

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

Wednesday, June 3, 2020

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 on Wednesday, June 3, 2020. It was noted that the meeting had been announced and a notice
3 posted at City Hall.

4
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Dan Stevens,
6 Ald. Diane Wulf

7
8 Also Present: City Administrator Eric Rindfleisch, Mayor Kim Smith, City Clerk Cari
9 Burmaster, City Attorney Amanda Jackson, Financial Services Director/Treasurer Fred Buehler,
10 Human Resource Director Hope Burchell, City Engineer Jarrod Holter, Parks and Recreation
11 Director Dan Wick, Police Chief Charles Ashbeck, Municipal Court Supervisor Hildie McIntyre,
12 Ald. Tom Smith

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

15
16 Motion by Ald. Wulf, second by Ald. Olson, to approve the minutes from the previous meeting
17 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 three times for anyone wishing to provide public input and closed that
24 portion of the meeting.

25
26 **Consideration and possible action on the following items:**

27
28 **FINANCE**

29
30 **Item 4 – 2019 Audit Presentation – City of Onalaska Financials**

31
32 Justin Petersen, Audit Manager at Hawkins Ash CPAs, told committee members they should
33 have received three reports from Fred: the summary financials, the management letter, and the
34 full financial statements. Justin first addressed the summary financial report and shared the
35 following information:

- 36
37
- There was a significant increase in the interfund accounts (\$6,021,074 in 2019, compared to \$2,915,578 in 2018). Justin said the reason for this is because the funds being held in the 2019 Capital Projects Fund are for utility projects.
 - There was a reduction in “Other Fund Balances” under “Equity,” going from \$10,071,062 in 2018 to \$6,785,964 in 2019. Justin said the 2019 Note Anticipation Note was received in late December 2018, and he had inflated the fund balance in the other
- 38
39
40
41
42

Reviewed 06/05/2020 by Hope Burchell & Fred Buehler

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2

- 43 funds. As the funds were expended in 2019, the fund balance returned to where it should
44 be.
- 45 • Taxes and special assessments accounted for 67 percent of the General Fund revenue in
46 2019, compared to 68 percent in 2018. Intergovernmental accounted for 17 percent in
47 2019, compared to 18 percent in 2018.
 - 48 • Interest revenue in 2019 totaled \$319,693, compared to \$182,765 in 2018. Justin
49 attributed the increase to higher interest rates and the fact more cash was being held. The
50 \$53,070 under “Miscellaneous” was for an approved legal payable that was being in the
51 books and was written off.
 - 52 • Public safety accounted for 57 percent of the General Fund Expenditures in 2019.
 - 53 • The \$275,000 under “Operating Transfers Out” is a transfer approved by the Common
54 Council at the end of 2019.
 - 55 • Depreciation is included on the chart showing Water, Sewer, and Storm Water Utility
56 Operating Income (Loss). Justin said he would expect some improvement due to some of
57 the rate increases that have occurred.
 - 58 • Developer contributions to the Sewer Utility totaled \$180,116.
 - 59 • More activity is expected going forward in the TIF 5 Fund.
 - 60 • According to the Independent Auditors’ Report, an unmodified “clean” auditors’ opinion
61 was issued on the city’s financial statements.
 - 62 • The city added \$5,112,208 of General Capital assets during 2019, of which \$2,391,481
63 was infrastructure; \$1,553,495 was for Dash-Park; \$232,035 was for building
64 improvements; \$216,370 was for vehicles; \$169,949 was for equipment; \$84,000 was for
65 land to access Sand Lake Road; and \$57,010 was for machinery.
 - 66 • The city added \$3,396,821 of Water, Sewer, and Storm Water fixed assets, of which
67 \$1,650,620 was contributed by developers.
 - 68 • General obligation long-term debt decreased \$6,097,949 to an outstanding general
69 obligation debt balance of \$42,111,460 as of December 31. The city is well below its
70 debt limit of \$104,915,295.
 - 71 • Debt retirements totaled \$11,507,949. Justin noted a \$5.2 million Water Mortgage
72 Revenue Bond, a \$3.4 million Sewer Revenue Bond, and a \$2.2 million Storm Water
73 Revenue Bond are not shown on the chart.
 - 74 • The Auditors’ Reports on Compliance and Internal Control Over Financial Reporting
75 conclude that the city’s internal control appears adequate for a city of Onalaska’s size.
76 No material compliance violations were identified.
 - 77 • No significant problems were identified in the Communications With Those Charged
78 With Governance Report.

