, and Western Technical College of any business that has personal
Reviewed 2/9/18 by Hope Burchell & Fred Buehler

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85 property taxes and either ceased operation during the course of the year of the tax season or filed
86 bankruptcy. Fred cited the example of Gander Mountain, the business was “okay” in April, but
87 it experienced financial difficulties shortly thereafter. Fred said he could not claim this as a
88 chargeback “because at the time they were not filed, and now that they are we end up eating it
89 all. Under state law I can’t go back after that deadline has passed to recoup the dollars.” Fred
90 noted there are approximately 12 companies for the year of 2017 for the 2018 payments that
91 were just received, and he said he will be able to obtain a chargeback. Fred said, “That was for
92 the year of 2016 for 2017, and I also had \$2,000 or \$3,000 from two other prior years that I am
93 writing those as uncollectable. Even though we write them off as uncollectable, if there ever is
94 an opportunity we will still make an attempt to receive those dollars.”

95

96 On voice vote, motion carried.

97

98 **Item 7 – Designated Fund Balance (DSFB) General Fund and/or Special Revenue Funds**
99 **2017**

100

101 a. Adjust existing DSFB – 2017

102

103 Fred said that each year, if the city is able to afford it, it sets aside funds into a sinking fund for
104 any hardware or software for the City of Onalaska. Fred said the city had set aside \$3,900 in
105 February 2017 for Fire Department turnout gear. These funds have been expended. The IT
106 sinking fund was increased by \$3,500, bringing the balance to \$59,493 on December 31, 2017.
107 Fred said the city received \$51,624 for insurance check fraud in 2015, and this amount was
108 restricted. Fred said both the Finance and Personnel Committee and the Common Council
109 authorized \$27,498 to be spent as it relates to parking software hardware for the Police
110 Department, leaving a balance of \$24,126.

111

112 Motion by Ald. Olson, second by Ald. Bertrand, to adjust existing DSFB – 2017.

113

114 On voice vote, motion carried.

115

116 b. Establish new DSFB – 2017

117

118 Motion by Ald. Olson, second by Ald. Bertrand, to establish new DSFB – 2017.

119

120 Fred said funds for a Police Department drone were received via a donation in 2017, and he told
121 committee members he is requesting to restrict \$5,200 of the undesignated fund balance. This
122 would leave a balance of \$5,200 to be designated for the drone. Fred referred to a memo from
123 Dan Wick stating he had set aside \$8,735 in 2016 for park equipment. Fred said Dan informed
124 him a vehicle he wishes to purchase, a 2018 Chevrolet Silverado 1500 4X4, costs more than he
125 had anticipated. Dan is asking to restrict an additional \$3,156 in the Park Department
126 Equipment/Vehicle designated fund balance for 2017, bringing the total to \$11,891.

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127

128 On voice vote, motion carried.

129

130 **Item 8 – Resolution 9-2018 – Authorization to transfer from General Fund to Special**
131 **Project Fund Dare account in the amount of \$3,500**

132

133 Fred said that in prior years the Police Department has asked the city to set aside funds for the
134 program, if it is able to do so.

135

136 Motion by Ald. Muth, second by Ald. Bertrand, to approve Resolution 9-2018 – Authorization to
137 transfer from General Fund to Special Project Fund Dare account in the amount of \$3,500.

138

139 On voice vote, motion carried.

140

141 **Item 9 – Authorization to proceed purchasing a City drone not to exceed \$10,200, using**
142 **\$5,000 donated funds and using designated fund balance for the remaining \$5,200**

143

144 Motion by Ald. Muth, second by Ald. Bertrand, to approve authorization to proceed purchasing a
145 City drone not to exceed \$10,200, using \$5,000 donated funds and using designated fund balance
146 for the remaining \$5,200.

147

148 Ald. Bertrand asked if there are anticipated future expenses relative to the drone.

149

150 Fred said he assumes there will be a plan in place for a replacement, the same as any other
151 purchase made through the Equipment Replacement Fund.

