

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

Wednesday, April 3, 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, April 3, 2019. 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. Kim Smith, Ald.
6 Jerry Every

7
8 Also Present: City Administrator Eric Rindfleisch, Mayor Joe Chilsen, Financial Services
9 Director/Treasurer Fred Buehler, Human Resource Director Hope Burchell, City Engineer Jarrod
10 Holter, Planning Manager Katie Aspenson, Police Chief Troy Miller, Ald. Diane Wulf

11

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

13

14 Motion by Ald. Every, second by Ald. Olson, to approve the minutes from the previous meeting
15 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. Smith called for anyone wishing to provide public input and closed that portion of the
22 meeting.

23

24

Consideration and possible action on the following items:

25

26 **FINANCE**

27

28 **Item 4 – 2019 Omni Center Financials**

29

30 Fred reported revenues totaled \$124,932.79, and expenditures totaled \$137,121.48 for a deficit of
31 \$12,188.69.

32

33 Motion by Ald. Every, second by Ald. Olson, to approve the 2019 Omni Center Financials.

34

35 On voice vote, motion carried.

36

37 **Item 5 – 2019 General Fund Financials**

38

39 Jarrod referred to Line Item No. 100-53311-370 (“Salt & Sand”) under the Street Department
40 and said the budget for this line item is \$77,105. Jarrod told committee members the State of
41 Wisconsin salt bid is due within the next week and said staff is projecting the Street Department
42 will be approximately \$30,000 over budget, assuming there is a 5-percent increase, if both salt

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43 sheds are filled. Jarrod noted he had included in the Board of Public Works meeting packets
44 from Tuesday the number of snow events that had occurred and the amount of snow that had
45 fallen this past winter. Jarrod said, “With our expected level of service that we try to maintain
46 within the community, I feel it’s in our best interest to fill the shed and have it on hand versus
47 going on the open market and getting it in the state bid.”

48
49 Jarrod referred to Street Department Line Item No. 100-53311-121 (“Overtime – Regular”) and
50 told board members 18.55 percent (\$2,597.64) of what was budgeted (\$14,000) remains. Jarrod
51 said it is typical for Street Department employees to have overtime if there are snow events from
52 Christmas Eve through the end of the year. Jarrod noted that Christmas Eve, Christmas Day, and
53 New Year’s Eve are holidays, and employees typically utilize a significant amount of vacation
54 time during that week. Jarrod said, “Judging on what happens that week, that also could affect
55 the overtime budget.”

56
57 Ald. Every asked Jarrod if he believes he does not need to adjust the overtime budget.

58
59 Jarrod said he does not believe he has to at this time, adding, “We should be fine until
60 December.” Jarrod also noted the Board of Public Works on Tuesday had passed a motion to
61 purchase 1,300 tons of salt. That item will appear on the April 9 Common Council meeting
62 agenda.

63
64 Motion by Ald. Every, second by Ald. Olson, to approve the 2019 General Fund Financials.

65
66 On voice vote, motion carried.

67
68 **Item 6 – Resolution 24-2019 – To Authorize Insurance Coverage in Lieu of Official Bonds**
69 **for City Officials**

70
71 Ald. Smith noted this is a change in policy that has been approved by Cities and Village Mutual
72 Insurance Company (CVMIC), the city’s insurance agent.

73
74 Fred said State of Wisconsin Statutes call out the Police Chief, Finance Director, and the
75 Municipal Judge. Fred told committee members similar language will go before the Joint
76 Municipal Court Committee at its April 18 meeting, noting that each town, city and village will
77 be responsible for carrying the proper insurance for the Joint Municipal Court Judge. Fred said
78 that language will come back before the Finance and Personnel Committee as that portion first
79 must go before the Joint Municipal Court Committee. Fred said the City of Onalaska has been
80 carrying insurance all along, adding, “This is just to clean up the language instead of producing a
81 bond.”

82
83 Motion by Ald. Every, second by Ald. Olson, to approve Resolution 24-2019 – To Authorize
84 Insurance Coverage in Lieu of Official Bonds for City Officials.

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85

86 On voice vote, motion carried.

87

88 **Item 7 – Approval to deed land contained within the “Great River Residences Planned Unit**
89 **Development” from the City of Onalaska to the Community Development Authority**

90

91 Ald. Smith noted a copy of a Certified Survey Map is included in committee members’ packets,
92 and also that the motion needs to be contingent upon the Common Council approving the Great
93 River Residences Planned Unit Development.

94

95 Motion by Ald. Olson, second by Ald. Every, to approve deeding land contained within the
96 “Great River Residences Planned Unit Development” from the City of Onalaska to the
97 Community Development Authority, contingent upon the Common Council approving the Great
98 River Residences Planned Unit Development at its April 9 meeting.

