

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

Wednesday, April 4, 2018

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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 4, 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, Financial Services Director/Treasurer Fred
9 Buehler, Human Resource Director Hope Burchell, City Engineer Jarrod Holter, Parks and
10 Recreation Director Dan Wick, Fire Chief Don Dominick, Acting Police Chief Troy Miller, Ald.
11 Jim Binash, Ald. Jerry Every, Ald. Ron Gjertsen

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

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

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18 On voice vote, motion carried.

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

21
22 Ald. Muth 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 – Omni Center financials for 2018**

30
31 Dan said the first quarter is traditionally successful due to ice rentals, and he told committee
32 members trade show season has begun. Dan said events are scheduled this weekend in the
33 boardroom and the banquet room, and an overnight crew will prepare the facility for an event
34 being held Sunday, April 8.

35
36 Motion by Ald. Bertrand, second by Ald. Olson, to approve the Omni Center financials for 2018.

37
38 On voice vote, motion carried.

39
40 **Item 5 – General Fund Financials 2018**

41
42 Fred noted the financials included in committee members’ packets are through March 26.
Reviewed 4/6/18 by Hope Burchell & Fred Buehler

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2

43 Revenues represent intake of income through March. Expenditures represent expenses being
44 paid through February. Fred said there are no abnormalities pertaining to the financials.

45

46 Motion by Ald. Bertrand, second by Ald. Olson, to approve the General Fund Financials for
47 2018.

48

49 On voice vote, motion carried.

50

51 **Item 6 – Consideration and possible action regarding the additional funds received from**
52 **the sale of Peterbilt fire engine:**

53

54 a. Purchase of helmets with eye protection in the amount of \$9,250 (Cities and Villages
55 Municipal Insurance Corporation (CVMIC) grant of 50%) with the City's 50% match of
56 \$4,625

57 b. Pending federal grant for an exhaust system for \$72,728, with a city match of 10% =
58 \$7,272

59 c. Additional equipment toward new fire engine – \$2,619

60

61 Fire Chief Dominick reported the Peterbilt fire engine had sold for \$23,500. In addition,
62 outdated Motorola pagers had sold on the Wisconsin Surplus Auction site for \$2,368, and the
63 table and chairs that were located in the kitchen of the original building sold for \$215 for a total
64 of \$26,083. Fire Chief Dominick said he is looking into purchasing equipment for the Fire
65 Department, including helmets, and he described the department's current helmets as being
66 "beyond their recommended useful service life." Fire Chief Dominick said CVMIC agreed to
67 award the Fire Department a grant for 50 percent (\$4,625) of the \$9,250 it would cost to
68 purchase 37 helmets with eye protection.

69

70 Fire Chief Dominick next addressed the exhaust system, referring to a photograph of the system
71 included in committee members' packets. Fire Chief Dominick said, "Fire stations should
72 already have them in there. Our concern is 1,600 times a year our firefighters are getting the
73 original black puff smoke from the diesels. This will take that and exhaust it into the atmosphere
74 and out of the building. We want to make sure that they're healthy." Fire Chief Dominick said
75 he would like to utilize 10 percent (\$7,272) of a \$72,728 federal grant to install the exhaust
76 system in every vehicle should the Fire Department receive the grant.

77

78 Ald. Bertrand asked Fire Chief Dominick if it is a competitive grant.

79

80 Fire Chief Dominick said it is.

81

82 Ald. Bertrand inquired about the chances of receiving the grant.

83

84 Fire Chief Dominick said, "I think we stand pretty good from our track record. The grant that
Reviewed 4/6/18 by Hope Burchell & Fred Buehler

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85 was written, the firefighter did one previous that was successful and we got a \$40,000 air
86 compressor for our air bottles. That air has to be monitored by FDA guidelines. We paid 10
87 cents on the dollar and it cost us \$4,000. Is there competition? Absolutely. Do we have
88 someone who wrote an excellent grant? I believe so.”

