

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

Wednesday, May 8, 2019

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 at 7:41 p.m. on Wednesday, May 8, 2019. It was noted that the meeting had been announced and  
3 a notice posted at City Hall.

4  
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Dan Stevens.  
6 Ald. Kim Smith participated via telephone.

7  
8 Also Present: City Administrator Eric Rindfleisch, Financial Services Director/Treasurer Fred  
9 Buehler, Human Resource Director Hope Burchell, City Engineer Jarrod Holter, Planning  
10 Manager Katie Aspenson, City Attorney Sean O’Flaherty, Assistant Police Chief Troy Miller,  
11 Deputy Finance Director Kim Isensee, Police Sergeant Tim Berg, Ald. Diane Wulf, Ald. Tom  
12 Smith, Ald. Boondi Iyer

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

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

18  
19 On voice vote, motion carried.

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

22  
23 Ald. Stevens called for anyone wishing to provide public input.

24  
25 **Diane Wulf, Second District Alderperson**  
26 **910 Orchid Place**  
27 **Onalaska**

28  
29 Ald. Wulf addressed Item 10 (Contract extension for Kirk Bey transcription services), noting  
30 Kirk has served as the City of Onalaska’s transcriptionist for several years (since October 2012).  
31 Ald. Wulf noted she used to do transcription on a very low scale several years ago, and she said  
32 she continues to be impressed with Kirk’s level of work and service he provides to the city. Ald.  
33 Wulf said, “I don’t know how often any of you look at other neighboring municipalities’  
34 websites and their minutes, but as someone who does, there is no comparison as to the content of  
35 our minutes compared to theirs. I urge you to accept the contract extension, and I would like to  
36 thank Kirk Bey for wanting to continue to serve the City of Onalaska.”

37  
38 Ald. Stevens called three times for anyone else wishing to provide public input and closed that  
39 portion of the meeting.

40  
41 **Item 4 – Review and consideration of changing the date of July 3<sup>rd</sup> Finance and Personnel**  
42 **Committee meeting due to the 4<sup>th</sup> of July Holiday**

Reviewed 5/13/19 by Hope Burchell & Fred Buehler

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2

43  
44 Ald. Stevens noted both the Administrative and Judiciary Committee and the Utilities Committee  
45 will meet Wednesday, July 3 instead of changing the meeting date. Ald. Stevens asked  
46 committee members if they wished to discuss changing the scheduled meeting date from July 3.

47  
48 As no one requested to change the date, Ald. Stevens said the Finance and Personnel Committee  
49 will meet Wednesday, July 3 as scheduled.

50

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

52

53 **FINANCE**

54

55 **Item 5 – 2019 Omni Center Financials**

56

57 Fred noted the financials are through March 31 and reported revenues totaled \$175,062.64, and  
58 expenditures totaled \$155,140.11 for a surplus of \$19,922.53. Fred next addressed Footnote No.  
59 1 under Revenues, noting the Omni Center receives assistance from the Special Projects Fund  
60 (Fund 204) and the Tourism Fund. Fred reported \$15,793.50 was transferred from the Special  
61 Projects Fund to the Omni Center in the first quarter of 2019, and \$3,625 was transferred from  
62 Tourism to the Omni Center in the first quarter.

63

64 Motion by Ald. Olson, second by Ald. K. Smith, to accept the 2019 Omni Center Financials.

65

66 On voice vote, motion carried.

67

68 **Item 6 – 2019 General Fund Financials**

69

70 Fred directed committee members to the General Fund Revenues and noted revenues are through  
71 April. Regarding expenditures, March invoices were paid in April.

72

73 Jarrod addressed Account No. 100-53311-121 (“Overtime – Regular”) under the Street  
74 Department and noted \$11,913.58 of a budgeted \$14,000 had been expended due to several snow  
75 events that had occurred between January and April. Jarrod noted December is included in  
76 winter service, and he said the Overtime-Regular account can fluctuate significantly depending  
77 on the weather conditions in December. Jarrod said, “Between the last 10 days of December  
78 with days off for Christmas and New Year’s and the weekends, we can accumulate overtime at a  
79 pretty good rate because of the fact there is no comp time. It all has to be taken as overtime. If  
80 we have snow events during that time, that can be a large overtime consequence.”

81

82 Jarrod next addressed Account No. 100-53311-370 (“Salt and Sand”), noting both the Board of  
83 Public Works and the Common Council had authorized the purchase of 1,300 tons of salt to fill  
84 the city salt sheds at a cost slightly greater than \$88,000. Jarrod said he anticipates a \$10,000

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85 purchase this autumn for salt brine and a sand/salt mixture. Jarrod noted expenditures will total  
86 \$98,000 and pointed out \$70,633.13 remains in the Salt and Sand account. Therefore, this  
87 account will be approximately \$28,000 over budget.

88

89 Fred noted Jarrod's equipment regulates what is placed on the city's roads.

90

91 Jarrod noted the city has two salt sheds and said staff typically budgets for approximately 1,000  
92 tons of salt in the General Fund Operating Budget. Jarrod reiterated 1,300 tons are needed to fill  
93 the sheds and said the city had exceeded what it normally budgets. Jarrod said, "With the lane  
94 mileage we have, the level of service expectations we have within our community, and the traffic  
95 volumes we have, we really feel we do a pretty good job with what we are." Jarrod noted several  
96 surrounding municipalities had depleted their salt supplies this past winter, and he pointed out  
97 the city still had approximately 500 tons of salt remaining in the salt sheds. Jarrod said savings  
98 in this area likely would come at the cost of reduced service, and he pointed out staff is  
99 constantly utilizing new technologies. The city also runs a very modern fleet of equipment, and  
100 more salt brine is being utilized, which assists with salt usage while an event is occurring.