152

153 Ald. Muth said the drone will be handled the same as any other equipment, meaning it will come
154 back before the Common Council for approval if the drone malfunctions and an adjustment
155 needs to be made. Ald. Muth also said he believes the drone will be an asset.

156

157 On voice vote, motion carried.

158

159 **Item 10 – Authorization to approve for 2018 the contractual commercial appraisal services**
160 **of Real Estate Appraisals, Inc.**

161

162 Motion by Ald. Muth, second by Ald. Olson, to approve for 2018 the contractual commercial
163 appraisal services of Real Estate Appraisals, Inc.

164

165 Fred said there have been discussions regarding having Dan Furdyk, who has assisted the City of
166 Onalaska the last three or four years, “stabilize the commercial, and at the same time assist our
167 current contracted assessor and get a comfort level with the commercial.” Fred said Dan has
168 agreed to assist the city in 2018. Fred noted that any costs Dan charges come from the contract

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169 of the city's contracted assessor.

170

171 Ald. Muth said he is impressed with Dan's knowledge and ability to "stand up for the city."

172

173 On voice vote, motion carried.

174

175 **Item 11 – Update regarding the City of Onalaska municipal court accounts receivable and**
176 **cases for 2017**

177

178 Fred said the Finance Department had produced the document included in committee members'
179 packets. The 2017 year-end report includes the following data:

180

181 **Accounts Receivable by Municipality**

182 **Citations issued January 1, 2012 to December 31, 2017**

183 **Bangor:** 80.47 percent collected

184 **Campbell:** 70.54 percent collected

185 **Holland:** –

186 **Holmen:** 65.32 percent collected

187 **Onalaska:** 69.56 percent collected

188 **Rockland:** –

189 **Shelby:** 86.18 percent collected

190 **West Salem:** 75.50 percent collected

191 **Total:** 70.76 percent collected

192

193 **Report of Juvenile/Minor Fines**

194 **Bangor:** 41.67 percent collected

195 **Campbell:** 48.17 percent collected

196 **Holland:** –

197 **Holmen:** 50.42 percent collected

198 **Onalaska:** 50.11 percent collected

199 **Rockland:** –

200 **Shelby:** 62.35 percent collected

201 **West Salem:** 74.85 percent collected

202 **Total:** 52.19 percent collected

203

204 **Report After Juvenile/Minor Fines Have Been Removed**

205 **Bangor:** 83.99 percent collected

206 **Campbell:** 71.53 percent collected

207 **Holland:** –

208 **Holmen:** 67.52 percent collected

209 **Onalaska:** 71.23 percent collected

210 **Rockland:** –

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211 **Shelby:** 86.53 percent collected
212 **West Salem:** 75.56 percent collected
213 **Total:** 72.45 percent collected

214

215 Fred said the Joint Municipal Court Committee also had seen this item, and he noted the year of
216 2011 was written off the books. However, Fred also said every effort will be made to collect
217 outstanding fines through the State Debt Collection. Fred referred to a document listing the 2017
218 citations not dismissed. The document includes the following data:

219

220 **Onalaska:** 1,832 (52.9786 percent)
221 **Bangor:** 140 (4.0486 percent)
222 **Campbell:** 359 (10.3817 percent)
223 **Holland:** 0
224 **Holmen:** 664 (19.2019 percent)
225 **Rockland:** 0
226 **Shelby:** 71 (2.0532 percent)
227 **West Salem:** 392 (11.3360 percent)

228

229 **Item 12 – Update regarding credit card usage/cost, utility billing Insite usage, and E-box**
230 **usage for 2017**

231

232 Fred referred to a document showing City of Onalaska UB Insite data for 2017. UB Insite allows
233 citizens to pay their utility bills at cityofonalaska.com, and no credit card fees are levied. Fred
234 noted that 406 individuals had utilized UB Insite in 2016, and there were 3,316 transactions in
235 2017. Fred said transactions are not handled by someone in the City Clerk's Office as a file is
236 received at the city's bank. The file is then transferred electronically through the Tyler system,
237 and the charge is applied to a citizen's account. Fred said this action saves a considerable
238 amount of time.