89

90 Ald. Bertrand asked Fire Chief Dominick if the exhaust system will appear in the 2019 Capital
91 Improvements Budget if the Fire Department is not successful in obtaining the grant.

92

93 Fire Chief Dominick said, “If we had to do that, I would like that. But what we found with our
94 training this year is this is the first time we renewed our EMS license where we were working
95 together. It wasn’t within a two-week period. If those funds would still be available there is a
96 training program that the firefighters would actually be able to do things online. I think that
97 would allow our paid, on-call firefighters to remain at home at times and do the studying. I think
98 that would be beneficial if for some reason we don’t get that grant.”

99

100 Motion by Ald. Muth, second by Ald. Bertrand, to approve the purchase of helmets with eye
101 protection in the amount of \$9,250 (Cities and Villages Municipal Insurance Corporation
102 (CVMIC) grant of 50%) with the city’s 50% match of \$4,625; a pending federal grant for an
103 exhaust system for \$72,728, with a city match of 10% (\$7,272); and the purchase of additional
104 equipment toward new fire engine (\$2,619) with additional funds from the sale of the Peterbilt
105 fire engine.

106

107 On voice vote, motion carried.

108

109 **Item 7 – Review and consideration of hardware and software needs for the City of**
110 **Onalaska**

111

- 112 a. Content Manager Software from Tyler Technologies [2018 JMC Budgeted – \$6,328]
- 113 b. Incode Scheduler Software from Tyler Technologies [2018 JMC Non-Budgeted –
114 \$5,100] usage of restricted insurance funds and JMC
- 115 c. Updates to server infrastructure [2018 Non-Budgeted – not to exceed \$30,000] usage of
116 general funds/enterprise funds/special revenue funds
- 117 d. Funding of non-budgeted hardware and software needs for the City of Onalaska not to
118 exceed \$35,000

119

120 Motion by Ald. Muth, second by Ald. Bertrand, to approve Items ‘a,’ ‘b,’ ‘c,’ and ‘d’ for
121 hardware and software needs for the City of Onalaska.

122

123 City Administrator Rindfleisch noted there had been a conversation about making non-budgeted
124 purchases throughout the year and said staff agrees this is not an ideal position for the city. City
125 Administrator Rindfleisch said, “Bear in mind that we were aware there would be some budgeted
126 items in the 2018 Budget, and we attempted to do that. But it wasn’t until, in particular, the
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127 Municipal Court some personnel changes were made and some progress was being made on the
128 parking ticket issue, that communication between the police, the Municipal Court and Finance
129 was able to really start improving quite a bit so that we could understand what tools we needed to
130 fix that parking ticket situation. While we understood there would be something there, that
131 amount has, quite frankly, caught us off guard. But this has gone through all the departments to
132 review as to what the impact to the departments [will be] and as to the process that will work.
133 This is the process that will work. We can already see an uptick of revenue from the parking
134 tickets just by following the process.”

135

136 City Administrator Rindfleisch referred to a document titled “Life Cycle of a Parking Citation”
137 included in committee members’ packets that has the following information:

138

- 139 • Ten days after a citation is issued, citations that are less than \$100 increase by \$10, and
140 citations that are more than \$100 increase by \$25.
- 141 • Thirty days after a citation is issued, citations that are less than \$100 increase by \$10, and
142 citations that are more than \$100 increase by \$25.
- 143 • At 31 days, the citation is defaulted and judgment is filed by the JMC.
- 144 • After 45 days, citations are sent to the DMV and the license is suspended. The citation
145 increases by \$5, and a letter is sent to the defendant.
- 146 • At 75 days, the JMC sends a letter informing the defendant of its intent to submit the
147 citation to SDC or TRIP.
- 148 • At 105 days, citations are submitted either to TRIP or SDC.

