

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

Wednesday, June 6, 2018

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 at 7:35 p.m. on Wednesday, June 6, 2018. 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. Jerry Every, Ald.
6 Kim Smith

7
8 Also Present: City Administrator Eric Rindfleisch, Mayor Joe Chilsen, Financial Services
9 Director/Treasurer Fred Buehler, Human Resource Director Hope Burchell, City Engineer Jarrod
10 Holter, Police Chief Troy Miller, City Clerk Cari Burmaster, Ald. Jim Binash, Ald. Ron
11 Gjertsen, Ald. Diane Wulf , Assistant Fire Chief Troy Gudie

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

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

17
18 On voice vote, motion carried.

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

21
22 Ald. Smith called for anyone wishing to provide public input.

23
24 **Diane Wulf, Second District Alderperson**
25 **910 Orchid Place**
26 **Onalaska**

27
28 “Normally I would not speak under public input at Finance and Personnel. But because Item No.
29 9 under Finance regarding Kirk Bey [and his transcription rate of 13 cents per line for 2019], I’m
30 going to naturally assume that it probably will not be pulled off [the Consent Agenda] at next
31 Tuesday’s Council meeting. I just did not want to miss the opportunity to speak on Mr. Kirk
32 Bey’s behalf. He has been our transcriptionist for many, many years, and I never want to miss
33 the opportunity to state for the record that, in my opinion, he does a fantastic job for the City of
34 Onalaska. If you look at the area and surrounding municipalities, Kirk Bey is second to none for
35 the work that he provides the City of Onalaska, and I ask the Finance and Personnel Committee
36 to unanimously support this. He is just fantastic. Thank you.”

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

40
41 **Consideration and possible action on the following items:**

42
Reviewed 6/11/18 by Hope Burchell & Fred Buehler

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2

43 **FINANCE**

44

45 **Item 4 – 2017 Audit Presentation – City of Onalaska Financials**

46

47 Justin Peterson, Senior Auditor for Hawkins Ash CPAs, introduced himself and noted Fred had
48 distributed a full set of the financial statements, an independent auditors' report on
49 communications with those charged with governance, and also the summary financial statement
50 report. Justin said he will be utilizing the summary financial statement report this evening, first
51 addressing the independent auditors' report on page 2. Justin explained that it is not a full audit
52 report, but rather only for presentation purposes. Justin next addressed page 3, which is a
53 combined balance sheet for the entire city, and he highlighted the following:

54

- 55 • Total assets for 2017 were \$118,505,082, compared to \$119,524,712 in 2016. Justin said
56 the reason for the decrease was that \$1 million more in advance collection of taxes was
57 done in 2017 compared to 2016.
- 58 • Total liabilities for 2017 were \$62,555,682, compared to \$64,119,136 in 2016. Justin
59 explained that \$550,000 was due to long-term debt being paid off for business-type
60 activities. There also was a \$400,000 decrease in deferred revenue.
- 61 • Total equity for 2017 was \$56,304,192, compared to \$55,897,259 in 2016. Justin
62 attributed the increase to an increase in the General Fund's balance equity. This was due
63 to an increase in the operation of the net income.

64

65 Justin referred to the bar graph to the right of the combined balance sheet, which shows the city's
66 fund balances from 2014 to 2017. Justin next addressed page 4, which shows General Fund
67 revenue, with a comparative between the budget and the prior year. Justin noted that total
68 revenue for 2017 was \$9,281,514, compared to \$9,032,096 in 2016. Justin said this is primarily
69 due to a \$157,000 increase in property taxes (this was budgeted for). Also, intergovernmental
70 revenue increased by approximately \$70,000. Justin said this was due to an increase in computer
71 state aid, and also a grant from the Bureau of Transportation and Safety. Justin noted the pie
72 graph located to the right of the General Fund revenue data shows the General Fund revenue split
73 into different categories. Justin next addressed page 5, which shows General Fund expenditures.
74 Total expenditures for 2017 were \$8,867,765 (\$8,856,327 was budgeted), compared to
75 \$8,612,520 in 2016. Justin said the main increase occurred in public safety, where there was
76 approximately \$250,000 budgeted higher. Justin noted the operating transfers out at the bottom
77 of the page does not have a budget amount listed and said there was a transfer at the end of 2017
78 in which no formal budget amendment was made. However, Justin said it had been accepted at
79 the end of 2017. Justin referred to the pie graph located to the right of General Fund
80 expenditures data shows the General Fund expenditures split into different categories.