239

240 Ald. Muth said this action also is cost-efficient for the city.

241

242 Fred estimated that he and the Finance Department assistant only need a maximum of 5 minutes
243 a day to complete the transactions.

244

245 Fred next addressed a document showing the city's E-Box usage, which involves transferring
246 funds from a citizen's bank account into the city's account. Fred reported that 3,941 individuals
247 had utilized E-Box in 2017, compared to 3,866 in 2016. Fred next addressed a document
248 showing 2017 charge card usage. There is a 2-percent convenience fee associated with every
249 transaction. Fred reported that 2,685 individuals had utilized the service in 2017, and sales
250 totaled \$687,410.98. By comparison, 2,093 individuals had utilized the service in 2016, and
251 sales totaled \$331,280.26. Fred noted that sales increased during the months water bills were
252 due. Sales in January totaled \$129,731.72; sales in July totaled \$138,954.20; and sales in

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253 October totaled \$146,759.87. Fred said he had been instructed by the committee to keep its
254 members informed of the costs related to credit card usage. Fred reported that the city's cost to
255 have the service is \$9,025.64.

256

257 **Item 13 – Resolution 10-2017 – To amend the 2017 General Fund Budget and transfer to**
258 **Special Projects Fund – Equipment Replacement Fund 2017**

259

260 Motion by Ald. Muth, second by Ald. Bertrand, to approve Resolution 10-2017 – To amend the
261 2017 General Fund Budget and transfer to Special Projects Fund – Equipment Replacement
262 Fund 2017.

263

264 Fred said the city will have approximately a \$250,000 surplus on the expenditure side. Fred said
265 expenditures were less than expected and that he is requesting a transfer of \$225,000 to the
266 Equipment Replacement Fund. Fred said the reason he is making this request is it will allow the
267 city to utilize funds in the Undesignated Equipment Replacement Fund to subsidize the items
268 being requested by city departments, and no taxpayer assistance will be required in 2019.

269

270 Ald. Olson noted his agenda states that Item 13 is Resolution 10-2017, and the copy of the
271 resolution included in his packet states that this is Resolution 10-2018.

272

273 Fred said Item 13 should state Resolution 10-2018.

274

275 Ald. Muth said the committee will be voting on Resolution 10-2018.

276

277 On voice vote, motion carried.

278

279 **Item 14 – Gundersen Health Systems Parking Ramp 4th Quarter and annual for 2017**

280

281 Fred said he, City Administrator Rindfleisch and City Attorney Sean O'Flaherty had met with
282 Gundersen staff because there had been changes within Gundersen's organization that prevented
283 the city from being informed of third- and fourth-quarter data. Fred said the statistics before the
284 committee this evening cover the third and fourth quarters, as well as the annual. Fred said the
285 City of Onalaska contributes \$5,000 a year toward the parking ramp, and Stoney Creek Inn also
286 contributes toward the ramp.

287

288 Motion by Ald. Bertrand, second by Ald. Olson, to accept Gundersen Health Systems Parking
289 Ramp 4th Quarter and annual for 2017.

290

291 On voice vote, motion carried.

292

293 **Item 15 – City of Onalaska 2018 Capital Projects-General Obligation Corporate Purpose**
294 **Bonds and Note Anticipation Notes**

Reviewed 2/9/18 by Hope Burchell & Fred Buehler

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- a. **Resolution 3-2018** – Initial Resolution Authorizing \$175,000 General Obligation Bonds for Parks and Public Grounds Projects

Motion by Ald. Bertrand, second by Ald. Olson, to approve Resolution 3-2018 – Initial Resolution Authorizing \$175,000 General Obligation Bonds for Parks and Public Grounds Projects.