149

150 City Administrator Rindfleisch said it is important that these deadlines are met at the appropriate
151 time so that the revenue may be collected. City Administrator Rindfleisch said the software will
152 eliminate some of the concerns regarding funds being collected in one area, recordkeeping being
153 held in another area, and having to communicate the status of citations to the courts. City
154 Administrator Rindfleisch cited the example of someone receiving a citation and going to the
155 City Clerk’s Office to pay the citation without having it on his/her person. This individual would
156 be sent to the Police Department under the current system to obtain a copy of the citation before
157 returning to the City Clerk’s Office. From there, communication with the court would need to
158 occur regarding whether the citation was paid on time or was late. City Administrator
159 Rindfleisch said, “The systematic approach is not working right now, so we need to have
160 something new.”

161

162 City Administrator Rindfleisch addressed the Content Manager Software and the Incode
163 Scheduler Software and said the scheduler will handle what committee members saw on the
164 “Life Cycle of a Parking Citation” document for each citation. A report may be run on a daily
165 basis, and a report may be produced for any citations that hits a certain timeframe, and action
166 (e.g. a letter to the defendant, notices to the court or the State of Wisconsin) may be taken. City
167 Administrator Rindfleisch said the content management system will allow the city to go

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168 paperless with the procedure. A document may be transferred from department to department in
169 an effective manner, and recordkeeping is done. City Administrator Rindfleisch said, “The
170 software solution, as proposed, is there and I think is relatively, considering the increased
171 revenue we’re getting from parking tickets now that we hadn’t in the past, is easily offset by the
172 additional revenue.”

173
174 City Administrator Rindfleisch said he understands that the city’s systems cannot handle the
175 software upgrades in two capacities. One is the processing capability of the cores of the city’s
176 servers, and the other is there is insufficient memory storage for the records in the document
177 management system. City Administrator Rindfleisch said, “That led to review of, what do we
178 need to upgrade our system so that we can handle the new software. But, as discussed by
179 members of the Common Council as well as by staff, we’d really rather not be coming here
180 every few months every time there’s a new software solution for expenses we know we can’t
181 necessarily budget for. We met as staff to review current as well as potential future software
182 purchases in the next two years to come up with something we feel comfortable with that this
183 would, at least for two years, give us enough processing power and storage capability that we
184 won’t have to keep coming back for upgrades, as necessary.”

185
186 Fred told committee members the following corrections need to be made to the “Life Cycle of a
187 Parking Citation” document:

- 188
- 189 • After 45 days, tickets are sent to the DMV and *registration* is suspended. Ticket is
190 increased by \$5, and a letter is sent *by the DMV*.

191
192 Fred said the process “will allow maximum collection where we take all measures possible for
193 collecting citations, whether it’s through State Debt Collection or TRIP.” Fred addressed the
194 Incode Scheduler Software and noted the timelines are in the computer system and will
195 automatically generate the letters that need to be sent to defendants. Fred said the Content
196 Management Software is utilized for imaging the material as it relates to a citation. Instead of
197 copying citations and creating files in the JMC, citations would be imaged into defendants’
198 records.

199
200 Ald. Muth said, “If I have this right – and I came in and asked about this before – this will
201 expedite everything that has been going on. It’s going to put the whole system on computer.
202 There is going to be less filing. There will be less recordkeeping. All the computer systems will
203 be connected with enough backup and storage so that when this system is in place it’s going to
204 be tremendously more efficient. From my understanding and discussion, this is going to solve a
205 number of issues that have been going on for years. And the overall cost of this whole software
206 update and all this information is going to be coming from all the different departments because
207 all departments are going to benefit from this addition and update of computer and software and
208 storage. Everyone is going to be better for this.”

209
Reviewed 4/6/18 by Hope Burchell & Fred Buehler

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210 Fred referred to a document titled “F-7d” included in committee members’ packets and said he
211 had broken down the essential pieces that are strictly related to the Joint Municipal Court, which
212 will be paying for them. The document, titled “Cost Allocation of Hardware/Software needs for
213 Item No. 7,” includes the following information:

214
215 Total amount to allocate that is non-budgeted is \$34,985-\$5,100 (f7b) = \$29,885.