101

102 Jarrod said, "The last couple years we've used as much salt or more salt than we ever have. But  
103 we've had some pretty vicious winters, too. It's hard to show that we're not using as much salt  
104 as we used to because we are physically using more salt. But I think if you look at the number of  
105 snow events that we give service for and the amount of snow we've been having, we have been  
106 using less per event."

107

108 Motion by Ald. K. Smith, second by Ald. Olson, to accept the 2019 General Fund Financials.

109

110 Ald. Stevens told Jarrod his Second District constituents were complimentary of snow removal  
111 this past winter on the city's roads, noting that service was better than it was in other  
112 communities. Ald. Stevens said it is his perception that City of Onalaska residents appreciate  
113 and do not begrudge the expense, and he said that while he hopes the winter of 2019-2020 will  
114 not require such expenditures, he is happy about the condition of the city's roads.

115

116 On voice vote, motion carried.

117

118 **Item 7 – Monthly Department Presentation by Finance Director/Treasurer and an**  
119 **overview of the Finance Department**

120

121 Fred said he has been a City of Onalaska employee for 37 years; Kim, eight years; Stacy Wilk,  
122 eight years; Jackie Peters, 13 years; and Sharon Campbell, three years. Fred said the staff  
123 utilizes and assists not only the Finance Department, but also the City Clerk's Office and  
124 occasionally Human Resources.

125

126 Fred directed committee members' attention to page 2, which is a description of the city's  
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127 various funds. Fred explained that Special Revenue Funds have a tax levy most of the time, but  
128 sometimes they function on their own. Fred noted the Refuse/Recycling Fund, the Shared Ride  
129 Taxi Fund, the Equipment (New/Replacement) Fund, and the Joint Municipal Court all have tax  
130 levies. Fred said the Debt Service Fund is the city's portion of the General Obligation Debt.  
131 There are instances when the city does General Obligation Debt that might be a combination of  
132 General Obligation, Water, and Sewer. In this instance, Water and Sewer will pay their portions  
133 of the debt, and General Obligation will pay it through the tax levy. Fred said Capital Projects  
134 listed on page 2 are projects that are open, and TIF No. 5 is considered a Capital Project until  
135 such time the expenditures are completed, at which time it goes into a Debt Service Fund. Fred  
136 said Enterprise Funds include Water, Sewer, Cemetery, Omni Center, Tourism, Storm Water  
137 Utility, and Gundersen. Enterprise Funds are meant to be self-supporting based on the rates  
138 being charged to customers (Tourism would be the city's room tax rate). Regarding the Tax  
139 Agency Fund, Fred said he receives levies from the Village of Holmen for the Holmen School  
140 District, the Onalaska School District, La Crosse County, and Western Technical College, and  
141 revenues are collected from customers via a tax bill. Regarding the General Fund (Fixed  
142 Assets), Fred said these are the assets for the General Fund and the Omni Center. Fred said the  
143 Community Development Authority is a component unit that has its own EIN number, but does  
144 not have tax levying authority.

145  
146 Fred next addressed page 3, which shows Moody's General Obligation Debt, noting the City of  
147 Onalaska has had a bond rating of Aa2 since 2011 (this is Moody's third-highest rating). Fred  
148 said the city will do a Mortgage Revenue Bond Issue if the city has a volume of water, sewer,  
149 and stormwater projects. There must be sufficient projects to warrant an issue, and Fred said city  
150 staff looks two years in advance to determine this. The City of Onalaska did a Stormwater  
151 Mortgage Revenue Bond for the first year in 2019. Fred said Water and Sewer Mortgage  
152 Revenue Bonds used to be a couple steps below a General Obligation Bond. However, Fred  
153 noted Moody's feels comfortable from the city's standpoint that it awarded the city an Aa2 rating  
154 for its Water and Sewer Mortgage Revenue Bonds in 2015 and 2019. Fred said the Storm Water  
155 Mortgage Revenue Bond has an Aa3 rating (one lower) because Storm Water Mortgage Revenue  
156 Bonds were first established in 2010 and don't have a lot of history. Fred said the Aa3 rating is  
157 "very strong," but not strong enough for an Aa2 rating.

158  
159 Ald. Stevens asked what type of behaviors the city would need to approach to improve its bond  
160 rating.

161  
162 Fred told Ald. Stevens the city has a "very solid" Aa2 rating and said many things would have to  
163 occur for that rating to be raised. For example, a project of significant size would have to come  
164 into the city, thereby creating more assessed valuation. Fred said Moody's examines  
165 overlapping debt, and explained that the City of Onalaska and La Crosse County go into the  
166 bond market. Fred said, "Anything that has an impact to the City of Onalaska taxpayers ... is all  
167 looked at by Moody's, so it's more than just one little factor. There are many factors." Fred told  
168 Ald. Stevens that Moody's gives the city its strengths, weaknesses, and what it would take for  
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169 the rating to change from where it is today.

170

171 City Administrator Rindfleisch told Ald. Stevens the question he has raised also has been raised  
172 in other communities, and he said because the State of Wisconsin relies heavily on property taxes  
173 there is a negative markdown on every community in the state. City Administrator Rindfleisch  
174 said another roadblock involves levy limits, and population is the most significant factor.

