

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

Wednesday, August 7, 2019

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 at 7:15 p.m. on Wednesday, August 7, 2019. It was noted that the meeting had been announced  
3 and a notice posted at City Hall.

4  
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Dan Stevens,  
6 Ald. 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, Planning Manager Katie Aspenson, Parks and Recreation Director Dan Wick, Deputy  
11 Finance Director Kim Isensee, Assistant Police Chief Troy Miller, Fire Chief Billy Hayes,  
12 Municipal Court Supervisor Hildie McIntyre, Finance Support Clerk Jackie Peters, Ald. Diane  
13 Wulf

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

16  
17 Motion by Ald. Stevens, second by Ald. Olson, to approve the minutes from the previous  
18 meeting as printed and on file in the City Clerk's Office.

19  
20 On voice vote, motion carried.

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

23  
24 Ald. K. Smith called three times for anyone wishing to provide public input and closed that  
25 portion of the meeting.

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

28  
29 **FINANCE**

30  
31 **Item 4 – 2019 Omni Center Financials**

32  
33 Fred noted the Omni Center's deficit was reduced from \$17,749.49 to \$9,050.74 after the Omni  
34 Center received its \$8,698.75 share in May.

35  
36 Dan noted there is \$14,727.34 in Account No. 640-21900 ("Liquor Sales") and told committee  
37 members approximately \$2,000 is left in the account at the end of every year following a  
38 transfer. Dan also told committee members the Omni Center is currently showing a profit of  
39 approximately \$3,000 in liquor sales.

40  
41 Ald. Stevens asked Dan if he expects that total to increase due to events scheduled at the facility  
42 the remainder of 2019.

Reviewed 8/12/19 by Hope Burchell & Fred Buehler

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43  
44 Dan told Ald. Stevens there will be a four to five-day event, with bar sales, at the Omni Center.  
45 Dan also said he could see the liquor sales funds doubling between now and the end of 2019.

46  
47 Motion by Ald. Stevens, second by Ald. Olson, to accept the 2019 Omni Center Financials and  
48 place them on file.

49  
50 On voice vote, motion carried.

51  
52 **Item 5 – 2019 General Fund Financials**

53  
54 Jarrod told committee members 1,366 tons of salt were delivered Monday and earlier today, and  
55 he reminded them both the Board of Public Works and the Common Council had voted earlier in  
56 2019 to refill the city’s 600- and 1,000-ton salt sheds at the Public Works Facility. Jarrod said  
57 375 tons of salt was supposed to be delivered this past spring, but no salt was available at the  
58 time. The 375 tons was delivered at a price of \$64.89 per ton, the 2018-19 price. Jarrod said the  
59 Wisconsin Department of Transportation, which administers the contract, retained Morton Salt  
60 as the supplier for 2019-2020 and renewed its contract with Morton with an 8-percent price  
61 increase. The price per ton has increased to \$68.78. Jarrod told committee members the city had  
62 spent approximately \$9,500 for salt brine through La Crosse County in January, February, and  
63 March. The city had \$67,000 remaining following the salt purchase, and Jarrod informed  
64 committee members the city will be approximately \$25,000 over budget. Jarrod also reported  
65 the city will purchase brine in December at a projected cost of approximately \$7,000, and it also  
66 will purchase \$2,700 in sand mixture. Jarrod projected the Street Department’s Salt & Sand  
67 Account will be approximately \$35,000 over budget.

68  
69 Jarrod said, “With the level of service we offer, even with the extra equipment we have now  
70 where we can better calibrate our operations and we can dial down the amount of salt with the  
71 use of salt brine, last winter was just a bear. There were a lot of facilities that actually ran out of  
72 salt. We still had half of our large salt shed full. At this time, the sheds are actually over full.  
73 There’s probably 1,800 tons of salt on hand. It can sit in that shed a year, two years, three years.  
74 It is money that is invested in the salt that will not go bad.” Jarrod assured committee members  
75 the Street Department will not overutilize salt during the first significant winter storm because  
76 there is abundance of it on hand, also assuring committee members the department is following  
77 its procedures and practices to ensure the correct amount is utilized.