216 Insurance check fraud balance is \$8,426-\$2,550 (half of f7b) = \$5,876.

217

218 Joint Municipal Court = \$896

219 Equipment Replacement Fund (Undesignated Fund Balance) = \$17,931

220 Water = \$4,483

221 Sewer = \$4,483

222 Storm = \$896

223 Tourism = \$299

224 Omni Center = \$598

225 Refuse & Recycling = \$299

226

227 Fred said, “We knew well in advance of the budget process that the Content Manager was an
228 essential item that they needed and would save them sufficient dollars. We talked about all that
229 through the budget process, and that’s why that’s in the budget. These other items came up after
230 all the modifications that were being made in the Joint Municipal Court where things were
231 shifted over to the Finance Department. Then we’re seeing the other complications and issues
232 that we had to deal with.” Fred said the reason other Enterprise Funds and Special Revenue
233 Funds are responsible for paying a proportionate share of the other components is space and
234 processing. Fred said that while a couple of items are directly related to the JMC, there are other
235 components within the Tyler system that are utilized daily and are experiencing difficulties
236 within the Tyler systems (e.g. accounts payable, purchase orders, payroll, version 8 cash
237 management, utility billing).

238

239 On voice vote, motion carried.

240

241 **PERSONNEL**

242

243 **Item 8 – Review and consideration of changes to School Resource Officer Memorandum of**
244 **Understanding for 2018-2019 school year**

245

246 Hope said a copy of the new contract has been included in committee members’ packets. This is
247 based on a recommendation by CVMIC that there be a more detailed MOU. Hope said the city
248 has not yet sent the MOU to the Onalaska School District as it requires Common Council
249 approval. However, Hope said most of the information should be somewhat similar. The MOU
250 outlines that the city is paying workers compensation and liability. The MOU also outlines the
251 fees the Onalaska School District will be required to pay. Hope said one change is if the school

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252 district requests the officer to work hours outside of the normal work day, he/she shall be entitled
253 to overtime compensation billed to the respective extracurricular area responsible for the
254 officer's presence. Hope said that while the school district might be reluctant to do this, she
255 believes it is worth including it in the MOU and having a discussion with the school district.
256 Wages and costs are outlined, as they are every year, and Hope said the MOU outlines the
257 COLA increases – there is a midyear COLA this year – and what it will be at the start of 2019.
258 Hope said the only item that cannot be accounted for for spring 2019 is WRS and the costs of
259 health, dental, and life insurance, as well as workers compensation rates. Hope said the changes
260 in longevity have been accounted for.

261
262 Motion by Ald. Muth, second by Ald. Olson, to approve changes to School Resource Officer
263 Memorandum of Understanding for 2018-2019 school year.

264
265 On voice vote, motion carried.

266
267 **Item 9 – Review and consideration of Safe Routes to School Overtime Patrolling Grant for**
268 **2018**

269
270 Hope said she believes the Police Department does the Safe Routes to School Overtime
271 Patrolling Grant yearly. The Police Department is allowed to expend a certain amount of
272 funding, and Hope said that is what is being proposed with that grant.

273
274 Ald. Muth asked if specific routes have been chosen.

275
276 Acting Police Chief Miller told Ald. Muth there are preplanned routes and said the primary goal
277 is to provide traffic enforcement for children and parents participating in the walking school bus.
278 Acting Police Chief Miller said this will be “very limited” as the grant is for only \$584, adding it
279 will pay for overtime to bring in officers for assistance.

280
281 Ald. Bertrand asked how many years the Safe Routes to School program has been in existence in
282 the city.

283
284 Acting Police Chief Miller told Ald. Bertrand this is his first year being this involved with the
285 program and said the Police Department has been involved with the program for more than a
286 decade.