81

82 Justin next addressed page 6, which is a statement of revenue, expenses, and changes in net
83 assets for Water, Sewer, and Storm Water Utility. Justin highlighted the following:

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84

85 • Charges for Water Utility services in 2017 totaled \$2,378,978, compared to \$2,231,701 in
86 2016. This is due to a water rate increase in mid-2016.

87 • Water's operating income in 2017 was \$565,810, compared to \$528,573 in 2016.

88 • The Sewer Utility's operating loss in 2017 was \$391,069, compared to \$318,954 in 2016.

89 • The Storm Water Utility's operating loss in 2017 was \$133,694, compared to \$120,591 in
90 2016.

91 • The Water Rate of Return in 2017 (operating income divided by capital assets) was 3.74
92 percent. The Water Rate of Return in 2016 was 3.72 percent. The State of Wisconsin
93 average in 2017 was 4.35 percent.

94

95 Justin referred to the bar graph to the right and noted it shows the city's Water, Sewer, and Storm
96 Water Utility operating income and loss from 2014 to 2017. Justin next addressed page 7, which
97 is a statement of revenue, expenditures, and fund equity for other funds. Justin highlighted the
98 following:

99

100 • The 2017 Capital Projects Fund is what was budgeted for 2017 projects. The expenses
101 for the other capital projects are expenses that are being closed out as projects are being
102 completed.

103 • The fund balance in the Equipment Replacement Fund as of December 31, 2017 was
104 \$1,225,519, compared to \$963,456 on January 1, 2017. This was due to the transfer from
105 the General Fund at the end of 2017.

106

107 Justin highlighted the following points on page 8:

108

109 • The Independent Auditors' Report can be found on pages 3 and 4 in the full financial
110 statements. Hawkins Ash CPAs' opinion states that it found that the city's statements
111 present fairly, in all material respects, the financial activity of the city.

112 • The city added \$2,952,466 in General Capital Assets in 2017. There was \$1,306,963 for
113 infrastructure, \$151,746 for vehicles, \$164,458 for a single-axle plow truck, \$256,328 for
114 the Skogen parking lot, and \$96,705 for the Nathan Hill playground.

115 • The city added \$1,909,696 of Water, Sewer, and Storm Water fixed assets during 2017,
116 of which \$250,664 was contributed by developers. The Sewer Utility also purchased a
117 \$400,000 vactor truck.

118 • Regarding the Auditors' Report on Compliance and Internal Control Over Financial
119 Reporting, Hawkins Ash CPAs concluded that the city's internal control appears
120 adequate for a city of Onalaska's size. No material compliance violations were
121 identified.

122 • Regarding Communications with Those Charged with Governance, this report discusses
123 the scope and limitations of a financial audit and communicates any problems Hawkins
124 Ash CPAs encountered during the audit process. No significant problems were

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125 identified.

126

127 Ald. Every referred to the following sentence on page 2, which states, “*We expressed an*
128 *unmodified audit opinion on those audited financial statements in our report dated May 3,*
129 *2018,*” and he asked if the May 3 report has been included.

130

131 Fred said he believes City Administrator Rindfleisch had signed the letter stating the city had had
132 the audit.

133

134 Justin said the letter stating the opinion is found on pages 3 and 4 of the full financial statements.

135

136 Ald. Every inquired about the following sentence under “Other Reporting Required by
137 Government Auditing Standards” on page 4 of the full financial statements: “*In accordance with*
138 *Government Auditing Standards, we have also issued a report dated fam 2018.*”

139

140 Justin said he assumes it should read “May 3, 2018.”

141

142 Ald. Every said that while he has more questions, he believes he can discuss them with Fred later
143 this week.

144

145 Justin told Ald. Every he is welcome to contact him if he has more questions.

146

147 Ald. Every noted the city’s total net position in 2017 was down.

148

149 Justin said, “Overall, yes.”

150

151 Ald. Every noted 2017 was the second consecutive year the city’s net position was down.

152

153 Justin referred to page 16 of the full financial statements and noted the city’s net position was
154 down \$132,272 in 2017.