78  
79 Ald. Stevens asked if the city may sell its excess salt to offset the city’s taxpayers if the area  
80 experiences a winter where an increased amount of salt is required.

81  
82 Jarrod told Ald. Stevens the city typically utilizes anywhere from 900 to 1,100 tons of salt per  
83 year. However, the city utilized approximately 1,350 tons of salt during the winter of 2018-  
84 2019. Jarrod said the city could utilize 200 tons of salt over the course of a weekend if the city  
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85 experiences an ice event, noting the city had utilized approximately 250 tons of salt during an ice  
86 event that occurred over New Year's weekend in the early 2000s. Jarrod noted the city has  
87 purchased salt on the open market in the past, also noting there was a winter prior to the  
88 construction of the secondary shed in which the city had depleted its salt supply and needed to  
89 purchase salt from the Winona, Minnesota terminal at a cost of \$110 per ton.

90

91 City Administrator Rindfleisch said while the city has the ability to sell salt on the open market,  
92 historically it has not had enough of a surplus that could be sold.

93

94 Motion by Ald. Stevens, second by Ald. Olson, to accept the 2019 General Fund Financials and  
95 place them on file.

96

97 On voice vote, motion carried.

98

99 **Item 6 – Authorization to proceed with Baird in the refunding/timeline regarding the**  
100 **callable bonds on the April 1, 2010 General Obligation Corporate Purpose Bonds**

101

102 Brad Viegut of Robert W. Baird told committee members the city has the opportunity to  
103 refinance debt for savings, exchanging higher rates for lower rates. This is driven by significant  
104 reductions in municipal bond interest rates over the last two and a half to three months. Brad  
105 said this refinancing was not an option earlier in 2019 when the city was in the market with other  
106 debt, noting today it generates positive savings. Brad explained this would be a refunding bond,  
107 which would refund bonds issued in 2010. Those bonds were issued at a time when the "Build  
108 America Bond" program was available. The city was able to issue taxable General Obligation  
109 debt, which carries a higher interest rate than tax-exempt debt, and the federal government  
110 subsidized a portion of the interest payments. It was 35 percent at the time, and that percentage  
111 has decreased to slightly less than 35 percent due to sequestration. Brad told committee  
112 members he is factoring in the city will lose future subsidies on the prior debt as that debt will be  
113 retired.

114

115 Brad referred to the summary page of the handout included in committee members' packets and  
116 noted the current estimated interest rate on the new debt will be slightly more than 2 percent.  
117 Brad estimated that interest rate would be closer to 1.75 or 1.80 percent if this were locked in  
118 today. Savings in terms of total savings on a present value basis is slightly less than \$100,000  
119 for this transaction. Brad estimated the city likely would save another \$20,000 if he converted  
120 the interest rate to 1.75 or 1.80 percent, and he told committee members what he is showing them  
121 this evening is an estimate for planning purposes. Brad next addressed the timeline and said  
122 pending approval this evening, the Common Council would consider a resolution at its August  
123 13 meeting authorizing both Robert W. Baird and city staff to proceed. An official statement  
124 would be prepared, the city would receive a bond rating from Moody's, Robert W. Baird would  
125 market the bonds, and Brad would come before the Common Council at its September 10  
126 meeting, which would then take under consideration the award resolution. That resolution

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127 finalizes the rates and terms. From there, a call notice for the 2010 debt would be distributed,  
128 and the debt would be retired 30 days afterwards. The city would budget for its first payment  
129 April 2020. Brad said there is no budgetary impact in 2019 in terms of a reduction in debt  
130 service cost, noting the impact is shifted into 2020.

131  
132 Brad referred to the detailed analysis included in committee members' packets at noted there is  
133 \$2,160,277 of debt service remaining. Brad also noted the city's potential present value savings  
134 would be \$99,268 after the refinancing. Brad told committee members the 2010 debt was  
135 allocated over three purposes: levy, storm water, and TID No. 4. Brad told committee members  
136 that while the city could wait until spring 2020 to refinance, what interest rates will be at that  
137 time is unknown.