79
80 Motion by Ald. Olson, second by Ald. Wulf, to approve 2019 Audit Presentation – City of
81 Onalaska Financials.

82
83 On voice vote, motion carried.

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84

85 **Item 5 – 2020 Omni Center Financials**

86

87 Fred reported \$35,695.92 was transferred to the Omni Center – \$16,277.42 (1 percent of sales)
88 for the first quarter; \$3,625 from Tourism; and \$15,793.50 from the Special Projects Fund.

89

90 Ald. Stevens asked if the city’s fiscal year coincides with the calendar year.

91

92 Fred said yes.

93

94 Fred reported revenues totaled \$175,313.99, and expenditures totaled \$228,880.82 for a deficit of
95 \$53,566.83. Fred reminded committee members there is a two-month lag time in room tax
96 funds.

97

98 Dan told committee members the Omni Center has reopened, and groups are coming in. Staff
99 had been working on putting in ice; however, Tuesday evening’s severe weather disabled the
100 chiller and melted three days’ worth of ice. Dan said staff has restarted the ice-making process,
101 with the goal being to have ice early in the week of June 7-13.

102

103 Ald. Stevens asked if the chiller that was disabled is the one slated to be replaced.

104

105 Dan said yes and told Ald. Stevens it is not uncommon for equipment to be disabled during an
106 electrical storm. Dan said a few fuses had been blown inside the chiller. A vendor replaced the
107 fuses earlier Wednesday.

108

109 Motion by Ald. Wulf, second by Ald. Olson, to accept and place on file the 2020 Omni Center
110 Financials.

111

112 On voice vote, motion carried.

113

114 **Item 6 – 2020 General Fund Financials**

115

116 Fred said he is preparing a document forecasting the revenues and the expenditures for 2020,
117 telling committee members that while he is not prepared to discuss expenditures in-depth this
118 evening, he feels comfortable forecasting revenues. Fred noted the city had done well in terms
119 of interest income in 2019; however, the interest rate had decreased 60 basis points in 2020.

120 Fred noted interest rates were 1.72 percent at the end of 2019, and they currently are 1.11
121 percent. Thus, there is a significant loss in revenue.

122

123 City Administrator Rindfleisch said he would prefer to hold a holistic conversation at the June 10
124 Special Common Council meeting because the committee does not currently have the entire
125 picture. City Administrator Rindfleisch said committee members may discuss the information as

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126 it pertains to revenues. City Administrator Rindfleisch said that while the city has lost revenue,
127 he also noted there are reduced expenses in some instances. City Administrator Rindfleisch said
128 there also is a question pertaining to the COVID-19 reimbursements fund, which also could
129 offset many of the city's expenses.

130

131 Fred said the City of Onalaska had submitted a "Routes to Recovery" grant application, noting
132 the city is eligible to receive \$308,698. Fred expressed confidence the city will receive close to
133 the aforementioned amount.

134

135 Fred next addressed General Fund expenditures, reminding committee members the city had
136 three new positions in the Police Department and three new positions in the Fire Department that
137 have been placed on hold due to the pandemic. Fred also noted the Aquatic Center will be
138 closed in 2020 due to the pandemic, meaning there will be fewer expenditures and revenues.

139

140 Ald. Stevens asked if the committee should accept the financials as they currently stand, or if it
141 should refer this item to another meeting.