155

156 Motion by Ald. Every, second by Ald. Olson, to accept the 2017 Audit Presentation – City of
157 Onalaska Financials and place it on file.

158

159 On voice vote, motion carried,

160

161 **Item 5 – Authorization to use Hawkins Ash CPAs (HABCO) to review/analyze the**
162 **Water/Sewer, and Storm Water rates in preparation of the 2019 mortgage revenue bonds**

163

164 Fred referred to a five-page copy of the adopted 2018 Capital Improvement Projects included in
165 committee members’ packets and said it had been discussed and approved through the bond issue
166 prior to Ald. Smith and Ald. Wulf being elected in April. Fred said he believes it is important to
Reviewed 6/11/18 by Hope Burchell & Fred Buehler

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5

167 discuss this item this evening because “these are the driving force of looking at the Water/Sewer
168 and Storm Water that we’re looking for HABCO’s assistance.” Fred referred committee
169 members to the page titled “2018 Approved CIP,” and he told them items included in the 2019
170 Capital Projects are approved Water, Sewer and Storm Water projects. Fred said, “What we
171 were trying to get at is how many dollars we’d be looking at the next couple of years as it relates
172 to the Enterprise Funds – Water, Sewer, and Storm Water.” Fred said the city had done Note
173 Anticipated Notes (NANs) for the Water, Sewer, and Storm Water for 2018 (slightly more than
174 one year). Fred said the intention for 2019 is to look at Water, Sewer, and Storm Water in
175 addition to the NAN projects. Fred said they would be added together and the city likely would
176 have a Water/Sewer Mortgage Revenue Bond Issue. The Storm Water would have to be a _____
177 Mortgage Revenue Bond Issue because the city will need to have Storm Water in place for a
178 longer period of time before it may have a Mortgage Revenue Bond Issue in conjunction with
179 Water and Sewer. Fred said the NAN, which totals \$1,538,503, will be rolled in when it comes
180 due in 2019, and he feels comfortable the city will have its rates prior to that. Fred said the intent
181 of a Mortgage Revenue Bond Issue is that it has the backing of the Enterprise Fund, noting that
182 the Water, Sewer, and Storm Water utilities must cover their respective costs, principal and
183 interest payments. Fred said the city’s rates must be in order so that may occur.
184

185 Fred said the city was in the same situation when it had the Safe Drinking Water Loan – the city
186 completed an application, took out a small loan for the first year, and then rolled it in and was
187 accepted for the Safe Drinking Water Loan. Fred said he will bring back to the committee a
188 proposal regarding what the city will need to do to be able to cover this step. Fred said, “The key
189 thing is when HABCO does their study, we’ll also be talking to the City Engineer – and Jarrod
190 will be talking to his people – about any other potential projects because when you do a
191 Mortgage Revenue Bond Issue you always want to think more than one year. It costs more to do
192 a Mortgage Revenue Bond Issue compared to a General Obligation. ... You want to think out at
193 least a couple more years and make sure you cover all aspects if you have the rates in order.”
194 Fred said he is “very pleased” about where the city stands with its Water Utility and stated the
195 reason he believes this is important because the city is in a window where it might be able to do a
196 3-percent increase if it needs to modify the rates.
197

198 Ald. Smith asked, “Is this something that we’re able to just select a firm for? It isn’t something
199 that would have to go out to bid or we would have to have multiple estimates of cost on?”
200

201 Fred told Ald. Smith it is necessary to obtain bids for construction projects of \$25,000 or more,
202 and he said it is logical to utilize HABCO’s services because it is familiar with the situation.
203

204 Ald. Every asked Fred if he is seeking approval to have the rate study completed.
205

206 Fred said he is seeking approval not to exceed \$4,720 to have HABCO analyze current potential
207 projects, as well as any other potential projects Jarrod might suggest. Fred said HABCO also
208 will determine if the city needs to modify its rates, adding the timing is ideal to do so as the city

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209 is walking into a budget year.

210

211 Ald. Every said it is obvious a rate increase will be necessary in two areas (Sewer, Storm Water)
212 as both operated at a loss in 2017. Ald. Every also noted the NAN will be rolled in.