Fred noted the public hearing for the 2018 Capital Improvements Budget had been held at the December 5, 2017 Board of Public Works meeting, and also that the Common Council had approved the 2018 CIB at its December 12, 2017 meeting. The projects then go to the city’s bond counsel, which is Quarles and Brady. Quarles and Brady examines the projects to see which ones might or might not qualify under bonds. Fred noted that Brad Viegut of Robert W. Baird had assisted in separating projects for which the city typically would do a State Trust Fund Loan because they do not qualify under bonds. Fred said the city is doing Note Anticipated Notes in conjunction with the water and sewer projects that were going to be completed in 2018. Fred referred to Brad’s presentation to the Finance and Personnel Committee at its January 3 meeting and said the Note Anticipated Notes will be redone as Obligation Bonds in 2019.

On voice vote, motion carried.

- b. **Resolution 4-2018** – Initial Resolution Authorizing \$3,450,000 General Obligation Bonds for Street Improvement Projects

Motion by Ald. Muth, second by Ald. Bertrand, to approve Resolution 4-2018 – Initial Resolution Authorizing \$3,450,000 General Obligation Bonds for Street Improvement Projects.

On voice vote, motion carried.

- c. **Resolution 5-2018** – Resolution directing publication of Notice to Electors

Fred said the public must be notified within the next 30 days if citizens have questions or concerns, or if they wish to challenge the city.

Motion by Ald. Muth, second by Ald. Bertrand, to approve Resolution 5-2018 – Resolution directing publication of Notice to Electors.

On voice vote, motion carried.

- d. **Resolution 6-2018** – Resolution providing the sale of \$3,625,000 General Obligation Corporate Purpose Bonds

Reviewed 2/9/18 by Hope Burchell & Fred Buehler

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337 Motion by Ald. Muth, second by Ald. Olson, to approve Resolution 6-2018 – Resolution
338 providing the sale of \$3,625,000 General Obligation Corporate Purpose Bonds.

339

340 On voice vote, motion carried.

341

342 e. **Resolution 7-2018** – Resolution providing the sale of \$1,570,000 Note Anticipation
343 Notes

344

345 Fred said this is a combination of all the projects the city will complete in 2018 for water and
346 sewer, as well as the projects that do not qualify for General Obligation Bonds.

347

348 Motion by Ald. Muth, second by Ald. Olson, to approve Resolution 7-2018 – Resolution
349 providing the sale of \$1,570,000 Note Anticipation Notes.

350

351 On voice vote, motion carried.

352

353 **PERSONNEL**

354

355 **Item 16 – Review and consideration of authorization to post, advertise, and fill budgeted**
356 **position Public Works Operator**

357

358 Hope said this position is coming up due to the reorganization in the department in 2017, as well
359 as the elimination of the Street Manager and the Operations Manager positions. Hope said the
360 Lead Mechanic position has been filled, but the Public Works Operator position still must be
361 filled. Hope said she anticipates all the payouts from the Street Manager’s benefits will be taken
362 care of by April.

363

364 Motion by Ald. Muth, second by Ald. Bertrand, to approve authorization to post, advertise, and
365 fill budgeted position Public Works Operator.

366

367 On voice vote, motion carried.

368

369 **Item 17 – Review and consideration of changes to the following job descriptions:**

370

- 371 a. Administrative Manager
- 372 b. Assistant Police Chief
- 373 c. Professional Standards Sergeant
- 374 d. Sergeant
- 375 e. Investigator
- 376 f. School Liaison Officer
- 377 g. DARE/GREAT Officer
- 378 h. Administrative Secretary – PD

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379

380 Motion by Ald. Muth, second by Ald. Olson, to continue to the March 7 Finance and Personnel
381 Committee meeting review and consideration of changes to job descriptions ‘a’ through ‘h.’