142

143 Fred told Ald. Stevens that he had taken the data that is in front of him, placed it in Excel, and
144 finished it for the rest of 2020. Fred said it is the same document and nothing will change,
145 noting the financials before the committee tonight are for the period ending May 31 (April
146 invoices paid in May). Fred said next week he will be forecasting for the rest of 2020.

147

148 Motion by Ald. Wulf, second by Ald. Olson, to accept the 2020 General Fund Financials and
149 place them on file.

150

151 On voice vote, motion carried.

152

153 **Item 7 – Collection on individual(s) fines deemed uncollectible**

154

155 Amanda reminded committee members this item is carried over from the May 6 Finance and
156 Personnel Committee meeting, noting the city occasionally sees individuals who are rejected
157 from Wisconsin State Debt Collection, the city's primary form of collection from individuals
158 who owe the city money.

159

160 Hildie explained that any individuals with ordinance (non-traffic) violations that are more than
161 90 days past due receive a letter stating they have 30 days to make restitution. Hildie further
162 explained traffic citations are different in that she sends reminder notices to individuals who are
163 30 days past due. Individuals who do not pay within 30 days have their licenses suspended, and
164 they are sent to Wisconsin State Debt Collection after 30 days. Hildie said State Debt Collection
165 is set up for a period of three years if she is the only one collecting on someone. For example, if
166 someone was charged with retail theft in 2018, Hildie submitted this individual in late 2018. If
167 Wisconsin State Debt Collection cannot collect on that individual after three years, he/she is

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168 returned to Hildie uncollectible. Hildie said once the person is deemed uncollectible, Wisconsin
169 State Debt Collection will not take the debt again even if she finds out any information about the
170 individual, such as a new address or a change in marital status. Hildie said if she submits the
171 person's debt and he/she has four other municipalities or circuit courts that have been submitted,
172 her debt can sit out there for several years. Hildie said, "I really can't answer for you when a
173 debt becomes uncollectible once they get to SDC. ... If I've already suspended [someone's]
174 driver's license and it's an ordinance violation, there's nothing more I can do to collect them."
175

176 Hildie referred to a sum of \$5,000 and told committee members she had gone through all the
177 outstanding debts and outstanding fines going back to 1900. Hildie noted there only are three
178 that meet the \$5,000 threshold, and she said they strictly are Onalaska's debts. Hildie said the
179 individuals might have multiple citations in other jurisdictions, but the totals listed in committee
180 members' packets are only for Onalaska.
181

182 Ald. Stevens noted the total between the three individuals listed in the packet is approximately
183 \$25,000, and he asked if this item has been placed on the agenda so that the debt may be written
184 off and the city no longer will attempt to collect it.
185

186 Hildie referred to an individual who had accumulated \$10,527.43 in debt between 2006 and 2009
187 and said a majority of the debt is due to truancy violations. Hildie noted the individual has been
188 incarcerated in jail and prison, and she said she believes he is scheduled to return to incarceration
189 due to a revocation of an extended supervision. Hildie said it is very unlikely the city ever will
190 collect any funds from this individual.
191

192 Fred said the city, with the Municipal Court Judge's authority, signs a memo each year that goes
193 to the Joint Municipal Court Committee, the Finance and Personnel Committee, and the
194 Common Council to remove from the books the debt past the last five years. Fred said the city
195 continues attempting to collect the debt even though it has been removed from the books.
196

197 Ald. Stevens said that while the city would charge off the debt, it still would leave the door open
198 to collect it in the future.
199

200 Fred told Ald. Stevens he is correct.
201

202 Ald. Stevens noted there are protocols that need to be followed in order to stay compliant with an
203 active debt. One documented collection attempt must be made in a one-year period. Ald.
204 Stevens asked if there is a reason why the city would not be able to obtain a small claims
205 judgment.
206

207 Amanda said the city has the ability to docket its initial judgment, noting the cost to docket a
208 judgment is \$5, and it must be done within a certain period of time. Amanda said the city must
209 document each individual judgment, stating that \$10,000 in fines could be comprised of 57

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210 citations. Thus, the city would need to docket the judgment 57 times. Amanda said the city has
211 taken that action against individuals with larger collectible amounts, noting the city can take this
212 action all at once if, for example, someone owes thousands of dollars in restitution for retail
213 theft. Amanda said the city would go to Circuit Court with the intent to docket the judgment, but
214 she told Ald. Stevens she could look into utilizing Small Claims Court.