213

214 Jarrod told Ald. Every the depreciation is included in those numbers and said, “Our cash on hand
215 versus the depreciation, it’s misleading at times. Where we budget for Storm Water, we bring in
216 revenues of approximately \$780,000, but we have \$400,000 in depreciation. We’re actually
217 \$150,000 in the negative on our balance line, but we actually gained \$250,000 in net cash
218 position. We have money now to fund projects and make sure that we’re keeping up with
219 projects. The Storm Water Utility came along about the time we built the Storm Water Station
220 on Main Street, which was and still is the biggest Storm Water project we’ve done in the city.
221 We’re still depreciating that very large item off, so sometimes some of the numbers can be
222 misleading.”

223

224 Justin said, “With Storm Water and Sewer, if you take straight operations of what’s getting
225 charged for service and then just the expenses, they are income. But when you put in the
226 depreciation along with that, that’s where the loss comes about.”

227

228 Motion by Ald. Every, second by Ald. Olson, to approve authorization to use Hawkins Ash
229 CPAs (HABCO) to review/analyze the Water/Sewer and Storm Water rates in preparation of the
230 2019 mortgage revenue bonds at a cost not to exceed \$4,720.

231

232 On voice vote, motion carried.

233

234 **Item 6 – Omni Center financials for 2018**

235

236 Fred said the financials included in committee members’ packets are dated through May 14 and
237 noted there was a surplus of \$384.84 as revenues totaled \$209,217.39, and expenditures totaled
238 \$208,832.55. Fred referred to the revenues page and said first-quarter Tourism funds issued to
239 the Omni Center totaled \$21,617.52. Tourism also contributed an additional \$3,625, and first-
240 quarter funds from Fund No. 204 – part of the city’s portion of room tax dollars are routed to this
241 fund – totaled \$15,793.50. Therefore, the operating transfer in totaled \$41,036.02. Fred noted
242 the revenues represent through the month of April, and the expenditures represent April bills that
243 were paid in May.

244

245 Motion by Ald. Every, second by Ald. Olson, to approve the Omni Center financials for 2018
246 and place them on file.

247

248 On voice vote, motion carried.

249

250 **Item 7 – General Fund Financials 2018**

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7

251

252 Fred referred to Account No. 100-00000-45115 (“Parking Violations”) and noted the city had
253 budgeted \$45,000 and had thus far collected \$38,591.25. Fred noted parking tickets go from
254 October 1 through April 1.

255

256 Ald. Every referred to the audit and noted the city had written off a little more than \$4,000 in
257 parking tickets in 2017.

258

259 Fred told Ald. Every he is not aware of writing off parking tickets and said the city had written
260 off uncollectibles, meaning personal property taxes.

261

262 Ald. Every told Fred the audit said parking tickets and said he would discuss it with him later.

263

264 Fred said the department heads have not discussed with him costs related to fuel or electricity.

265

266 Motion by Ald. Every, second by Ald. Olson, to accept the General Fund Financials for 2018 and
267 place them on file.

268

269 On voice vote, motion carried.

270

271 **Item 8 – Accept the Bureau of Transportation Safety (BOTS), Wisconsin Department of**
272 **Transportation grant in the amount of \$4,000 for police equipment**

273

274 Police Chief Miller said throughout the year the Police Department performs extra patrols that
275 are funded by other grants. Police Chief Miller said the Police Department also turns in totals to
276 the State of Wisconsin on some of its regular patrols. Police Chief Miller noted these are not
277 overtime grants and said officers either are assigned or asked to perform extra enforcement in
278 certain areas. Police Chief Miller said, “These statistics are what actually qualified us for this
279 lottery grant, by doing extra duties for the state as far as highway safety goes for seatbelt
280 enforcement, speed enforcement, et cetera. By turning in these totals, we were entered into this
281 lottery grant, and we became eligible to receive the \$4,000 grant equipment.” Police Chief
282 Miller noted the Police Department has participated in grant such as this one in the past and said
283 it is not a matching grant. However, Police Chief Miller referred to committee members’
284 packets and noted there is a list of items from which the Police Department may choose. Police
285 Chief Miller said he may not deviate from the list to put toward the \$4,000. The Police
286 Department may choose from the items on the list up to \$4,000, and Police Chief Miller said the
287 items must meet the BOTS’ requirements. An item must be available for audit, and it must be
288 utilized for the specific task outlined in the grant.