287
288 Fred noted that in approximately 2015 sidewalks were completed and said they were covered and
289 paid for through the same type of program as Safe Routes to School.

290
291 Motion by Ald. Muth, second by Ald. Bertrand, to approve Safe Routes to School Overtime
292 Patrolling Grant for 2018.

293
294 On voice vote, motion carried.

Reviewed 4/6/18 by Hope Burchell & Fred Buehler

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295

296 **Item 10 – Review and consideration of changes to Adoni Contract for 2018**

297

298 Hope referred to a copy of the contract included in committee members' packets and said Adoni
299 Networks had made some changes and removed some language. Hope said she had left a
300 message with John regarding the Dispute Resolution and putting back the original language that
301 Adoni Networks has crossed out. Hope said she is seeking a motion to approve with that change
302 being submitted. Hope said Adoni Networks has been busy obtaining quotes for the city's other
303 project and had not yet gotten back to her. However, Hope promised to have an answer for the
304 Common Council at its April 10 meeting and said, "Otherwise I think they've met at least a
305 majority of the attorney's concerns [regarding] Certificate of Insurance and things like that."
306

307

308 Motion by Ald. Bertrand, second by Ald. Olson, to approve the changes to Adoni Contract for
309 2018, with the original language regarding the Dispute Resolution being reinserted.

310

311 On voice vote, motion carried.

312

313 **Item 11 – Review and consideration of changes to Administrative Assistant – Fire
314 Department hours from 1,200 to 1,560**

315

316 Hope referred to a copy of a memo written by Fire Chief Dominick included in committee
317 members' packets outlining the reasoning behind increasing the Administrative Assistant's hours
318 from 1,200 to 1,560. Hope said there is a need in the Fire Department for the position to have
319 more hours, and she referred to the difference in cost shown on the second page of the memo.
320 Currently, the Administrative Assistance earns \$17,958.17, with FICA, at 1,200 hours. The
321 Administrative Assistant's salary would increase to \$24,974.04, with FICA and WRS, at 1,560
322 hours. This would be an increase of \$7,015.87. Hope said, "That's if you take into consideration
323 the full year. If you look at what the Chief had noted above that depending on when that occurs,
324 obviously it's not going to be that full amount. He's looking at taking those dollars from the
325 paid on-call wages. Unfortunately, we've lost a couple more paid on-call firefighters, so there
326 are some additional monies there. And it's not going to cause a problem in the budget [because]
327 it's still part-time wages – just a different bank of part-time wages. [Fire Chief Dominick] is
328 requesting that those hours be increased. And I think in particular in light of changes going on
329 and Emergency Management being changed to just [Fire Chief Dominick] being in charge and
330 the Police Chief being the secondary, that would assist with that as well."

331

332 Motion by Ald. Muth, second by Ald. Olson, to approve the changes to Administrative Assistant
333 – Fire Department hours from 1,200 to 1,560.

334

335 Ald. Bertrand asked if the city will be saving money with this move because the on-call
336 firefighter positions have not been filled.

336

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337 Fire Chief Dominick explained that the money is appropriated for paid-on call firefighters, and it
338 includes training and a number of calls. Fire Chief Dominick said the longer duration calls are
339 not as prevalent as they used to be, and he told Ald. Bertrand the number of calls is approaching
340 1,600 and individuals do not have the time to leave their families that many times for the wages
341 being paid. Fire Chief Dominick said, “The monies are there. We’re doing recruiting and we’re
342 getting some. But what was really important now is with the transition to another chief – and
343 that job description, rather that share Emergency Management with the Police and Fire, it’s
344 going to be the Fire Chief – the firefighters right now have more than enough that they are busy
345 from the time they’re here until the evening. That type of extra work, they’re not going to be
346 able to be involved with. It’s imperative that the Emergency Management, for one, it’s very
347 labor intensive. It’s rather in-depth, and it has to be coordinated where everything is the same
348 for every one of the department heads who is part of that Emergency Management Team. Those
349 things, directly and indirectly, are what gets the city’s money back should we have a disaster for
350 FEMA.”