215
216 Ald. Stevens said the cost of a small claims case is approximately \$100, plus service costs. Ald.
217 Stevens said he does not object to writing off the debt as long as the city leaves the door open to
218 have it collected, adding he believes having it docketed is a good methodology. Ald. Stevens
219 based on his experience, he knows he will not be able to collect the debt from a person who is
220 repeatedly incarcerated. However, Ald. Stevens also said there are instances when individuals
221 atone for past mistakes and wish to, for example, purchase a house. Ald. Stevens said the city
222 will have leverage if there is a docket present and the individual cannot make the purchase. Ald.
223 Stevens said, “Even if we offer a settlement at some future point ... If we just leave it out there
224 and hope that they’ll come back ... If we don’t do anything, we will lose the right to collect that
225 \$25,000. However, if we docket it or have a judgment, we can essentially stop trying to collect
226 it, but maybe over time some of them are going to come back and it would exceed the cost of
227 what it would take to procure that judgment.

228
229 I think about some of the expenses we have right now that pop up, this kind of feeds the kitty for
230 maybe 10, 15 years in the future where somebody is going to come up and say, ‘I need this
231 cleared. What can we work out?’ That’s revenue that we’re not expecting that we can start to
232 work into the system. I don’t know if I want to put this into a motion [or] if we wanted to
233 discuss that or bring it to Council: docketing or getting a judgment before we stop trying to
234 collect on it would be a course of action that I would endorse for the policy for the City of
235 Onalaska.”

236
237 Hildie said the city is “washing [its] hands of it” once the contract with SDC was signed, noting
238 the contract states the city cannot make any efforts to collect the debt. Hildie referred to a
239 \$6,000 judgment against an individual and said the city cannot take any action as it also is with
240 SDC.

241
242 Ald. Stevens asked if SDC is turning it back over to the City of Onalaska and telling the city it
243 had tried to collect the debt, but nothing will happen.

244
245 Amanda told Ald. Stevens, “After the three years, correct.”

246
247 Hildie noted it is not always three years and said it could be, for example, seven years if someone
248 is paying off a debt before one that is owed to the City of Onalaska. Hildie said there is a
249 hierarchy and that SDC can collect until all the other debts are paid off if her debt is seventh in
250 line.

251
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252 Ald. Stevens said the committee is looking at charging off a debt as it is presented back to the
253 city to remove it from the city's books. Ald. Stevens said, "That would be the time we would
254 consider taking action on this."

255
256 Hildie said she believes the statute of limitations to file a judgment is six years. Hildie also said
257 she believes there is a \$10,000 limit for small claims.

258
259 Ald. Stevens suggested filing \$10,000 in small claims for the debt totaling \$10,527.43 and said it
260 is better to obtain \$10,000 than nothing. Ald. Stevens said it seems like it would be sound policy
261 to sacrifice the \$527.43 and thus avoid attorney costs.

262
263 Hildie said she believes the individual's debts begin in 2007.

264
265 Amanda said, "I think we're looking for an overall policy," stating it is not likely that the
266 \$10,527.43 is collectible because it is not possible to validate there were many collection
267 attempts for several years due to the turnover within the Municipal Court Clerk's Office.
268 However, Amanda said it is possible to pull the citations for the other two individuals who are
269 listed and possibly consider docketing for them as their citations are more recent. Amanda said
270 she likes docketing as it confirms the debt and it sits there without staff having to do as much
271 work.