289

290 Ald. Olson said there had been a previous controversy with this method and he addressed seat
291 belt enforcement, noting that officers were approaching motorists stopped at traffic lights and
292 issuing citations. Ald. Olson said it is his assumption that officers will not do that again as it had

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293 caused a significant amount of controversy in the city.

294

295 Police Chief Miller said the situation to which Ald. Olson had referred involved utilizing spotters
296 and stated it still is an accepted practice that is utilized in many areas. Police Chief Miller said,
297 “I don’t recall the last time we have done that. Now it is actual officers on patrol, or if the
298 officers are running speed enforcement they will actually watch for drivers to drive past. If they
299 are not wearing a seatbelt, then they will take enforcement action. But it has been ... I could not
300 honestly give you a timeframe – probably a couple of years since we’ve used the spotters like
301 that.”

302

303 Ald. Every asked Police Chief Miller if he has made any selections from the list.

304

305 Police Chief Miller said he has “a couple of ideas” and told Ald. Every several of the officers’
306 walk units – radios worn on their belts – are “passed their lifetime” and replacement parts no
307 longer may be purchased. Police Chief Miller said he hopes to make a “mass purchase” through
308 the Capital Improvements Budget either in 2019 or 2020 to replace some of the outdated
309 communications equipment. Police Chief Miller said he is strongly considering utilizing the
310 \$4,000 grant to begin testing a couple different radios. Police Chief Miller said that although he
311 is not committing at this time to utilize the grant funding on radios, he is leaning toward doing so
312 based on feedback from a Police Department staff meeting held Tuesday.

313

314 Motion by Ald. Every, second by Ald. Olson, to accept the Bureau of Transportation Safety
315 (BOTS), Wisconsin Department of Transportation grant in the amount of \$4,000 for police
316 equipment.

317

318 On voice vote, motion carried.

319

320 **Item 9 – Accept the transcription rate of 13 cents per line for 2019 from Kirk Bey (no**
321 **increase from 2018)**

322

323 Motion by Ald. Olson, second by Ald. Every, to accept the transcription rate of 13 cents per line
324 for 2019 from Kirk Bey (no increase from 2018).

325

326 Fred said that although he did not have time to check, he believes the transcription rate of 13
327 cents per line has been in place for several years.

328

329 On voice vote, motion carried.

330

331 **PERSONNEL**

332

333 **Item 10 – Review and consideration of changes to job descriptions for:**

334

Reviewed 6/11/18 by Hope Burchell & Fred Buehler

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9

335 a. Information Technology Specialist Grade 18 to IT Support Administrator Grade 21

336

337 Hope said that since IT Support Specialist Mike DeLine resigned, she had examined this position
338 to determine the city's needs, adding City Administrator Rindfleisch will be supervising this
339 position. Hope said the city needs an individual who will be able to handle the networks and the
340 systems as well as the ability to analyze situations. Hope said a help desk feature still will be in
341 place with Adoni Networks, and she noted most of the changes relate to outlining some of the
342 duties Mike already was performing and solidifying them a little more. Hope said language has
343 been included pertaining to requirements such as organizational skills, project management
344 skills, and having the understanding of some of the city's telephone systems. Hope also said the
345 position requires either Bachelor's or Associate's Degree in Computer Science or a related field.
346 Candidates for the position must have three to five years computer hardware/software/network
347 support experience, or an equivalent combination. Hope said the position will be its own
348 department. Hope said both City Administrator Rindfleisch and Adoni Networks had reviewed
349 the job description and noted both had stated the position is what the city needs at the present
350 time.

351

352 Ald. Smith asked, "This hasn't been updated since 2008?"

353

354 Hope said yes.

355

356 b. Assistant Police Chief

357

358 Hope said the lone change that was made to the Assistant Police Chief position was under
359 "Training, Experience, and Other Requirements." Hope said the job description that had
360 previously come before the Finance and Personnel Committee and the Common Council did not
361 have the equivalent combination of experience or education in that language, similar to what was
362 in the Police Chief's job description. Hope said what has been included is in line with what is in
363 the Police Chief's position.

