

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

Wednesday, March 7, 2018

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, March 7, 2018. It was noted that the meeting had been announced
3 and a 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, Fire Chief Don
10 Dominick, 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. Bertrand, second by Ald. Olson, 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 for anyone wishing to provide public input.

22

23 **Greg Luce**

24 **120 Fairway Court**

25 **Onalaska**

26

27 “The things on the agenda tonight, I see there’s some stuff about changing the job descriptions
28 for, I don’t know, the Police Chief and a Police Administrator. I think we need to take a step
29 back. We can see that this government here has not been handling the Police and the Fire
30 Department properly. Whoever hired the last two Police Chiefs shouldn’t hire the next one. And
31 I think it’s the Mayor’s job to supervise these two positions that obviously were not being
32 supervised properly. They had to be dismissed for unscrupulous reasons. I think we need to take
33 a step back. I think we have a good guy in there, the Assistant [Police] Chief, so this statement
34 that we’re going to do a nationwide search to find another interloper like the last [Police Chief]
35 that obviously didn’t work out, that needs to be stopped. We need to look internally first, I
36 believe. I think we need to slow down on all this stuff and maybe even consider a ... Some cities
37 have a public safety director that supervises the Police and the Fire Department, and the assistant
38 chiefs are the department heads. Obviously this hasn’t been running well, and the chair of this
39 meeting here [Ald. Muth] obviously knew about the Police Chief’s behavior a year ago and did
40 nothing about it. I think we shouldn’t do any lame duck actions on this because some of you all
41 are leaving with your tail between your legs for some reason. Let’s not jump to any conclusions
42 here, and let’s take our time. That’s all I have to say.”

Reviewed 3/12/18 by Hope Burchell & Fred Buehler

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43
44 Ald. Muth called three times for anyone else wishing to provide public input and closed that
45 portion of the meeting.

46
47 **Consideration and possible action on the following items:**

48
49 **FINANCE**

50
51 **Item 4 – Omni Center financials for 2018**

52
53 Fred said the revenues represent the month of January, and the expenditures for January include
54 payroll and insurance. Fred noted there is no room tax at this point because the hoteliers do not
55 have to pay until February 28. Total revenue was \$59,620.37, and total expenditures were
56 \$30,756.48, meaning there was a surplus of \$28,863.89.

57
58 Motion by Ald. Muth, second by Ald. Olson, to approve the Omni Center financials for 2018.

59
60 On voice vote, motion carried.

61
62 **Item 5 – General Fund Financials 2018**

63
64 Fred said the financials included in committee members' packets are through February 16. The
65 revenues represent the January revenues, and the expenditures represent the January
66 expenditures. Fred referred to the 100-519 series, which represents insurances, and said the city
67 pays for a quarter's worth of workers compensation in advance. Liability and vehicle coverages
68 are paid the first quarter for the entire year.

69
70 Motion by Ald. Muth, second by Ald. Bertrand, to approve the General Fund Financials for
71 2018.

72
73 On voice vote, motion carried.

74
75 **PERSONNEL**

76
77 **Item 6 – Review and consideration of out-of-state travel for Wayne Nagy, Andrew**
78 **Barnhardt, and Jameson Rau to attend Crude by Rail and Emergency Response Training**
79 **from May 21 through May 23, 2018 in College Station, Texas**

80
81 Motion by Ald. Bertrand, second by Ald. Olson, to approve out-of-state travel for Wayne Nagy,
82 Andrew Barnhardt, and Jameson Rau to attend Crude by Rail and Emergency Response Training
83 from May 21 through May 23, 2018 in College Station, Texas.

84

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85 Ald. Bertrand asked if this training is yearly.

86

87 Hope said it is her understanding the railroad is running the training and told Ald. Bertrand that
88 in many instances city staff's expenses for these training opportunities are covered.

89

90 Fire Chief Dominick said the Fire Department trains on hazardous materials on a regular basis
91 and told committee members, "This is an opportunity from the Bakken crude oil industry and the
92 Bakken oil that is delivered by train. We have that pass through our community. The railroad
93 itself, BNSF [Burlington Northern Santa Fe], puts this on. It's airfare for our firefighters. It's all
94 meals, all lodging, and it's tuition. They actually work with spills of the product that, should we
95 have them here in our community, we would be better prepared to handle them."

96

97 Ald. Bertrand asked if all expenses are paid.

98

99 Fire Chief Dominick said yes.

100

101 On voice vote, motion carried.

102

103 **Item 7 – Review and consideration of changes to the Adoni Networks contract for 2018**

104

105 Hope said this item is coming forward to update the Common Council with the rates that already
106 have been budgeted. Hope said she did not have enough time for city legal counsel to review the
107 contract and asked to send this item without a recommendation to the March 13 Common
108 Council meeting. Hope said that while she believes there will be minor changes to the contract,
109 most of the language "is somewhat similar to what we've had before."

110

111 Motion by Ald. Bertrand, second by Ald. Olson, to forward to the March 13 Common Council
112 meeting without recommendation review and consideration of changes to the Adoni Networks
113 contract for 2018.