175

176 Fred said in the past the Common Council had gone on record to Moody's to state the city will  
177 modify its rate structure to accommodate the new debt undertaken in 2019. Fred said the City of  
178 Onalaska is in the process of doing a full-blown water rate adjustment for Water, Sewer and  
179 Stormwater projects that will be undertaken over the next two years. Fred said Moody's has said  
180 the city will be in a good position if it continues to do what it intends to do.

181

182 Ald. Stevens asked Fred if he believes the public will accept moderate, regular rate increases, or  
183 if he believes citizens prefer to "hold the line" and then see a significant rate increase.

184

185 Fred addressed the Water Utility rates and said that per the Public Service Commission, the city  
186 either may do a percentage increase across the board within a certain window, or it must do a  
187 full-blown water rate increase. Fred said the city has the ability to raise the Sewer Utility  
188 (treatment and transition rates) and Stormwater Utility rates as needed.

189

190 Fred next addressed real and personal property tax collection, noting the city holds its public  
191 hearing in early November every year, and the figures are sent to La Crosse County. Fred said  
192 he also receives affidavits from the other taxing entities, and he also speaks to La Crosse County  
193 Treasurer Amy Twitchell. The mill rate is established at the public hearing, a tax bill is created,  
194 Dairyland Power sends out the tax bills. Fred reported \$39,949,000 was collected in 2018 for the  
195 2019 budget for all the taxing entities. By comparison, the total for the previous year was  
196 \$39,748,683, and total for the year prior was \$40,029,781.

197

198 Fred next addressed the Shared Ride Program, which began in 1994 in the City of Onalaska.  
199 The Village of Holmen and the Village of West Salem joined in 2001 and 2006, respectively.  
200 Fred referred to a graph showing trip totals and said these statistics can be affected by factors  
201 such as the death of an individual who utilized the Shared Ride Program two to three times a  
202 day, and fuel prices. Fred noted the City of Onalaska participates in a couple of fixed routes that  
203 the city pays directly between itself and MTU.

204

205 Fred next addressed credit card transactions. Sales utilizing a credit card in the fourth quarter of  
206 2018 totaled \$245,903.62, and sales utilizing a credit card in the first quarter of 2019 totaled  
207 \$348,200.80. Fred noted the city created a 2-percent convenience fee when the program began.

208

209 Fred next addressed Utility billing and said citizens may pay their water bills either by writing a  
210 check and mailing it or bringing to City Hall; authorizing their financial institution to send a

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211 check to the City of Onalaska via the E-Box method; or via Insite, in which payment is made via  
212 a credit card and customers are not levied a convenience fee. Fred noted 1,195 individuals  
213 utilized Insite to pay their 2019 first-quarter water bills, and 912 individuals utilized E-Box to  
214 pay their 2019 first-quarter water bills. Fred said the city has several accounts where customers  
215 may receive a statement and have all their accounts on one. Several customers also receive  
216 statements via email.

217  
218 Fred next addressed cat licenses and noted the city collects approximately \$31,617 a year, and  
219 1,475 tags were issued during the fourth quarter of 2018 and the first quarter of 2019. Regarding  
220 dog licenses, Fred reported 2,780 tags were sold during the fourth quarter of 2018 and the first  
221 quarter of 2019, and approximately \$45,000 in revenue was generated. Regarding yard waste  
222 stickers, Fred said the city charges \$20 per sticker. The stickers generate close to \$60,000, and  
223 these funds go into the Special Revenue Fund – Refuse and Recycling. Fred next addressed  
224 GovPayNet, noting parking citations may be paid utilizing this method. Fred reported that 739  
225 individuals had utilized the GovPayNet method from January 1 through March 31. Fred next  
226 addressed citations, noting they are divided into several pieces, including the forfeiture (what the  
227 City of Onalaska keeps), penalty assessment (the State of Wisconsin receives this), and court  
228 costs (\$33 remains with the city, \$5 is paid to the state). Citations also might include a crime lab  
229 fee, an ignition interlock device surcharge, a Safe Ride Program charge, and a jail fee. Fred  
230 reported that \$226,831.35 in citations were paid from October 1, 2018 to March 31, 2019, and  
231 that \$40,240 in parking tickets were paid during that same period.

232  
233 Fred next addressed the Joint Municipal Court, which consists of the City of Onalaska, Village  
234 of Holmen, Village of West Salem, Village of Bangor, Town of Campbell, Town of Shelby,  
235 Town of Holland, and the Village of Rockland. The Town of Holland and the Village of  
236 Rockland have joined the program should they ever have any citations issued on the municipal  
237 level, there is a minimum annual fee of \$500 to be part of the JMC. The other municipalities  
238 have transactions that come through the Joint Municipal Court system. Regarding forfeitures,  
239 the City of Onalaska collected \$208,000 in 2018, and Fred said he sends back to the towns and  
240 villages all the months except January and December. Those months are retained because the  
241 City of Onalaska does not want to utilize its funds to pay the towns and villages. There must be  
242 a positive balance for funds to be returned. Fred said the towns and villages might have to pay  
243 the City of Onalaska when he closes the books on the previous year in February. Fred said court  
244 costs generated approximately \$84,340 in 2018. Regarding cases not dismissed, Fred said they  
245 are cases that go through the towns, cities and villages. The cases not dismissed is the  
246 methodology utilized to determine the percentage of the budget that is covered by the number of  
247 cases not dismissed. The City of Onalaska covers 57.3341 percent of the budget within the JMC.  
248 Fred said the percentage has increased six to seven percentage points because the City of  
249 Onalaska runs its parking system through cases not dismissed. Parking citations that are not paid  
250 after 45 days are sent through the court system, at which time a \$33 court fee is added. Fred next  
251 addressed the State Debt Collection, noting any unpaid citations are turned over to the SDC,  
252 which collected \$137,685 for the City of Onalaska in 2018.