364

365 Ald. Every noted he had read the notes for the Assistant Police Chief position and said he was
366 surprised to discover that personnel thought it would be better to seek an outside candidate. Ald.
367 Every said, "I read their rationale [as to] why they thought that, and I don't agree with it, but it
368 does make some sense. We have two internal candidates, as I read."

369

370 Ald. Smith asked Ald. Every, "Is that relevant to the actual job description? We're just
371 discussing the job description right now."

372

373 Ald. Every responded, "It is on the agenda, and I want to talk about it. That's the way I
374 understand it."

375

376 Ald. Smith said, "It's on the agenda in order to talk about ..."

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377

378 Ald. Every said, "On our agenda."

379

380 Ald. Smith said, "If it relates to the job description, then we can discuss it. If it does not relate to
381 the job description, the discussion will have to wait until some other time."

382

383 Ald. Every said, "It does relate to the job description in the fact that experience was mentioned,
384 being one of the factors, which is a factor here. I'm curious to know, has that position changed?
385 Are we still offering the two internal candidates the first crack at the position?"

386

387 Hope responded, "The Police and Fire Commission has made that decision, which is not a
388 Council decision. The Police and Fire Commission has made that decision. It will be internal
389 and external at the same time."

390

391 Ald. Every said, "They make the decision, but we fund it. And I think like so many things that
392 happen around here, people are going to have to start to understand that this Council runs this
393 city. Not the Mayor, not the City Administrator – the Council. So I would like an answer to that
394 question."

395

396 Hope responded, "The answer is, the Police and Fire Commission has made that decision. They
397 have the hiring authority for these positions."

398

399 Ald. Every asked, "So they are not going to look at the two internals first?"

400

401 Hope said, "We do not have to have any purview for that. That is their decision, and this is
402 really off topic on this item on the agenda."

403

404 Ald. Smith said, "If we want to talk about the structure of the city government or something like
405 that, that is not the same as this job description."

406

407 Motion by Ald. Olson, second by Ald. Smith, to approve the changes to the job description for
408 Information Technology Specialist Grade 18 to IT Support Administrator Grade 21, and also
409 changes to the job description for the Assistant Police Chief.

410

411 Ald. Every asked if two separate motions may be made.

412

413 Ald. Smith said yes.

414

415 Motion and second withdrawn.

416

417 Motion by Ald. Olson, second by Ald. Every, to approve the changes to the job description for
418 Information Technology Specialist Grade 18 to IT Support Administrator Grade 21.

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419

420 On voice vote, motion carried.

421

422 Motion by Ald. Olson, second by Ald. Smith, to approve the changes to the job description for
423 the Assistant Police Chief.

424

425 City Administrator Rindfleisch said, “Based on the previous conversation, without approval of,
426 particularly under ‘Training, Experience and Other Requirements,’ the change that adds the
427 equivalent combination of experience, it would remain as a requirement a four-year Bachelor’s
428 Degree. I think that would eliminate the internal candidates. By updating this one, I think it
429 actually gives any internal candidates who wish to apply a stronger opportunity to apply. Right
430 now, as it is, a four-year degree is required.”

431

432 Ald. Every asked City Administrator Rindfleisch to repeat his statement.

433

434 City Administrator Rindfleisch said, “The current version of the Assistant Police Chief requires a
435 four-year Bachelor’s Degree. The updated version would have a four-year degree or equivalent
436 combination. My opinion is that the updated version would actually increase the chances of any
437 internal candidates applying for the position. I think without the change we may eliminate those
438 internal candidates outright.”

439

440 Police Chief Miller said he was following up on City Administrator Rindfleisch’s statements.

441 Police Chief Miller said, “This is not changing the job description. It is only changing the
442 educational requirement or training requirement to bring it in line with exactly what we have for
443 the Police Chief’s position. If this does not pass tonight, we will be acting under the current job
444 description for our hiring process, which we are hoping to get approved next week at Council.
445 That will eliminate a potential candidate for this position.”