99

100 Ald. Every asked if another item will be coming before the Common Council for approval.

101

102 City Administrator Rindfleisch explained that the Common Council will approve the final
103 agreement with the developer, including the financing as part of the overall development. City
104 Administrator Rindfleisch said the need to approve the CSM exists if the project goes through.

105

106 On voice vote, motion carried.

107

108 **Item 8 – Authorization to accept a Safe Routes to School Overtime Patrolling Contract**
109 **between La Crosse County Health Department and the Onalaska Police Department not to**
110 **exceed \$440.00**

111

112 Motion by Ald. Olson, second by Ald. Every, to approve authorization to accept a Safe Routes to
113 School Overtime Patrolling Contract between La Crosse County Health Department and the
114 Onalaska Police Department not to exceed \$440.00.

115

116 Police Chief Miller said this contract is consistent with past contracts.

117

118 On voice vote, motion carried.

119

120 **Item 9 – Approval of subscription agreement with Lexipol**

121

122 Ald. Smith noted this is a budgeted item.

123

124 Motion by Ald. Every, second by Ald. Olson, to approve a subscription agreement with Lexipol.

125

126 City Administrator Rindfleisch noted there was a resolution in 2018 to approve the Lexipol

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127 process and said it is well in process. City Administrator Rindfleisch told committee members
128 the actual agreement had not been approved, and he said the Common Council must approve it
129 and Mayor Chilsen must sign it. City Administrator Rindfleisch said, “What we’re doing is not a
130 new concept. We’re just clarifying the next steps that should have been involved a while back.”
131 City Administrator Rindfleisch also asked that the motion state the agreement is subject to
132 further review and approval by the City Attorney.

133
134 Motion by Ald. Every, second by Ald. Olson, to amend the previous motion to state approval of
135 a subscription agreement with Lexipol is subject to approval by the City Attorney.

136
137 Vote on the amendment:

138
139 On voice vote, motion carried.

140
141 Original motion restated:

142
143 To approve a subscription agreement with Lexipol, contingent upon approval by the City
144 Attorney.

145
146 On voice vote, motion carried.

147
148 **Item 10 – Revisions to the Continuing Disclosure Procedure for Electronic Municipal**
149 **Market Access (EMMA)**

150
151 Fred noted the Common Council had passed the EMMA requirements on February 12, 2014.
152 The city had received funds for the Water and Sewer Mortgage Revenue, and Fred said the
153 General Fund and Stormwater Mortgage Revenue will appear on the April 9 Common Council
154 agenda. Fred explained that when the city goes into the bond market for the General Fund and
155 Stormwater Mortgage Revenue, it must perform a due diligence call with Quarles & Brady.
156 Three attorneys from Quarles & Brady participate in that call, as do both himself and Deputy
157 Finance Director Kim Isensee, and either Brad Viegut or Rebecca Freitag of Robert W. Baird.

158
159 Fred said, “The intent of the call is we cover many different areas that are in the financial report
160 in which potential people who want to place a quote within the city’s documents that are being
161 presented are true and accurate. One of the things that was brought up for discussion was there
162 are two modifications made on the federal level as it relates to the EMMA.” Fred said one of
163 Quarles & Brady’s attorneys had given him the additional language that did not appear in the
164 prior EMMA, as well as the most recent modification that other municipalities have. City legal
165 counsel had reviewed the language, and Fred said, “It was best chosen to take the one that covers
166 everything they have [for] other towns, cities, and villages, which is attached tonight.” Fred told
167 committee members city legal counsel has approved the document, which includes the two items
168 that were not in the previous EMMA requirements. Fred explained that anyone may examine the
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169 city's financials and said, "Any time there's activity, whether the city calls in bonds or the city is
170 doing anything, it's all listed on the EMMA report, of which the Council has authorized the
171 privilege to be going to the Finance Director back in 2014. It's been done timely and
172 appropriately at the proper time since it has been adopted."

173

174 Ald. Smith asked Fred if he is asking for the committee to approve the revised version of the
175 EMMA procedure.

176

177 Fred told Ald. Smith she is correct.

178

179 Motion by Ald. Every, second by Ald. Olson, to approve revisions to the Continuing Disclosure
180 Procedure for Electronic Municipal Market Access (EMMA).

181

182 On voice vote, motion carried.

183

184 **PERSONNEL**

185

186 **Item 11 – Monthly department presentation by Human Resources and presentation of 2018**
187 **Annual Report**

188

189 Hope noted the Human Resources organizational chart had been included in committee
190 members' packets. Hope also noted she reports to City Administrator Rindfleisch, and she said
191 she works closely with the Police and Fire Commission to ensure that all the documentation for
192 hiring is done appropriately. Hope noted Amy Hewitt serves as Payroll/HR Assistant and said
193 Amy had assisted her in preparing the 2018 Annual Report.