114

115 On voice vote, motion carried.

116

117 **Item 8 – Review and consideration of changes to the Family Medical Leave Act Policy 7.02**

118

119 Hope said some of the changes on the first page are "minor" and then addressed pay, stating,
120 "Currently our policy just requires that our employees at least use up to 80 hours of their sick
121 bank in order to take Family Medical Leave. What we're changing that to is to request all staff
122 use all of their sick time, personal days, holidays, or compensatory time before they can take any
123 unpaid leave off with FMLA. Vacation needs to be exhausted up to 40 hours. We felt that it was
124 reasonable to allow employees to be able to take a vacation because typically when you're on
125 medical leave it's not for a vacation. But because of the robust benefits that we have here, we
126 felt that was reasonable for our staff to be able to do that. We did put some language in there

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127 because firefighters don't work a 40-hour week to put in what their week is. The attorneys have
128 reviewed all of this and are comfortable with it."

129

130 Motion by Ald. Muth, second by Ald. Olson, to approve changes to the Family Medical Leave
131 Act Policy 7.02.

132

133 On voice vote, motion carried.

134

135 **Item 9 – Review and consideration of stipend for Assistant Police Chief for Interim duties**
136 **related to turnover in the Police Department**

137

138 Motion by Ald. Muth, second by Ald. Bertrand, to approve stipend for Assistant Police Chief for
139 Interim duties related to turnover in the Police Department.

140

141 Hope said that due to the retirement of the Administrative Manager and the resignation of former
142 Police Chief Jeff Trotnic, Assistant Police Chief Troy Miller has some obligations in his job
143 description to perform duties in the Police Chief's absence. Assistant Police Chief Miller also
144 must assume some of the Administrative Manager's duties. Hope said, "We felt that putting
145 something together and then doing a stipend of \$500 additionally per pay period for these
146 additional duties, which is less than what the [Police] Chief was making each pay period, was
147 reasonable. That \$500 encompasses both the Administrative Manager and the Police Chief
148 duties. Hopefully we'll get to be able to advertise for the Administrative Manager and the Police
149 Chief positions. We'll get through the recruitment process and try to alleviate some of that stress
150 for the Assistant Police Chief."

151

152 Ald. Muth asked Hope if she has an estimated timeframe on how long it will take to fill both
153 positions.

154

155 Hope said she hopes the Administrative Manager position would be filled by mid to late April,
156 provided that both the Finance and Personnel Committee and the Common Council approve
157 authorization to replace, post and advertise the position. Hope said it will take longer to fill the
158 Police Chief's position because the Police and Fire Commission needs to meet. Hope said the
159 Police and Fire Commission plans to meet the week of March 11-17 and told committee
160 members there likely will be multiple meetings to decide on the timeline and if there will be
161 changes to the job description. Hope said it is possible it could take six months to hire a new
162 Police Chief. Hope noted she began her employment with the City of Onalaska when Jeff
163 Trotnic's predecessor, Randy Williams, was serving as Police Chief and said it is her
164 understanding that the hiring process took nine months when Jeff Trotnic became Police Chief.
165 Hope also said factors such as someone having to give notice at his/her current job and moving
166 also factor into the hiring timeline.

167

168 Ald. Olson asked Hope to state the additional duties Assistant Police Chief Miller will have that
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169 warrant this stipend.

170

171 Hope referred to the memo included in committee members' packets that states what Assistant
172 Police Chief Miller's duties will be. They include:

173

174 • Reviewing/approving timesheets and requests for time off from department staff.

175 • Reviewing/approving department expenditures.

176 • Attending the weekly department heads meetings, representing the departments and
177 responding to the Mayor and other department heads on matters requested of the Police
178 Department.

179 • Attending meetings, including the Common Council, subcommittee meetings, and other
180 meetings as the need arises.

181 • Responding to questions/budget-related matters on behalf of the department.

182 • Handling questions on grants and other event-related projects.

183 • Serving as supervisor for the department staff, including times when staff has questions
184 about what direction to head on a project or with an issue, times when customers/citizens
185 request to speak with the Chief, and other situations where the department head serves as
186 a mediator/establishes direction for difficult situations.

187 • Priority for items will be established based on deadlines and items of higher importance
188 based on recommendations from Assistant Police Chief Miller, Mayor Chilsen, City
189 Administrator Rindfleisch, and/or other department heads.

190

191 Hope said Assistant Police Chief Miller also will have to perform duties previously done by the
192 Administrative Manager as he is the only administrative staff in the Police Department.

193

194 On voice vote, motion carried.

195

196 **Item 10 – Review and consideration of changes to the following job descriptions:**

197

198 a. Administrative Manager

199

200 Motion by Ald. Muth, second by Ald. Bertrand, to approve the changes to job description of the
201 Administrative Manager position.

202

203 Ald. Muth noted he had met with now-Interim Police Chief Miller and said the two of them had
204 discussed the changes to each of the job descriptions. Ald. Muth also said Interim Police Chief
205 Miller had given his input regarding the changes.