351

352 Hope said the city continues to attempt recruiting paid on-call firefighters, noting she believes
353 two were hired during the previous round, and then two more were hired. However, Hope also
354 pointed out the city is no longer getting 20 applicants, but rather only two or three, and these
355 applicants are being interviewed after they submit an application. Hope said some of the
356 applicants express reluctance about the job once they learn the time commitment involved and
357 the educational requirements. Hope said, “We don’t have as many paid on-call staff as when I
358 first started here. We continue to try to recruit them. However, it’s just becoming a difficult
359 task. And this is nationwide that this is a difficult task.”

360

361 Ald. Bertrand asked if the struggle to attract paid on-call firefighters will continue into the future.

362

363 Fire Chief Dominick said the Fire Department was seeking paid on-call firefighters and told Ald.
364 Bertrand this request was included in the city’s water bills. Fire Chief Dominick said he believes
365 only two citizens expressed interest and only one ended up with the Fire Department.

366

367 Ald. Muth noted he has spoken to both Fire Chief Dominick and Administrative Assistant Stacy
368 Hoeft and said he is in favor of approving the additional hours. Ald. Muth said that although he
369 no longer will be on the Common Council as of April 17, he expressed hope that in the future the
370 Council will consider making Stacy’s job a full-time position. Ald. Muth said he has never
371 understood why the Police Department has four staff members for support, but yet the Fire
372 Department only has one part-time employee for support. Ald. Muth noted that Stacy’s
373 workload is significant and reiterated he hopes that in the future the Council will consider
374 converting Stacy’s position from part-time to full-time.

375

376 Ald. Bertrand said this is an ongoing issue and noted there have been instances when the Fire
377 Department was unstaffed. Ald. Bertrand said he agrees with Ald. Muth in that he believes
378 Stacy’s position should be full-time.

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On voice vote, motion carried.

Item 12 – Review and consideration of changes to job descriptions for:

a. GIS Technician to GIS Analyst

Hope noted that GIS Technician Joe Barstow is retiring at the end of June and said Jarrod is looking at alternatives to replace Joe’s position. Hope noted that Joe reports to City Administrator Rindfleisch and said Jarrod is proposing that the GIS Analyst report to him.

Jarrold noted that Joe has performed GIS duties for the City of Onalaska for more than 15 years. Jarrold noted that a city employee hand-drew maps when he began working for the City of Onalaska in the 1990s. Jarrold said that now there not only are maps in the computer, but interactive maps also are being utilized. Jarrold said Joe’s position was labeled as a GIS Technician when it originated in the 1990s and told committee members, “What we have today with what we have with our GIS System, it flows across all departments. Public Works is the main user of the GIS System, but it goes to all people. The Fire Department uses it. The Police Department uses it. All the city departments interact with the GIS System. We redid the job description. We require a Bachelor’s Degree now with the new job description. [We’re] having the job description be less technician and more manager of the data. We’re managing data that goes into the GIS System. You’re not just the mapmaker any more. You’re manipulating data and using it to better the city and better our Public Works Department.”

Jarrold noted that in the past the GIS Technician reported to the City Engineer. However, that changed with the creation of the Land Use and Development Director position. Jarrold said, “Currently, with the layout we have and the amount of work that position is doing with the GIS System under the Public Works Department, [I’m] in my suite and we’re constantly interacting. My Public Works staff is interacting with that individual on a daily basis, [so] I thought it was best to bring that under our umbrella.”