272
273 Ald. Stevens asked Amanda if she is seeking a motion from the committee.

274
275 Amanda said she is seeking general guidance as far as how the committee wants these situations
276 moving forward. Amanda said, "We don't see them often. But when we do, they typically tend
277 to be higher amounts."

278
279 Ald. Stevens said he is not sure if a dollar threshold needs to be established, or if a policy needs
280 to be established. Ald. Stevens said that while he does not think docketing for an \$80 citation is
281 fruitful, he would not want to forfeit thousands of dollars owed to the City of Onalaska.

282
283 Ald. Olson said, "You get to a point of diminishing returns, and you just have to say what's in
284 the best interest – what is that figure, and how long are we going to deal with that before we have
285 another conversation for an hour? I don't know. I don't disagree with what you're saying. I just
286 have to take a look at, what are the opportunities of actually collecting that?"

287
288 Ald. Stevens said the cost is \$5, and the opportunity is the debt. Ald. Stevens said, "We're
289 risking \$5 to collect the whole thing, and we don't have to do any work for that. They'll come to
290 us if they want to clear it. We're not going to have anybody call them or collect. If it's docketed
291 it's on their credit report, and it would preclude them from obtaining title insurance. The cost is
292 finite; we know what that is. The idea is that Hildie or Amanda doesn't have to follow up with
293 that account year after year. They come to the city looking to make a deal or pay it off, or we

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294 never hear from them again. But it's off our books, so it's a cleaner balance sheet, I think is
295 what we're looking for."

296

297 Ald. Olson told Ald. Stevens he is not opposed to that. However, Ald. Olson said, "If we're
298 talking about a thing of diminishing returns, then you have to take a completely different look at
299 this and say, we don't want anybody spending any more time on this. If we get it, we get it. If
300 we don't, we don't."

301

302 Ald. Wulf said she likes the docket approach, as there is minimal cost for possible returns, and
303 there also is less work for staff.

304

305 **Item 8 – Authorization to use Special Project Account Designated Fund Balance in the**
306 **amount of \$10,264.82 from Account #204-34151 for purchase of police department items**

307

308 Police Chief Ashbeck told committee members he has identified needs in the Police Department,
309 and he is seeking authorization to transfer funds from Special Project Fund Account No. 204-
310 34151. Police Chief Ashbeck has identified the following needs, which are listed in a memo that
311 is included in committee members' packets:

312

- 313 • An enclosed trailer that will contain the Police Department's range instruction material
314 that frequently needs to be transported to the Holmen Rod and Gun Club.
- 315 • The remaining funds will be used to purchase exterior ballistic vest carriers, along with
316 the required undershirts and accessories for patrol staff.
- 317 • Total expenditures will not exceed \$10,264.82.

318

319 Ald. Wulf inquired about the trailer's dimensions.

320

321 Police Chief Ashbeck said he and the Police Department staff still are working on the details,
322 and he told Ald. Wulf they are envisioning something similar to a 6-by-12 or an 8-by-12. Police
323 Chief Ashbeck said staff is typically loading target stands, heavy metal-type targets and other
324 equipment into their personal vehicles and transporting it to the range. Police Chief Ashbeck
325 said having a trailer will improve efficiency as the staff time needed to bring equipment out of
326 the City Hall basement, load it, transport it to the range and return it to City Hall will be reduced.

327

328 Ald. Stevens asked if the trailer would be used specifically for transportation to the Holmen Rod
329 and Gun Club, or if it also would be utilized for other purposes.

330

331 Police Chief Ashbeck said he believes the trailer will be utilized strictly for this equipment
332 because it likely will be outfitted for shelving and other modifications inside. Police Chief
333 Ashbeck said the trailer could be utilized for emergency purposes if the inside items were
334 removed, but he also said he believes in general the Police Department would keep it for this

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335 particular use.