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253  
254 Ald. Stevens inquired about credit card transactions, asking Fred how much of the 2-percent  
255 convenience fee is absorbed by the credit card processing company.

256  
257 Fred told Ald. Stevens the system does not function in that manner, noting the city does not have  
258 a merchant.

259  
260 Ald. Stevens asked Fred if he has an opinion regarding what other communities charge for  
261 convenience fees.

262  
263 Fred said he does not and told Ald. Stevens he has not looked. Fred said the city is attempting to  
264 offset some of its costs.

265  
266 Kim told Ald. Stevens customers are encouraged to utilize the online method to pay utility bills  
267 when they come to City Hall.

268  
269 Fred said nearly 1,000 individuals had utilized a credit card March 31 and April 1 to pay their  
270 dog license.

271  
272 **Item 8 – Options regarding an insurance policy for the Joint Municipal Court**

273  
274 Fred told committee members city legal counsel had discovered that the Municipal Court Judge  
275 should be bonded. This can be accomplished by obtaining bond insurance, or a bond itself. Fred  
276 said the Joint Municipal Court had examined that option, and due to the cost had turned it back  
277 to the City of Onalaska for discussion at the July 18 Joint Municipal Court Committee meeting.  
278 Fred said staff also is speaking to Cities and Villages Mutual Insurance Company (CVMIC) and  
279 the League of Wisconsin Municipalities Mutual Insurance regarding an insurance policy. Fred  
280 said the city is somewhat unique in that five other communities in the JMC are involved. Fred  
281 said a policy carried by six of the municipalities in the JMC would require payment from all of  
282 them through the Joint Municipal Court system based on the cases on dismissed. However, the  
283 City of Onalaska would carry the insurance. Fred said this item is for information only at this  
284 time, but more details will come forward in June.

285  
286 Ald. Stevens asked that the committee address Item 14 next.

287  
288 **Item 14 – Approve a Community Development Investment Grant Agreement between**  
289 **Wisconsin Economic Development Corporation (WEDC) and the City of Onalaska for the**  
290 **Great River Residences project in the amount of \$250,000.00**

291  
292 Katie said the City of Onalaska had applied for this grant as being the pass-through agency for  
293 the Great River Residences, GRR, Onalaska. The city, due to the grant application by Three-  
294 Sixty Real Estate Solutions, secured \$250,000. Katie noted this item will be going to the May 14  
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295 Common Council meeting on the Non-Consent Agenda as there is no development agreement  
296 signed for this project as of yet. The grant may not be accepted and signed until the development  
297 agreement has been finalized.

298

299 Ald. Stevens asked if that agreement would be signed at the Common Council level, or if the  
300 Finance and Personnel Committee is voting on this tonight.

301

302 Katie said the committee is voting on this tonight and told Ald. Stevens the committee may make  
303 the recommendation, but the item will appear on the Council's Non-Consent Agenda on May 14.

304

305 Motion by Ald. Stevens, second by Ald. Olson, to approve a Community Development  
306 Investment Grant Agreement between Wisconsin Economic Development Corporation (WEDC)  
307 and the City of Onalaska for the Great River Residences project in the amount of \$250,000.00.

308

309 On voice vote, motion carried.

310

311 **Item 9 – Gundersen Health System Parking Ramp Financial for 1<sup>st</sup> Quarter 2019**

312

313 Fred noted this program began in 2003 and said the 25-year note runs through 2028. The bond's  
314 covenants state that the City of Onalaska pays an annual fee of \$5,000 to cover its share.  
315 Gundersen Health System covers the other expenditures and the operation of the ramp.

316

317 Motion by Ald. K. Smith, second by Ald. Olson, to accept the Gundersen Health System Parking  
318 Ramp Financial for 1<sup>st</sup> Quarter 2019 and place it on file.

319

320 On voice vote, motion carried.

321

322 **Item 10 – Contract extension for Kirk Bey transcription services**

323

324 Kirk Bey's rates will remain the same for 2020 (13 cents per line, with a \$10 minimum).

325

326 Motion by Ald. Olson, second by Ald. K. Smith, to approve a contract extension for Kirk Bey  
327 transcription services.

328

329 On voice vote, motion carried.

330

331 **Item 11 – WI Department of Transportation Bureau of Transportation Safety (BOTS) is**  
332 **offering a 75/25 match relating to speeding and other traffic violations**

333

334 Fred noted the city has been doing this program for quite some time and said the city has  
335 administered it for a couple of other jurisdictions the last three years. Fred said the primary use  
336 is for speeding and other traffic violations, and he stated for clarification the city's share would

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337 be 25 percent.

338

339 Assistant Police Chief Miller said this grant is consistent with grants that were done in the past,  
340 and he noted the city has been administering this grant for a couple of years. Assistant Police  
341 Chief Miller said he has been asked when another agency will take its turn, and he told  
342 committee members that will have to happen at some point. Assistant Police Chief Miller said,  
343 “What I’m asking is, let’s not lose focus on who is administering the grant. Let’s look at the  
344 purpose of the grant and the good that it’s doing. While we are using our staff time to administer  
345 this grant and organize it and get everything submitted to the state for reimbursement, by doing  
346 so we are taking advantage of an opportunity for us to put more officers out on the road.”