b. Public Works Operator to Public Works Technology Coordinator

Jarrold noted that over the last 2½ years the Inframap system has been integrated in the Public Works Department, adding that the GIS System and the Asset Management System have been integrated into employees’ daily activities. Jarrold said Assistant Public Works Manager Shane Stoner spends a majority of his shift working with data and told committee members he would like to convert a budgeted Public Works Operator position that is currently vacant into a Public Works Technology Coordinator position. Jarrold said the individual who fills this position would assist with some rudimentary IT coordination in the Public Works Department, be based at the Public Works Facility, assist the GIS Analyst, coordinate activities with the GIS Analyst regarding how data is flowing, ensure that the Inframap is functioning, and coordinate with the

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421 utility operators and labors. Jarrod said, "If there are questions they're going to be the conduit.
422 Right now it's going up the management food chain. I'd like to keep it at a lower level so we
423 can get more managing done." Jarrod noted both the GIS Analyst and Public Works Technology
424 Coordinator positions fit within what has been budgeted for the GIS Technician and the Public
425 Works Laborer positions in the approved budget. Jarrod said he believes this proposal is budget-
426 neutral, stating, "It's just recalibrating things to where we're getting more needs in the
427 technology area. And I think in the Public Works side of things, staff have been doing the work,
428 but they haven't been assigned the work. I think we're going in a direction that better dictates
429 showing what we're doing."

430

431 Ald. Bertrand said the person who is hired might have extensive knowledge and new ideas, and
432 he asked Jarrod if it is possible that funding will be required to upgrade the computer system and
433 its capabilities.

434

435 Jarrod referred to the earlier Finance agenda item regarding server upgrades and said he had been
436 tasked to give recommendations for what might be needed two years from now. Jarrod said staff
437 compiled a list and passed it on to ensure that there is sufficient server space. Jarrod noted that
438 staff utilizes many Esri products, including the ArcView platform, and said they are continually
439 evolving. Jarrod also said he had spoken to Joe and noted ArcView Pro will be released and is
440 different than what is currently being utilized. Jarrod said, "I think we currently budget enough
441 in our ArcView licenses that we could change those over and I think we would be in the realm of
442 reality of what we have there. We have invested very heavily in the Inframap system in the last
443 2½ years. ... We have yearly licenses that keep up on that, so we get any upgrades for free in
444 that system. ... I think we're in a relatively good position. I think there still could be changes
445 depending on what individual we would get. There are always new ideas and different ways to
446 do things, but I think we are in a good position." Jarrod added staff utilizes half of what it could
447 in the Esri System.

448

449 Ald. Muth asked Jarrod if he knows when the GIS Analyst position would be filled.

450

451 Jarrod said the best-case scenario would be for someone to be hired by June so he or she could
452 work with Joe for two weeks before he retires. Jarrod said that while more individuals are
453 choosing to work with GIS Systems for a career, the candidate pool is not deep.

454

455 City Administrator Rindfleisch noted Jarrod had spoken to him about to whom the GIS Analyst
456 would report and said he agrees it is logical that he or she should report to Jarrod.

457

458 Motion by Ald. Muth, second by Ald. Olson, to approve the changes to the job descriptions for
459 GIS Technician to GIS Analyst, and Public Works Operator to Public Works Technology
460 Coordinator.

461

462 On voice vote, motion carried.

Reviewed 4/6/18 by Hope Burchell & Fred Buehler

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12

463

464 c. Chief of Police

465 d. Fire Chief

466

467 Hope noted that both the Chief of Police and Fire Chief job descriptions had gone before the
468 Police and Fire Commission Tuesday evening, and both were approved. Hope said the changes
469 she had made in both job descriptions came after placing them side-by-side and ensuring that
470 they mirror many types of the same functions. Hope said the overall tasks both chiefs will do are
471 graded the same pay grade.