336

337 Ald. Wulf asked where the trailer will be stored.

338

339 Police Chief Ashbeck said the plan is to keep it in the parking lot area at City Hall. Police Chief
340 Ashbeck said the Police Department will go through the process of receiving bids in an attempt
341 to find the best price from area vendors. Police Chief Ashbeck told committee members he can
342 provide them with more information once the Police Department finalizes on a vendor.

343

344 Motion by Ald. Wulf, second by Ald. Olson, to approve authorization to use Special Project
345 Account Designated Fund Balance in the amount of \$10,264.82 from Account #204-34151 for
346 purchase of police department items.

347

348 Ald. Stevens noted the Common Council will be reviewing the state of the budget, and he said he
349 would like to obtain the entire Council's view on spending and where the city is at in terms of
350 total revenues. Ald. Stevens said that while he supports this item, he asked that it be placed on
351 the Non-Consent Agenda for the June 9 Common Council meeting.

352

353 Fred noted the City of Onalaska has the General Fund, self-sustaining Enterprise Funds (Water,
354 Sewer, Storm Water, Cemetery, Omni Center), and Special Projects Funds (Fund 204, Refuse
355 and Recycling, Joint Municipal Court), which Fred said independently function with the funds
356 that are incoming, or have come in over time. Fred explained that revenue comes into the
357 Special Projectd Funds, and there are outgoing expenditures. The end result is neutral, and Fred
358 further explained there is never a tax levy. Fred cited the Joint Municipal Court as an example of
359 a Special Projects Fund that has a tax levy, and he said Fund 204 does not. Fred noted the Police
360 Department's K-9 unit runs through Fund 204.

361

362 Ald. Stevens asked Fred to tell him what the funding source is.

363

364 Dan said he utilizes Fund 204 for the Parks and Recreation Department's senior programs and its
365 donation accounts. Dan said the department's traveling programs are meant to create a profit,
366 and the funds remain in those accounts year after year. Dan said, "It's funds they have collected
367 through donations or things like that. That's how we utilize it in the Park and Rec [Department].
368 We collect donations or we charge fees for it, and it's all kept in Fund 204."

369

370 Fred told Ald. Stevens the Police Department runs its golf outing through Fund 204, and
371 contributions come in for the K-9 unit. Fred said the Police Department utilizes Fund 204 for the
372 DARE/GREAT program.

373

374 Ald. Stevens asked if this is not affected by the General Fund, the Capital Improvements Funds,
375 or Enterprise Funds. Ald. Stevens also asked if this has no effect on the city's taxpayers.

376

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377 Fred said there is no financial impact on the taxpayers.

378

379 On voice vote, motion carried.

380

381 **Item 9 – Authorization to approve the 2021-2022 Transcription Services Agreement**

382

383 Motion by Ald. Wulf, second by Ald. Olson, to approve the 2021-2022 Transcription Services

384 Agreement.

385

386 Ald. Wulf noted she had performed transcription in the past, and she complimented Kirk Bey for
387 the service he has provided to the city for several years. Ald. Wulf said she has heard from
388 individuals in abutting municipalities they are envious of what the City of Onalaska provides in
389 terms of detailed meeting minutes. Ald. Wulf noted Kirk had reduced his rate in 2017, going
390 from a \$15 minimum to a \$10 minimum, and she also noted his per-line rate of 13 cents has been
391 the same since 2012. Ald. Wulf said she had asked Fred about the total cost of Kirk’s contract
392 over the last three years, and it has averaged approximately \$8,100 each year.

393

394 Ald. Wulf said, “As someone who is going to be taking a hard look at our budget for the next
395 year – for this year, and the next year or two – \$8,000 may not sound like a lot of money
396 considering our entire budget, but I’m looking for \$5,000 here and \$10,000 there. Having said
397 that, I think that with the money we put towards this, we get a great bang for our buck. And I
398 think with the highly detailed minutes, it provides a great education for new alderpersons coming
399 forward. It provides a great education for any new employees and department heads that get
400 hired. And I think that if we ever get into any legal issues, it could save our butt. I will continue
401 to always support as long as I’m on Council for us continuing to have the transcription contract
402 with Kirk Bey, and as long as he would like to continue with the City of Onalaska.”