347 Assistant Police Chief Miller noted the Police Department is currently down three officers, and  
348 has been down officers and positions most of 2018 and so far this year. Assistant Police Chief  
349 Miller said, “Without these grants, we really don’t have the opportunity to put more bodies out  
350 on the road for traffic enforcement. Maybe we can look at this as being a speed grant, but it’s a  
351 much broader picture than that. We are out there and we are reducing the speed, which has an  
352 effect on crashes. We are having more of a presence in the community, which is a crime  
353 deterrent. As we consider this, I just want you to keep those things in the back of your mind of  
354 the good that it is actually doing to have these grants. It goes beyond just having someone out  
355 there. ... [The grant] does also make us eligible for other grant opportunities.”

356

357 Police Sergeant Berg said this grant is what the State of Wisconsin and the federal government  
358 consider to be a “high visibility enforcement grant.” The requirement is that when other  
359 agencies on the Highway Safety Task Force are deployed in La Crosse County, they must be  
360 deployed at the same time. This means either the Village of Holmen, the Village of West Salem,  
361 the Town of Campbell, or the La Crosse County Sheriff’s Department must go out with the City  
362 of Onalaska. They all go out in their own jurisdiction, and Police Sergeant Berg said the goal is  
363 to enforce speed violations and any other traffic violations officers might encounter. Police  
364 Sergeant Berg said the reason the City of Onalaska has been targeted for this grant is because its  
365 crash statistics over the last year show there is a speed problem in La Crosse County, including  
366 the City of Onalaska.

367

368 Police Sergeant Berg shared the following statistics: There have been 244 crashes in the City of  
369 Onalaska since January 1. Of those 244 crashes, officers believe excessive speed had  
370 contributed to 55 of them, and 16 were injury crashes. Police Sergeant Berg told committee  
371 members that when he hears reports of motorists speeding on East Main Street, Main Street, or in  
372 a residential neighborhood, generally the grant funds may be utilized to dispatch an officer to  
373 that location so that specific area may be targeted. Police Sergeant Berg said some locations in  
374 the city might not qualify for the enforcement, but a majority of the city would. Police Sergeant  
375 Berg said another advantage to administering the grant is some of the smaller agencies such as  
376 the Village of West Salem and the Town of Campbell are unable to utilize their entire share of  
377 the grant funding. Thus, additional funding becomes available, and the State of Wisconsin does  
378 not object to the City of Onalaska utilizing those funds.

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379

380 Police Sergeant Berg said, “We’ve been doing grants for many years. From time to time they  
381 change how they have to be administered. Albeit [it’s] a smaller grant this year, we’ve literally  
382 been involved in hundreds of thousands of dollars of grants in this partnership. I think it would  
383 be very worthwhile for us to continue with it.”

384

385 Ald. Olson told Police Sergeant Berg he agrees with him and said, “The more visibility we have,  
386 the better off I think it’s going to be.”

387

388 Ald. Stevens noted he had spoken to Second District constituents and said attempting to curb  
389 speeding was the second-most important issue to them.

390

391 Police Sergeant Berg noted the match is a “soft match,” meaning items such as wages that are  
392 used to administer the grant or mileage could be utilized.

393

394 Ald. Stevens asked if the fact the Police Department being down three officers is the result of not  
395 having qualified applicants, or perhaps a product of not having funding, thus making the grant  
396 more necessary.

397

398 Assistant Police Chief Miller told Ald. Stevens it is a product of the profession, noting it is a  
399 trend that agencies are seeing statewide and nationwide. Assistant Police Chief Miller said the  
400 Police Department’s candidate pool and applicants “are getting smaller and smaller.” Assistant  
401 Police Chief Miller told committee members that when he applied for a position at the Onalaska  
402 Police Department in 1996, he estimated that the applicant pool numbered between 80 and 100.  
403 Assistant Police Chief Miller said, “Now we’re lucky if we get 20 that are applying for these  
404 positions. We currently are in the process of filling them. The problem is just getting the bodies  
405 to fill them. We have been approved to fill them. They are posted. We currently are in the  
406 hiring process right now. [We’re] hoping to bring one or two from our latest list on board. [The  
407 staffing shortage] is due to retirements. Historically, a couple [of officers] have gone to other  
408 agencies in other areas of the state for personal reasons or whatever. But it’s really just a trend.  
409 The reason why we’re staying vacant so long is it is harder to find the qualified applicants. And  
410 by the time we get to their background check, there are occasions when another agency has  
411 already scooped them up.”

412

413 Ald. Stevens asked if the grant funding means additional officers on top of the three vacant  
414 positions.

415

416 Assistant Police Chief Miller said some of the department’s current officers will be put out on  
417 the road on overtime.

418

419 Motion by Ald. K. Smith, second by Ald. Olson, to apply for a Wisconsin Department of  
420 Transportation Bureau of Transportation Safety (BOTS) is offering a 75/25 match relating to

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421 speeding and other traffic violations.