194

195 Hope next addressed the 2018 Annual Report, noting this is the sixth consecutive year she has
196 prepared an annual report. Hope highlighted the following items from the report:

197

198 • Human Resources assisted the Police Department with a review of its department staffing
199 for possible reorganization. While there were no major changes to the department, every
200 job description was revised, and tasks were shifted to different employees.

201

202 • During the budget process, Human Resources worked on reorganizing the Inspection
203 Department. Human Resources also reviewed the process of utilizing an in-house City
204 Attorney. Hope said she had reviewed several job descriptions and pay scales, and she
205 also had worked with the department heads to assist in that process.

205

206 • Hope was tasked with payroll in late 2017, and she complimented Amy for both learning
207 the process and executing her duties with the payroll system.

207

208 • The city recruited both a Police Chief and a Fire Chief, and also an Assistant Police
209 Chief, in 2018. This required Hope to schedule and coordinate numerous Police & Fire
Commission meetings, review the interview process, review interview questions, and

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- 210 coordinate background investigations.
- 211 • Three individuals retired in 2018, and five were asked to resign.
- 212 • Human Resources Department recruitment process involves application review,
213 interviews, background checks, contingent offers, paperwork, orientation, benefits,
214 payroll, state new hire reporting, and creating the employment file.
- 215 • Human Resources, utilizing NEOGOV, received and processed 546 employment
216 applications in 2018. The average cost of recruitment for a permanent employee search
217 was \$1,526 – a larger sum than in the past. Hope said there were instances when Human
218 Resources had done multiple recruitments to find the correct candidate for a position.
219 Therefore, an advertisement might have been posted multiple times. Hope said staff
220 duties such as interviews, background checks, and obtaining pre-employment physicals
221 must be taken into consideration.
- 222 • One hundred ten employee evaluations were received and reviewed. Fifty-three non-
223 represented employees received step increases based on positive performance. Nine
224 represented employees received step increases based on union contracts. Six represented
225 employees received a longevity increase based on union contracts. Four employees
226 were placed on a performance work plan(s).
- 227 • Human Resources processed 40 health insurance additions, changes, and deletions; 49
228 dental insurance additions, changes, and deletions; 15 FMLA requests; 15 insurance
229 additions, changes, and deletions to Accident, Cancer and Critical Illness plans from
230 Allstate for all employees working 30 hours or more per week; 22 insurance additions,
231 changes, and deletions to Short & Long-Term Disability plans from Kansas City Life for
232 employees working 30 hours or more per week; and 96 Section 125 additions, changes,
233 and deletions for employees working more than 20 hours per week. Human Resources
234 also hosted three one-on-one retirement/investment counseling information sessions.
- 235 • Regarding Workers Compensation, the city's Experience Modification in 2018 was .63.
236 CVMIC's average is .92. There were 33 workers compensation claims. Ten injuries
237 were compensable, and two injuries resulted in lost time (a few days). There also were
238 three non-employee/city property damage claims filed. There were 173 auto-updated
239 documents in the MSDS online system.
- 240 • Thirty-one job descriptions were reviewed and modified. Seven policies were reviewed,
241 updated, and/or created. Human Resources also assisted with several employee-related
242 issues. Hope said employees are encouraged to utilize the city's Employee Assistance
243 Program, which is confidential.

244
245 Ald. Smith asked Hope how many years she has served as the city's Human Resource Director.

246
247 Hope said 2019 is her 12th year.

248
249 Ald. Smith asked Hope what she believes the most significant changes have been over the last 12
250 years.

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251
252 Hope told Ald. Smith step scales were in place when she began her employment with the city,
253 but employees “had nowhere to move.” Hope also noted the payroll system has been automated,
254 and there is increased efficiency with the NEOGOV and MSDS systems. Hope said, “Without
255 those features, I would not be able to do what I’m doing now. And without the staff person I
256 have, there is no way I’d be able to accomplish the amount of work I’m getting accomplished.”

257
258 Ald. Smith asked Hope what she sees as being critical for the future.

259
260 Hope said she believes recruitment will be a continued issue, telling Ald. Smith she believes the
261 city will have to continue examining how its grading scales, compensation, recruitment, and
262 benefits are done. Hope told Ald. Smith she believes it all needs to be examined as one package
263 and said, “As we get a younger generation in here, I think the flexibility of having some time off
264 and those kinds of things are needs that our younger generation is looking more for. But I also
265 think those are key things that we’re going to have to look at in order to get us in line with
266 things. While the compensation plan is good, I think what I’ve seen when we’ve done some
267 random reviews is our starting wages are lower than other municipalities. Our midpoint is right
268 in there, and so is our maximum wages, but our starting wages are a little bit lower. To be
269 competitive, I think we’re going to have to look at that in the next couple years to really review.
270 To be able to retain recruitment right now is really difficult because of the unemployment rates.
271 It’s probably been the hardest few years we’ve had for recruitment that I can think of.”