446

447 Ald. Every asked Police Chief Miller to repeat what he had said.

448

449 Police Chief Miller said, “If this does not pass tonight, the change to the job description, we
450 already have the hiring process scheduled out for this month to try to fill this position. If this
451 does not get updated, when we post and advertise, if that is approved next week at Council, it
452 will eliminate a candidate internally if this change is not approved tonight. I am asking the
453 members here to please consider passing this. It is not a significant change. It is bringing it up
454 to where it should have been, but both Hope and I overlooked this when we brought this job
455 description forward a month or two ago when it was approved with the revisions. By not passing
456 it tonight, it will have what I would consider a detrimental effect on our process that is already in
457 motion.”

458

459 Ald. Smith thanked Police Chief Miller for his input and said, “I think that kind of reiterates
460 what I was trying to say. We were just talking about a job description here. We’re not talking

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461 about a philosophical change in the management of our city.”

462

463 Ald. Olson asked, “So the Police and Fire Commission are accepting of what we just discussed,
464 of the change in the education?”

465

466 Hope said yes and noted it had been approved at one of the last meetings. Hope said, “We had to
467 take it back to them for their approval, and it has to go back through this committee because this
468 committee makes the final decision on that.”

469

470 Ald. Every said, “I have no intention of blocking it. My reason was that looking at their
471 rationale for changing this, they were talking about getting somebody from the outside. They
472 would gain some experience, and I immediately thought, ‘What the hell does that do to the
473 confidence that these people have in the department?’ It didn’t seem right. I will vote to
474 approve.”

475

476 Ald. Smith said, “I think regardless of what their experience is, they still have to go through the
477 interview process and meet the qualifications and compete against the other people who have
478 applied for the position. This just gives the opportunity to more people to be able to compete for
479 that job. And I’m confident that we will come forward with a new Assistant Police Chief that we
480 are all very happy to have.”

481

482 On voice vote, motion carried.

483

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

485

486 a. IT Support Administrator

487

488 Hope said she hopes to post and advertise for two to three weeks, with the goal to have someone
489 hired and in place by mid-July. Hope said she also understands the process might have to be
490 delayed depending upon the candidate pool. Hope noted the trend is for individuals to search for
491 jobs online rather than in newspapers, and she said there are several areas where she can post and
492 advertise the position online at a low cost.

493

494 Motion by Ald. Every, second by Ald. Olson, to approve authorization to replace, post, and
495 advertise for the IT Support Administrator position.

496

497 On voice vote, motion carried.

498

499 b. Police Officer

500

501 Hope told committee members the city’s eligibility list is down to a couple of names, and she
502 expressed concern that there will be vacancies if there is internal movement within the Police

Reviewed 6/11/18 by Hope Burchell & Fred Buehler

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13

503 Department. As a result, the applicants who have been on the waiting list might no longer be
504 available. Hope said she would like to establish another eligibility list for the city's police
505 officers, and this process requires approval to do so because it will be necessary to advertise.
506 Hope said there is a written exam the city must pay for, and candidates must participate in the
507 interviewing process.

508
509 Motion by Ald. Olson, second by Ald. Every, to approve authorization to replace, post, and
510 advertise for the Police Officer position.

511
512 On voice vote, motion carried.

513
514 c. Firefighter/EMT

515
516 Hope said this is a similar situation to that of the Police Officer position in that while there
517 currently are no vacancies, she has heard rumors of individuals exploring opportunities in the
518 City of La Crosse and the Village of Holmen. Hope said she is attempting to be proactive and
519 noted the city currently has a consortium with Chippewa Valley Technical College where CVTC
520 administers the exams, the city goes through the application process, and candidates must take a
521 CPAT exam. Hope said CVTC is doing the vetting and ensuring that candidates pass the written
522 exam as well as the physical examination. Hope said the city has a list from CVTC and told
523 committee members she would like to establish an eligibility list from CVTC's list. Hope said
524 the city must have the ability to go through the interview process to do so.

525
526 For clarification, Ald. Smith asked Hope if her intent is simply to establish an eligibility list.

527
528 Hope said yes.

529
530 Motion by Ald. Every, second by Ald. Olson, to approve authorization to replace, post, and
531 advertise for the Firefighter/EMT position for the purpose of establishing an eligibility list.

532
533 Ald. Every inquired about the current number of EMTs in the city.

534
535 Hope said there are 12 full-time Firefighter/EMTs, all of whom are certified.

536
537 On voice vote, motion carried.