422

423 On voice vote, motion carried.

424

425 **Item 12 – Liquor Account Agreement between the City of Onalaska and the Onalaska**  
426 **Enhancement Foundation (OEF)**

427

428 Fred said the City of Onalaska may not hold a liquor license, so the Onalaska Enrichment  
429 Corporation was created when the Omni Center opened. Fred said the OEC consisted of  
430 different individuals within the community who represented different areas, and he noted several  
431 state guidelines must be followed when a corporation is created. Fred noted the OEC was  
432 disbanded in the early 2000s, and the Onalaska Enhancement Foundation was created. Fred  
433 noted several programs come through the OEF, including the Community Thanksgiving Dinner,  
434 The Onalaska Cemetery Project, and the sculpture for the Great River Landing. Fred said the  
435 Finance Department files the necessary paperwork so that the OEF remains in compliance. Fred  
436 said city legal counsel pointed out the Liquor Account Agreement had never been changed when  
437 the OEF took over, and he told committee members this will bring the city into compliance with  
438 its agreement with the OEF, which has accepted this agreement. Fred said the agreement is  
439 written to state all the expenditures for liquor are paid through the OEF, but are reimbursed out  
440 of the account based on the revenue sales that come out of the Omni Center. Fred noted revenue  
441 comes into Account No. 640-21900, the OEF pays the expenditures, and the OEF is reimbursed  
442 out of the revenue account within the Omni Center. Fred estimated that Parks and Recreation  
443 Director Dan Wick makes between \$12,000 and \$14,000 a year clear profit after all the  
444 expenditures, which include the necessary insurance for the OEF to cover liability purposes, and  
445 also the liquor license the City Clerk charges.

446

447 Motion by Ald. Olson, second by Ald. K. Smith, to approve Liquor Account Agreement between  
448 the City of Onalaska and the Onalaska Enhancement Foundation (OEF).

449

450 On voice vote, motion carried.

451

452 **Item 13 – Approve a draft agreement with General Engineering Company (GEC) for the**  
453 **provision of Inspection Services**

454

455 City Administrator Rindfleisch said the agreement is for an hourly rate and noted GEC performs  
456 inspection services in the area, including for the Village of West Salem. City Administrator  
457 Rindfleisch said the inspection services are primarily for residential structures, but commercial  
458 inspections also are done, as necessary.

459

460 Ald. K. Smith inquired about the estimated budgetary impact.

461

462 City Administrator Rindfleisch said he expects no budgetary impacts and told Ald. K. Smith staff

Reviewed 5/13/19 by Hope Burchell & Fred Buehler

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12

463 hopes to assist with the residential position, which currently is vacant.

464

465 Fred said staff believed this item was important enough to include on tonight's agenda because it  
466 is a draft agreement. Fred also said he assumes any changes made by city legal counsel will be  
467 completed between now and the May 14 Common Council meeting, adding this item will appear  
468 on the Non-Consent Agenda that evening.

469

470 Motion by Ald. K. Smith, second by Ald. Olson, to approve a draft agreement with General  
471 Engineering Company (GEC) for the provision of Inspection Services, with the understanding  
472 city legal counsel will continue to review the document.

473

474 On voice vote, motion carried.

475

476 **Item 15 – Approval of the following contracts:**

477

478 Fred said these documents have been reviewed by city legal counsel.

479

480 a. MACH Sub-User's Agreement

481

482 Assistant Police Chief Miller said this is a statewide program, noting several state agencies are  
483 utilizing this program. The City of Onalaska has utilized the program for approximately four  
484 years, and was one of the first municipalities in the state to utilize the software. MACH allows  
485 the Police Department to communicate with anyone anywhere in the state that is on the program.  
486 MACH also may be utilized to mark incidents of significance such as a major crash and report  
487 highway closures, identify crash areas and disabled vehicles. Assistant Police Chief Miller said  
488 the Police Department utilizes the program to mark abandoned vehicles during the winter  
489 months. Assistant Police Chief Miller said the state provides the program free of charge, with  
490 the only fee involved being \$1 per license agreement per month. This covers the GPS cost to  
491 utilize the mapping software.

492

493 b. TRACS Sublicense Agreement

494

495 Assistant Police Chief Miller said the TRACS software is installed in the Police Department's  
496 squad cars, and is utilized for ordinance violations, traffic and parking citations, and crash  
497 reports. Assistant Police Chief Miller described TRACS as the paperless version of the Police  
498 Department's job, and he also described as being the state standard, and is offered free by the  
499 Wisconsin Department of Transportation. Assistant Police Chief Miller said that although the  
500 system occasionally has its glitches, the Police Department has utilized it "with great success."

501

502 Motion by Ald. Olson, second by Ald. K. Smith, to approve contracts for the MACH Sub-User's  
503 Agreement, and also the TRACS Sublicense Agreement.

504

505 On voice vote, motion carried.

Reviewed 5/13/19 by Hope Burchell & Fred Buehler

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13

506

507 **PERSONNEL**

508

509 **Item 16 – Review and consideration of out-of-state travel for Jeremy Southworth to attend**  
510 **Leadership in Supervision at the National Fire Academy in Emmitsburg, Maryland from**  
511 **July 21 through July 26, 2019**

512

513 Hope said training sessions in Emmitsburg, Maryland such as this one oftentimes are provided  
514 free of charge. The city pays for meals and the employees' wages to attend. Hope said she likes  
515 the fact employees are looking at leadership and supervision roles so that they may move into  
516 other positions.

517

518 Ald. Olson asked if the total cost is \$172.

519

520 Hope said it is.

521

522 Motion by Ald. Olson, second by Ald. K. Smith, to approve out-of-state travel for Jeremy  
523 Southworth to attend Leadership in Supervision at the National Fire Academy in Emmitsburg,  
524 Maryland from July 21 through July 26, 2019 at a cost of \$172.

525

526 On voice vote, motion carried.

527

528 **Item 17 – Review and consideration of out-of-state travel for Jason Veldboom, Wayne**  
529 **Nagy and Karl Goldbeck to attend Crude by Rail Emergency Response in College Station,**  
530 **Texas from October 7 through October 9, 2019**

531

532 Hope said the railroad typically pays for the entire training, including meals, and the city only  
533 pays for wages to attend.