382

383 Ald. Muth noted he had spent approximately five hours reading the proposed changes and said
384 he does not agree with many of the changes. Ald. Muth said he wants committee members to
385 have more time to examine them as he believes changes must be made to what is being proposed.

386

387 Ald. Bertrand asked if any proposed changes must be brought before the Common Council or
388 back before the Finance and Personnel Committee.

389

390 Ald. Muth said he believes this item should be kept at the committee level for now because there
391 are “a multitude of changes in the wording and the job positions.” Ald. Muth said, “This will
392 give us an opportunity to go over this and give us until next month to either approve, change or
393 whatever we’re going to do and then forward it to the Common Council.” Ald. Muth said he
394 believes what is before the committee this evening are the proposals being recommended, adding
395 he also believes he will present his proposed changes to the committee at its March 7 meeting
396 after committee members have had the opportunity to examine what is being presented. Ald.
397 Muth also said committee members will have the opportunity to ask questions of City
398 Administrator Rindfleisch, Police Chief Trotnic, or Mayor Chilsen, who oversees the Police and
399 Fire Departments. Ald. Muth told Ald. Bertrand he has not had the opportunity to discuss the
400 changes with Mayor Chilsen, reiterating he does not agree with many of them.

401

402 Ald. Bertrand asked if both he and Ald. Olson will have a chance to review the changes Ald.
403 Muth is suggesting prior to the committee’s next meeting.

404

405 Ald. Muth told Ald. Bertrand he is not making any suggestions at this time, adding that he will
406 not until the March 7 meeting. Ald. Muth told Ald. Bertrand there might be changes he wishes
407 to make and said he, Ald. Bertrand and Ald. Olson can discuss this item in greater detail in
408 March.

409

410 On voice vote, motion carried.

411

412 **Item 18 – Review and consideration of authorization to replace, post, and advertise**
413 **Administrative Manager position**

414

415 Motion by Ald. Bertrand, second by Ald. Olson, to approve authorization to replace, post, and
416 advertise Administrative Manager position.

417

418 Hope said changes have been made to the Administrative Manager’s job description and told
419 committee members it will be difficult to post and advertise the position without the changes
420 being approved because the job description is not complete.

Reviewed 2/9/18 by Hope Burchell & Fred Buehler

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421
422 Ald. Muth said it seems to him that some of the duties of the position are being transferred to the
423 Professional Standards Sergeant. Ald. Muth said he does not agree with the changes and that he
424 is unsure of how to proceed.

425
426 City Administrator Rindfleisch said, “The motion is to advertise it under the current position
427 description, as duties are currently assigned, would be the motion. But if there are changes likely
428 to be made in that position description, it’s not fair to any candidate applying if we don’t really
429 know what that is. I would say that if we are deferring approving any of the administrative
430 positions in the Police Department, we really should hold off on posting it as well, if that is your
431 desire. But I would not direct us to advertise it now.”

432
433 Hope said she agrees with City Administrator Rindfleisch, noting it makes things more difficult
434 for the applicants to know what their duties would be. Hope said the motion and second need to
435 be withdrawn.

436
437 Mayor Chilsen said he believes the job description should be concrete before the city advertises
438 because changes could be made by the Finance and Personnel Committee or the Common
439 Council.

440
441 Motion and second withdrawn.

442
443 Hope asked Ald. Muth to make a recommendation similar to that of Item 17 to review Item 18 at
444 the March 7 Finance and Personnel Committee meeting.

445
446 Ald. Muth said he is recommending review of Item 18 at the March 7 Finance and Personnel
447 Committee meeting.

448
449 **Adjournment**

450
451 Motion by Ald. Muth, second by Ald. Bertrand, to adjourn at 8:20 p.m.

452
453 On voice vote, motion carried.

454
455
456 Recorded by:

457
458 Kirk Bey