538
539 **Item 12 – Review and consideration of changes to the following policies:**

540
541 a. 2.05 Recruitment and Selection Policy

542
543 Hope noted city legal counsel had reviewed the changes that were made, which including
544 rewording some of the language so that it is more logical, legal-wise. Hope said changes were
Reviewed 6/11/18 by Hope Burchell & Fred Buehler

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14

545 made to the internal application process, noting the city has all but eliminated paper applications
546 – paper applications are utilized if an applicant does not have access to a computer – and utilizes
547 online software. Hope said the policy also addresses how internal applications will be handled.
548 It also addresses internal transfers, internal appointments, pay increases due to promotions and
549 appointments, how external postings will be handled. Hope said there always has been the
550 flexibility of the Common Council deciding if the city will do an internal posting only or an
551 internal/external posting. Hope noted there is no rehire application and said individuals must
552 complete a new application if they wish to work again for the city. Hope said the policy also
553 addresses screening and interviewing and noted the City Administrator, Human Resource
554 Director and department heads are designated as hiring managers. Hope also said language
555 pertaining to background and reference check process has been edited, as has language
556 pertaining to medical and psychological evaluations. City legal counsel also added language
557 pertaining to volunteers so that the city may create its own internal policy. Prohibitive practices
558 also are outlined. Hope also noted the policy was last updated in 2010.
559

560 Ald. Every noted that stipends such as the one to be discussed under Item 13 are not included in
561 the policy and he asked Hope if that would be a separate policy.
562

563 Hope said staff had decided not to include that in the policy, noting it is taken on a case-by-case
564 basis. Hope said stipends are typically issued when a department head leaves.
565

566 Ald. Every noted the policy now reads that the city may promote from within instead of it will
567 promote from within.
568

569 Hope said city legal counsel had made that change.
570

571 Motion by Ald. Olson, second by Ald. Every, to approve the changes to Policy 2.05 –
572 Recruitment and Selection Policy.
573

574 On voice vote, motion carried.
575

576 **Item 13 – Review and consideration of stipend for Assistant Fire Chief for Interim duties**
577 **related to turnover in the Fire Department**
578

579 Hope said Assistant Fire Chief Troy Gudie will serve as Acting Fire Chief when Fire Chief Don
580 Dominick retires later in June. Hope said she recommends that Assistant Fire Chief Gudie be
581 given a \$200 stipend per pay period until a new Fire Chief is hired and in place.
582

583 Motion by Ald. Every, second by Ald. Olson, to approve stipend of \$200 per pay period for
584 Assistant Fire Chief for Interim duties related to turnover in the Fire Department.
585

586 Hope said Assistant Fire Chief Gudie will receive the stipend until the new Fire Chief has been
Reviewed 6/11/18 by Hope Burchell & Fred Buehler

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15

587 hired and is in place.

588

589 On voice vote, motion carried.

590

591 **Item 14 – Closed Session**

592

593 To consider a motion to convene in Closed Session under Section 19.85(1)(f) of the Wisconsin
594 Statutes for the purpose of considering financial, medical, social or personal histories or
595 disciplinary data of specific persons, preliminary consideration of specific personnel problems or
596 the investigation of charges against specific persons except where par. (b) applies which, if
597 discussed in public, would be likely to have a substantial adverse effect upon the reputation of
598 any person referred to in such histories or data, or involved in such problems or investigations:
599

- 600 • Discussion of extensions of unpaid leave per 7.01 Leave of Absence Policy

601

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

605

606 Motion by Ald. Olson, second by Ald. Every, to convene in Closed Session.

607

608 Ald. Every said he assumes the discussion will be about a specific person and not the policy
609 itself.

610

611 Ald. Smith told Ald. Every he is correct, noting it would not be a Closed Session item if it
612 pertained to the policy.

613

614 On roll call vote: Ald. Jim Olson – aye, Ald. Jerry Every – aye, Ald. Kim Smith – aye. In
615 Closed Session at 8:35 p.m.

616

617 Motion by Ald. Every, second by Ald. Olson, to adjourn in Closed Session.

618

619 On roll call vote: Ald. Jim Olson – aye, Ald. Jerry Every – aye, Ald. Kim Smith – aye. In
620 Closed Session at 9:15 p.m.

621

622

623 Recorded by:

624

625 Kirk Bey