472

473 Hope discussed the following changes under “Training, Experience & Other Requirements” for
474 both the Police Chief and Fire Chief:

475

- 476 • Both positions will require a Bachelor’s Degree or an equivalent combination of
477 experience or education.
- 478 • Related coursework at the FBI National Academy or Executive Development Institute
479 Program is preferred for the Police Chief. Related coursework at the National Fire
480 Academy is preferred for the Fire Chief.
- 481 • A valid driver’s license is required for both the Police Chief and the Fire Chief.
- 482 • The Fire Chief must live within 15 minutes of the City of Onalaska’s jurisdictional limits.

483

484 Ald. Bertrand asked if the job descriptions must go before the unions for approval.

485

486 Hope told Ald. Bertrand the Police and Fire Commission approves the job descriptions before
487 they go before the Finance and Personnel Committee and the Common Council.

488

489 Ald. Muth addressed Item “B” under “Essential Job Functions” for Police Chief, which reads,
490 *“Plans, reviews, and coordinates departmental activities with the Mayor, City Administrator,*
491 *Department Heads, the Police and Fire Commission, and other appointed and elected officials.”*
492 Ald. Muth asked who the other appointed and elected officials would be.

493

494 Hope said the Common Council members, in particular, and she noted the Police Chief might
495 have to work with other governmental bodies such as the Plan Commission where some
496 members are appointed.

497

498 Ald. Muth asked if the Common Council President still will serve as liaison with the Police
499 Department and the Fire Department.

500

501 Hope said the Common Council President still will serve as liaison to the Police and Fire
502 Commission.

503

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504 Ald. Muth told Hope he has never been impressed with the FBI National Academy and said if it
505 were up to him he would strike that requirement from the Police Chief's job description. Ald.
506 Muth next referred to Item "H" under "Essential Job Functions" for the Fire Chief, which reads,
507 *"Attends professional conferences; participates in continuing education and training programs*
508 *to maintain and develop the knowledge and skills needed to perform tasks associated with this*
509 *position."* Ald. Muth noted it had been crossed out and asked if it had been relocated.

510
511 Hope said yes, noting she had moved it to "Related Job Functions," where it is now Item "A."
512 Hope noted this requirement also is listed under "Related Job Functions" for the Police Chief.

513
514 Motion by Ald. Muth, second by Ald. Bertrand, to approve the changes to the job descriptions
515 for Chief of Police and Fire Chief.

516
517 Fred inquired about Ald. Muth's wish to remove the FBI Academy from the Police Chief job
518 description.

519
520 Ald. Muth said he was expressing his opinion and stated he does not believe it is necessary to
521 include it in the job description. Ald. Muth said this is something that perhaps the Police and
522 Fire Commission or other Council members might want to examine.

523
524 On voice vote, motion carried.

525
526 **Item 13 – Review and consideration of authorization to replace, post, and advertise for:**

- 527
528 a. GIS Analyst
529 b. Public Works Technology Coordinator
530 c. Administrative Assistant – Parks & Recreation

531
532 Motion by Ald. Bertrand, second by Ald. Olson, to approve authorization to replace, post and
533 advertise for a GIS Analyst, Public Works Technology Coordinator, and Administrative
534 Assistant – Parks & Recreation.

535
536 Hope said the city's normal practice when an employee retires is to wait to fill the position until
537 the city has expended the money. However, Hope also said, "I think in this situation we need to
538 have a GIS Analyst, and we'd prefer to have them at least hopefully get some training with our
539 current GIS Technician. I think there's some budget money we haven't expended with the
540 Public Works Operator that we will have money available so that that shouldn't be an issue."

541 Hope told committee members Parks and Recreation Department Administrative Assistant
542 Samantha Berg has submitted her notice and said Samantha's last day of employment with the
543 city is April 6. Hope said the city must fill Samantha's position, which is full-time and budgeted.

544
545 On voice vote, motion carried.

Reviewed 4/6/18 by Hope Burchell & Fred Buehler

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546

547 **Adjournment**

548

549 Motion by Ald. Bertrand, second by Ald. Olson, to adjourn.

550

551 On voice vote, motion carried.

552

553

554 Recorded by:

555

556 Kirk Bey