403

404 On voice vote, motion carried.

405

406 **Item 10 – Resolution 26-2020 – Authorize the waiver of interest and penalties on property**
407 **tax payment installments due on or before April 1, 2020**

408

409 Fred told committee members he was approached by La Crosse County representatives in late
410 April and in May, and he noted a copy of the approved La Crosse County resolution is included
411 in their packets. Fred said it allows some latitude to individuals if they have paid their first
412 installment either on or before January 31. Fred said they would be eligible to pay up to October
413 1. Fred noted that in prior years interest and a penalty would apply to any outstanding payments
414 after July 31, and he said La Crosse County’s resolution gives taxpayers the latitude to pay all
415 the way up to October 1.

416

417 Fred noted that the City of Onalaska and other La Crosse County municipalities will receive the
418 full amount to which they are entitled on August 20. Fred said the City of Onalaska will be

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419 “made whole” as outlined by State of Wisconsin Statute on that date. La Crosse County will
420 continue to collect outstanding installments up to October 1. Fred said Amanda had created the
421 necessary document to endorse La Crosse County’s resolution.

422

423 Motion by Ald. Wulf, second by Ald. Stevens, to approve Resolution 26-2020 – Authorize the
424 waiver of interest and penalties on property tax payment installments due on or before April 1,
425 2020.

426

427 Ald. Stevens asked Fred if the City of Onalaska would receive the funds it is scheduled to obtain
428 in August regardless, and he asked, “As far as offering leniency to taxpayers and the city still
429 being able to meet its functions, we’re in really good shape. Is there any risk if too many people
430 take advantage of that, that they would be able to meet their obligation even though it is
431 statutory?”

432

433 Fred said the way La Crosse County’s resolution was crafted, as well as the resolution Amanda
434 has written, he knew in February after he had settled with La Crosse County how much was
435 outstanding to the City of Onalaska. Fred said the city will receive all of the funds in their
436 entirety on August 20.

437

438 Ald. Stevens asked if there is a way in which La Crosse County will not be able to meet its
439 obligation to the City of Onalaska.

440

441 Fred said La Crosse County’s resolution clearly calls out the State of Wisconsin’s statute, and the
442 county intends to abide by and follow the state statutes as outlined.

443

444 On voice vote, motion carried.

445

446 Fred returned to Item 8 and asked Ald. Stevens if he still wishes to have it on the Common
447 Council’s Non-Consent Agenda.

448

449 Ald. Stevens said he is satisfied with the explanation, adding he does not think it is a bad idea for
450 citizens to understand that they will not be impacted financially. Ald. Stevens said that while he
451 does not think there is a reason why it should not be on the Non-Consent Agenda, he will not
452 object if it is the will of the committee for the item to be placed on the Consent Agenda.

453

454 Ald. Wulf said she approves of placing Item 8 on the Consent Agenda, stating she believes in
455 clean agendas at the Common Council meeting. However, Ald. Wulf said any alderperson who
456 wishes to pull the item from the Consent Agenda and place it on the Non-Consent Agenda at the
457 June 9 Council meeting has a right to do so.

458

459 Ald. Stevens said he will not pull the item if it is placed on the Consent Agenda, reiterating that
460 while he is satisfied with the explanation he was given, perhaps it is not a bad idea to place the

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461 item on the Non-Consent Agenda in the interest of transparency.

462

463 Ald. Olson said he will abide by Ald. Stevens' decision.

464

465 Ald. Stevens asked that the item be left on the Consent Agenda.

466

467 **PERSONNEL**

468

469 **Item 11 – Update from Human Resources on staff vacancies – (For Information Only)**

470

471 Hope shared the following information:

472

473 • The Police and Fire Commission had met Tuesday to review the applications for the
474 vacant Fire Chief position. June dates with applicants have been established both with
475 the professional panel and the Police and Fire Commission. Applicants will be contacted
476 Thursday.