272
273 Ald. Every asked what can be done to follow through on Hope’s suggestions.

274
275 Hope told Ald. Every she believes she needs a directive from the Common Council so that she
276 may proceed, and she said she believes there are items, such as possibly hiring a consultant, that
277 will need to be included in the Capital Improvements Budget. Hope said, “I think this is above
278 my expertise. We could work with these individuals to assist us with this process. I think that’s
279 something we need to look at in the next couple years.”

280
281 Motion by Ald. Smith, second by Ald. Olson, to accept the 2018 Human Resources Annual
282 Report and place it on file.

283
284 On voice vote, motion carried.

285
286 **Item 12 – Review and consideration of authorization to replace, post and advertise a**
287 **Sergeant position, and if promoted within the department, a Patrol Officer position**

288
289 Hope told committee members the sergeant who was expected to retire has given his retirement
290 notice, and while his last day of work is April 6, his last day of employment with the City of
291 Onalaska will be May 11. Hope noted there is an eligibility list and told committee members the
292 city would post and advertise for a patrol officer if there is an internal candidate for the sergeant
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293 position. If the position is not filled internally, it will be necessary to post externally for the
294 sergeant position.

295

296 Motion by Ald. Every, second by Ald. Olson, to approve authorization to replace, post and
297 advertise a Sergeant position, and if promoted within the department, a Patrol Officer position.

298

299 On voice vote, motion carried.

300

301 **Item 13– Review and consideration of changes to Seasonal Engineering Aide job**
302 **description**

303

304 Hope said this job description is coming forward because Jarrod is looking to potentially hire a
305 consultant who would assist with projects slated for this summer. Hope noted there already is a
306 Seasonal Engineering Aide job description and said it was more logical to make change to that
307 job description.

308

309 Jarrod said the job description had been updated based upon the expected job duties for the
310 position. Jarrod said due to the Engineering Department’s substantial workload slated for this
311 summer, staff had looked into other ways to accomplish tasks.

312

313 Motion by Ald. Every, second by Ald. Olson, to approve changes to Seasonal Engineering Aide
314 job description.

315

316 On voice vote, motion carried.

317

318 **Item 14 – Review and consideration of authorization to fill Seasonal Engineering Aide**
319 **position**

320

321 Hope said Jarrod wishes to fill this position, noting there are items either contracted or built into
322 the budgets for contracted projects. Hope told committee members the funding is available and
323 said it is a matter of working through the budget processes to fill this position.

324

325 Jarrod told committee members the city hires engineering consultants to assist with projects with
326 such duties as staking or construction observation. Jarrod said Assistant City Engineer Kevin
327 Schubert attempts to do as much construction administration as he can. However, Jarrod also
328 noted there are several projects scheduled – including Crestwood Lane, Troy Street, and Abbey
329 Road – and he said driving between these projects consumes a considerable amount of time.

330 Jarrod said one of the lowest rates submitted for an engineering consultant was \$90 an hour, and
331 he told committee members Kevin will be taking vacation time this summer, and also that it is
332 very difficult for him to perform construction review. Jarrod said the seasonal employee
333 possibly could be available from May until September, and he/she would work between 700 and
334 850 hours. The budget impact would be \$15,000 to \$18,000, depending on the number of hours

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335 and weeks. The employee would not work on rainy days, nor would he/she work on holidays.
336 Jarrod said, "If you correlate that to hiring a consultant, we'd have approximately five weeks of
337 work versus a whole summer's worth of work. We think we're getting some value for what
338 we're spending. We do have an individual we've contacted, a retired Wisconsin DOT employee
339 who has kept in contact with us. He's asked us over the years if we've had any need for seasonal
340 work. We reached out to him, and we are looking at trying to hire that individual." Jarrod noted
341 the budgets for the projects include assistance and said, "I still think we'll need an engineering
342 consultant's assistance during the year, but this will give us a steady body that we'll be able to
343 draw upon. With five places to be at once and one person to do it, this will give us a lot more
344 eyes in the field."

345
346 Ald. Every noted this individual also will be able to gather information.

347
348 Jarrod agreed, noting this individual will keep track of as-built quantities, document what
349 construction work was proceeded and when it was completed. Jarrod also said the city attempts
350 to be citizen-based in its projects, telling Ald. Every it is helpful when citizens may be given an
351 explanation about something.

352
353 Motion by Ald. Olson, second by Ald. Every, to approve authorization to fill Seasonal
354 Engineering Aide position.

355
356 On voice vote, motion carried.

357
358 **Adjournment**

359
360 Motion by Ald. Olson, second by Ald. Every, to adjourn at 7:50 p.m.

361
362 On voice vote, motion carried.

363
364
365 Recorded by:

366
367 Kirk Bey