534

535 Motion by Ald. K. Smith, second by Ald. Olson, to approve out-of-state travel for Jason  
536 Veldboom, Wayne Nagy and Karl Goldbeck to attend Crude by Rail Emergency Response in  
537 College Station, Texas from October 7 through October 9, 2019.

538

539 On voice vote, motion carried.

540

541 **Item 18 – Review and consideration of filling the budgeted position of Firefighter/EMT**

542

543 Motion by Ald. Olson, second by Ald. K. Smith, to approve filling the budgeted position of  
544 Firefighter/EMT.

545

546 Hope noted one of the newer Firefighter/EMTs had resigned and moved to another area closer to  
547 their hometown. Hope said staff attempts to establish another eligibility list every year with  
Reviewed 5/13/19 by Hope Burchell & Fred Buehler

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14

548 assistance from Chippewa Valley Technical College, and she told committee members she is  
549 waiting for the results to obtain in. Hope said she hopes to have a list of candidates by the end of  
550 the week so staff may schedule interviews.

551  
552 On voice vote, motion carried.

553  
554 **Item 19 – Review and consideration to increase Part-Time Firefighter/EMT Lieutenant**  
555 **Goldbeck’s hours to exceed the 600-hour Wisconsin Retirement cap not to exceed greater**  
556 **than 900 hours in a rolling calendar year**

557  
558 Hope reminded committee members a similar item involving Captain Rick Molzahn had come  
559 before them earlier this year (February), and she noted Part-Time Firefighter/EMT Lieutenant  
560 Goldbeck is facing the same challenges regarding hours. Hope noted Part-Time Firefighter/EMT  
561 Lieutenant Goldbeck is a longtime City of Onalaska employee who attends many calls, and also  
562 that some recent on-call, part-time employees have resigned. Hope said, “These additional  
563 hours, while they might seem minor, do assist the department greatly.”

564  
565 Motion by Ald. Olson, second by Ald. K. Smith, to approve increasing Part-Time  
566 Firefighter/EMT Lieutenant Goldbeck’s hours to exceed the 600-hour Wisconsin Retirement cap  
567 not to exceed greater than 900 hours in a rolling calendar year.

568  
569 Ald. Stevens said there should be a surplus to fund any overtime due to the current vacancies.

570  
571 Hope told Ald. Stevens he is correct and said she believes there were additional wages left over  
572 from 2018 that were utilized to pay a bonus to the individuals who were employed at the end of  
573 the year for part-time firefighters. Hope said this also could assist with the full-time firefighters’  
574 overtime budget should there be a shortfall in their current budget standard. Hope also said staff  
575 anticipates there being sufficient funding in that fund to address the increase in hours based on  
576 the fact the city continues to do recruitment.

577  
578 Ald. Stevens asked if the increase in hours will continue in perpetuity.

579  
580 Hope said yes.

581  
582 Ald. Stevens asked, “In the chance that keeping staff levels at optimal levels is maintained, will  
583 that create a future problem with the payroll budget?”

584  
585 Hope told Ald. Stevens it should not and said some of the changes associated with Act 10, which  
586 was passed in 2011, included increasing the number of hours the city’s part-time staff could  
587 work. Hope said 600 was the original cap, and that amount was increased to 1,200 hours. Hope  
588 said anyone hired prior to July 1, 2011 is held to the 600-hour cap, and they ultimately become  
589 eligible for the retirement plan, which is an additional cost. Hope reiterated she does not believe

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15

590 there will be an issue as Part-Time Firefighter/EMT Lieutenant Goldbeck is a longtime  
591 employee, and she said she wants him to remain a City of Onalaska employee for as long as  
592 possible. Hope said staff will work around the budget constraint as upcoming budgets continue.

593

594 On voice vote, motion carried.

595

596 **Item 20 – Information on recruitment for Police Chief – FIO**

597

598 Hope noted the Police and Fire Commission had approved filling the position (April 29) and said  
599 staff is working on posting and advertising for it. Hope said staff has attempted to utilize as  
600 many online resources as possible, but the Chiefs Associations, League of Municipalities, any  
601 other associations associated with police chiefs, and other services in an attempt to minimize the  
602 cost of advertising, yet at the same time reach out to a wide scope of sources, if necessary.

603

604 **Item 21 – Hearing on Grievance 2019-1**

605

606 Ald. Stevens said the Finance and Personnel Committee will acknowledge the receipt of  
607 Grievance 2019-1, “and explain that the purpose of the hearing is to determine whether the city  
608 has violated the rules in the collective bargaining agreement regarding Firefighter [Jim] Netwal’s  
609 pay raise during the time he was on light duty in March of 2019. Also, to acknowledge that each  
610 party has a copy of the Grievance 2019-1, and that the Grievance 2019-1 shall become part of the  
611 record. I’ll state that the parties appear to be either on the underlying facts of the case so that we  
612 do not anticipate that either side will call a witness.”

613

614 Sean said the hearing will occur in Open Session, and the deliberation will occur in Closed  
615 Session. Sean said the order of the hearing will be that the grieving party wishes may make a  
616 presentation if he chooses to do so, and then the city will make a presentation. Each side then  
617 will be given the opportunity to rebut. Sean said he does not believe anyone from the grieving  
618 party is in attendance this evening. Therefore, City Administrator Rindfleisch will be stating the  
619 city’s position.