477 • Interviews for the soon-to-be open City Clerk's position were completed Monday.
478 Deputy City Clerk JoAnn Marcon was offered and accepted the position. JoAnn will
479 begin her new duties July 6. JoAnn's position will be posted both internally and
480 externally.

481 • Interviews for the opening in the Police Department will be conducted Monday with the
482 professional panel. Three applicants will be interviewing for the vacant Police Officer
483 position, and they will meet Wednesday with the Police and Fire Commission. The goal
484 is to hire an applicant within the next month.

485 • One of the top two candidates for the two open positions in the Fire Department did not
486 pass the physical agility, and this individual hopes to go through a couple more times.
487 The individual will be placed at the bottom of the list if he/she does not pass, and the city
488 will go to the next candidate. There are two existing openings in addition to the three that
489 were approved in the 2020 budget.

490 • The Administrative Assistant/Paralegal position is still being held until City Hall reopens.

491 • Interviews for the Office Clerical Support – Finance position were held prior to Hope
492 going on vacation. This week, Hope will review the testing that was conducted so that
493 the top candidate may be determined.

494 • Mac McGuire, who held the Building Inspector position, had his last day of work
495 Monday. Commercial Inspector Calvin King has announced he will retire in August.
496 GEC is slated to handle the commercial, plumbing and general heating inspections.

497 • Friday is the last day of employment for Ben Bury, the city's Computer Support
498 Specialist. The city will utilize MCS until the job duties and job description for the
499 Computer Support Specialist position can be examined.

500

501 Ald. Stevens said it was his understanding Cari would remain with the city until August.

Reviewed 06/05/2020 by Hope Burchell & Fred Buehler

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

Wednesday, June 3, 2020

13

502

503 Hope said Cari's final day at City Hall will be July 10, and then she will take her remaining
504 vacation. Cari's final day of employment will be August 21.

505

506 Ald. Stevens referred to Hope's memo and the potential for the influx of applications due to
507 COVID-19, and he asked if the city is able to post for the positions with the idea the starting date
508 is pending, or if Hope will wait until the city can start examining applicants to post positions.

509

510 Hope asked Ald. Stevens to which positions he was referring.

511

512 Ald. Stevens said, "Anything that we're not able to do anything because City Hall is closed."

513

514 Hope told Ald. Stevens interviews and testing had been conducted for the Administrative
515 Assistant/Paralegal position, but nothing further has been done at this point.

516

517 City Administrator Rindfleisch said neither he nor Amanda are at City Hall to train someone, and
518 he told Ald. Stevens he anticipates contacting the candidates next week to determine if they still
519 are interested in the position. Recruitment will need to be redone if they no longer are interested.

520 City Administrator Rindfleisch said it would have been illogical to offer someone the position
521 and then furlough the individual due to the closure of City Hall.

522

523 **Item 12 – Closed Session**

524

525 To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin
526 Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the
527 investing of public funds or conducting other specified public business, whenever competitive or
528 bargaining reasons require a closed session:

529

- 530 • IAFF, International Association of Firefighters, Local 127
- 531 • OPPA, Onalaska Professional Police Association, Memorandum of Understanding
532 Recruits

533

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

537

- 538 • IAFF, International Association of Firefighters, Local 127: Prohibited Practice
539 Complaint – RE: Part-Time EMTs

540

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

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14

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

544
545 Motion by Ald. Olson, second by Ald. Wulf, to convene in Closed Session.

546
547 On roll call vote: Ald. Diane Wulf – aye, Ald. Jim Olson – aye, Ald. Dan Stevens – aye. In
548 Closed Session.

549
550
551 Recorded by:

552
553 Kirk Bey