206

207 Ald. Bertrand asked Ald. Muth if he had said significant changes were made to the
208 Administrative Manager position.

209

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210 Ald. Muth said the changes have been made and they are included in committee members'
211 packets.

212

213 Ald. Bertrand said it was his understanding that Ald. Muth had further changes to make.

214

215 Ald. Muth said no, reiterating that the changes are in committee members' packets. Ald. Muth
216 also reiterated he had discussed the changes with Interim Police Chief Miller, who had discussed
217 them with Hope.

218

219 On voice vote, motion carried.

220

221 b. Assistant Police Chief

222

223 Motion by Ald. Muth, second by Ald. Olson, to approve the changes to job description of the
224 Assistant Police Chief position.

225

226 Hope noted she had examined the job description with Ald. Bertrand and said Item "N" and Item
227 "O" both were initially crossed off due to previously made changes. Hope said they need to be
228 reinserted in the job description and told committee members that this item should be approved
229 with the following:

230

231 • **Item N:** In the absence of the Chief, supervises and evaluates investigative staff, reviews
232 reports, and assigns cases to investigators for follow up, as needed.

233

234 • **Item O:** Oversees and manages the evidence process to ensure chain of custody.

235

236 Motion by Ald. Muth, second by Ald. Olson, to amend the previous motion and approve adding
237 both Item "N" and Item "O" to the Assistant Police Chief job description.

238

239 Vote on the amendment:

240

241 On voice vote, motion carried.

242

243 Original motion restated:

244

245 To approve the changes to the job description of the Assistant Police Chief position.

246

247 On voice vote, motion carried.

248

249 c. Professional Standards Sergeant

250

251 Motion by Ald. Muth, second by Ald. Olson, to approve the changes to the job description of the

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251 Professional Standards Sergeant position.

252

253 On voice vote, motion carried.

254

255 d. Sergeant

256

257 Motion by Ald. Muth, second by Ald. Bertrand, to approve the changes to the job description of
258 the Sergeant position.

259

260 Hope said there was an attempt to mirror the Professional Standards Sergeant and Sergeant
261 positions with any of the changes that were made.

262

263 Ald. Bertrand noted there is a significant amount of technology in the police cruisers and asked if
264 in time the sergeants will need to acquire additional skills in terms of applying for a position.

265

266 Hope told Ald. Bertrand that officers receive a significant amount of technological training and
267 said that is not a concern.

268

269 On voice vote, motion carried.

270

271 e. School Liaison Officer

272

273 Motion by Ald. Muth, second by Ald. Olson, to approve the changes to the job description of the
274 School Liaison Officer position.

275

276 Hope said some of the changes made to this position were due to the officer having to report to
277 the Professional Standards Sergeant. Hope also noted she had examined the language under
278 "Training and Experience" and said the job description did not state the position was certified by
279 the State of Wisconsin Law Enforcement Standards Board. This language has been added.

280

281 On voice vote, motion carried.

282

283 f. DARE/GREAT Officer

284

285 Motion by Ald. Muth, second by Ald. Bertrand, to approve the changes to the job description of
286 the DARE/GREAT Officer position.

287

288 On voice vote, motion carried.

289

290 g. Administrative Secretary – PD

291

292 Motion by Ald. Muth, second by Ald. Bertrand, to approve the changes to the job description of
Reviewed 3/12/18 by Hope Burchell & Fred Buehler

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8

293 the Administrative Secretary – PD position.

294

295 Ald. Muth noted this is a part-time, hourly position and said that after discussing the position
296 with Interim Police Chief Miller he believes future Common Councils must consider making this
297 position full time.

298

299 On voice vote, motion carried.

300

301 **Item 11 – Review and consideration of authorization to replace, post, and advertise for:**

302

303 a. Administrative Manager position

304

305 Motion by Ald. Muth, second by Ald. Bertrand, to approve authorization to replace, post, and
306 advertise for the Administrative Manager position.

307

308 On voice vote, motion carried.

309

310 b. Police Chief position

311

312 Motion by Ald. Muth, second by Ald. Olson, to approve authorization to replace, post, and
313 advertise for the Police Chief position.

314

315 Ald. Muth asked if local individuals also will be allowed to apply in a nationwide search.

316

317 Hope said yes.

318

319 On voice vote, motion carried.

320

321 c. Fire Chief position

322

323 Motion by Ald. Muth, second by Ald. Bertrand, to approve authorization to replace, post, and
324 advertise for the Fire Chief position.

325

326 On voice vote, motion carried.

327

328 **Item 12 – Closed Session**

329

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

334

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9

- 335 • Water damage at residence on 789 St. Paul Street, Onalaska, WI

336

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

340

341 Motion by Ald. Bertrand, second by Ald. Olson, to convene in Closed Session.

342

343 On roll call vote: Ald. Jim Olson – aye, Ald. Harvey Bertrand – aye, Ald. Bob Muth – aye.

344 Motion carried. In Closed Session.

345

346

347 Recorded by:

348

349 Kirk Bey