620

621 Ald. Stevens asked if anyone wished to speak on behalf of the grieving party.

622

623 As there was no one present to speak on behalf of the grieving party, Ald. Stevens invited City  
624 Administrator Rindfleisch to address the committee.

625

626 City Administrator Rindfleisch confirmed that the city and the Finance and Personnel Committee  
627 had received Grievance 2019-1, and also a cover letter dated April 17, 2019 in which the  
628 grieving party had expressed his opinion. City Administrator Rindfleisch read the following  
629 response to the grieving party’s claims: “Overall, the agreement between the City of Onalaska  
630 and the La Crosse Area Professional Firefighters Association International Association of  
631 Firefighters Local 127 is a mutually and collectively agreed-upon document between the city and  
Reviewed 5/13/19 by Hope Burchell & Fred Buehler

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16

632 Local 127. It dictates the conditions by which both the city and the local must follow. There is  
633 no dispute on that issue. I also believe there is no dispute on the hourly wage paid to Mr.  
634 Netwal. That is to be found on the last page of the agreement, in Appendix III, and the  
635 appropriate matrix shows the hourly wage paid by the city to Mr. Netwal. There is no dispute on  
636 the number of hours to be worked. That is found in Article 15.1, 'Work Week,' found on page  
637 15. [It reads]: *'Firefighters not assigned to the platoon system shall work an eight-hour day, a*  
638 *40-hour week.'* There is no dispute that Mr. Netwal is not on the platoon system. That is found  
639 in Article 10.4 on page 10. [It reads]: *'Firefighters that are physically unable to perform the*  
640 *essential functions of the firefighter job description, and therefore unable to work the platoon*  
641 *system, shall be accommodated as follows: b. Restricted and Modified Duty Policy.'* Why not  
642 Section 10.4(a)? That is for workers comp and work-related injuries, much as Articles 10.1,  
643 10.2, and 10.3 state. The contract, as agreed upon, specifically calls out that work-related and  
644 non-work related injuries are to be treated differently. There is no dispute about the guidelines  
645 for Mr. Netwal's light or modified duty assignments. Those are further found in Article 10.4(b),  
646 beginning on page 10. It is a temporary reassignment due to injury or illness only when  
647 assignments are available. They can be discontinued at the option of the city, and it does not  
648 have a guarantee of being offered. Again, as per the existing agreement of the contract as agreed  
649 upon by both parties, we have an injured employee whose injury is non-work related under 10.4.  
650 The employee has been offered light duty, as he cannot be on the platoon system [per] 10.4 and  
651 10.4(b), so therefore works eight-hour days and 40-hour weeks [per] 15.1, and is paid  
652 appropriately at the hourly rate, in Appendix III."

653

654 Ald. Stevens offered the grieving party an opportunity to rebut City Administrator Rindfleisch's  
655 response.

656

657 As the grieving party is not attending this evening's meeting, Ald. Stevens closed the  
658 presentation portion of the hearing.

659

660 **Item 22 – Closed Session**

661

662 To consider a motion to convene in Closed Session under Section 19.85(1)(a) for the purpose of  
663 deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or  
664 hearing before that government body:

665

- 666 • Deliberation of Grievance 2019-1

667

668 Sean suggested that the committee convene in Closed Session with only deliberation of  
669 Grievance 2019-1, reconvene in Open Session, make its ruling, and then address the remainder  
670 of Closed Session.

671

672 Motion by Ald. Olson, second by Ald. K. Smith, to convene in Closed Session.

673

Reviewed 5/13/19 by Hope Burchell & Fred Buehler

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17

674 On roll call vote: Ald. Kim Smith – aye, Ald. Jim Olson – aye, Ald. Dan Stevens – aye. In  
675 Closed Session.

676

677 The Finance and Personnel Committee reconvened in Open Session, and Ald. Stevens disclosed  
678 the following findings regarding Grievance 2019-1: “It is the finding of this committee that the  
679 city administered the pay of Firefighter Netwal appropriately pursuant to the collective  
680 bargaining agreement during his March 2019 light duties.”

681

682 **Item 22 – Closed Session**

683

684 To consider a motion to convene in Closed Session under Section 19.85(1)(f) of the Wisconsin  
685 Statutes for the purpose of considering financial, medical, social or personal histories or  
686 disciplinary data of specific persons, preliminary consideration of specific personnel problems or  
687 the investigation of charges against specific persons except where par. (b) applies which, if  
688 discussed in public, would be likely to have a substantial adverse effect upon the reputation of  
689 any person referred to in such histories or data, or involved in such problems or investigations:

690

- 691 • Discussion of extension of unpaid leave per 7.01 Leave of Absence Policy

692

693 And under Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal  
694 counsel for the governmental body who is rendering oral or written advice concerning strategy to  
695 be adopted by the body with respect to litigation in which it is or is likely to become involved:

696

- 697 • Weather-related fall in the vicinity of the 500 block of Wilson St.

698

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

702

703 Motion by Ald. Olson, second by Ald. K. Smith, to convene in Closed Session.

704

705 On roll call vote: Ald. Kim Smith – aye, Ald. Jim Olson – aye, Ald. Dan Stevens – aye. Motion  
706 carried. In Closed Session.

707

708 Motion by Ald. Olson, second by Ald. K. Smith to adjourn in Closed Session at 9:40 p.m.

709

710 On roll call vote: Ald. Kim Smith – aye, Ald. Jim Olson – aye, Ald. Dan Stevens – aye. Motion  
711 carried. Motion carried 3-0

712

713 Recorded by:

714

715 Kirk Bey

Reviewed 5/13/19 by Hope Burchell & Fred Buehler