138  
139 Fred inquired about bank qualified caps.

140  
141 Brad told Fred this refinancing will bring the city to the cap and said, "It fits. This will layer in  
142 very nicely to the plan that we put in place over the last year and a half."

143  
144 Fred asked if the new bonds no longer will be "Build America" bond rebates once the city calls  
145 in its debt.

146  
147 Brad told Fred he is correct and said they are regular tax-exempt bonds, which means the city  
148 will pay lower interest rates and surrender the subsidy from the taxable rates. Brad said all the  
149 savings figures he is showing reflect the loss of future subsidy payments.

150  
151 Ald. K. Smith asked Fred to restate the cap to which he had referred.

152  
153 Fred said the city has a \$10 million cap in any given year, and he noted the city had begun  
154 financing with Note Anticipated Notes in April 2018 and December 2018. Fred said, "By  
155 restructuring it, we were able to do Water, Sewer, and Storm Water Mortgage Revenue Bonds  
156 and General Obligation Bonds and stay under that \$10 million threshold."

157  
158 Brad said it was a multiyear plan to keep everything below the \$10 million threshold on an  
159 annual basis, noting the benefit is lower interest rates on each individual issue.

160  
161 Ald. Stevens asked Brad if there are refinancing costs, and if so, are they net or separate of the  
162 estimated savings.

163  
164 Brad said the costs are built into the borrowing amount, and the savings numbers are net of fees.

165  
166 Ald. Stevens asked how much the closing costs would be.

167  
168 Brad said approximately \$50,000 in total for this issuance. Brad said Robert W. Baird will be  
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169 the underwriter, Quarles and Brady will serve as both bond counsel and disclosure counsel, and  
170 Moody's levies a rating fee. There also is a fee for the offering document.

171

172 Ald. Stevens said he wanted to ensure the net to the City of Onalaska taxpayers is the city will  
173 improve its financial standing by approximately \$100,000.

174

175 Motion by Ald. Stevens, second by Ald. Olson, to approve proceeding with Baird in the  
176 refunding/timeline regarding the callable bonds on the April 1, 2010 General Obligation  
177 Corporate Purpose Bonds.

178

179 On voice vote, motion carried.

180

181 **Item 7 – Gundersen Health System Parking Ramp Financials for 2019 1<sup>st</sup> and 2<sup>nd</sup> Quarter**

182

183 Fred noted the bond covenants with the Gundersen Health System Parking Ramp require the City  
184 of Onalaska to pay \$1,250 per quarter (\$5,000 per year). Fred also noted the mill rate was 7.27  
185 when the city had borrowed the funds, and he told committee members Gundersen Health  
186 System is responsible for any shortfall there would be for the principal and interest payments.

187 Fred noted the city had called in the bonds a few years ago and thus saved approximately  
188 \$870,000. Fred also noted the shortfall was expected to begin either in 2013 or 2014, and he told  
189 committee members Gundersen Health System had made its first contribution in the fall of 2018.  
190 Gundersen Health System maintains the parking ramp, and the City of Onalaska pays the debt.  
191 Fred noted there are approximately 620 parking spots available in the ramp.

192

193 City Administrator Rindfleisch noted there is no gate present at the Gundersen Health System  
194 Parking Ramp and asked Fred what methodology is utilized for counting cars.

195

196 Fred said he does not know.

197

198 Motion by Ald. Olson, second by Ald. Stevens, to accept Gundersen Health System Parking  
199 Ramp Financials for 2019 1<sup>st</sup> and 2<sup>nd</sup> Quarter and place them on file.

200

201 On voice vote, motion carried.

202

203 **Item 8 – Contract for legal services from O'Flaherty Law Firm**

204

205 City Administrator Rindfleisch noted there is a copy of the 120-day notice of cancellation for the  
206 Contract for Legal Services provided by O'Flaherty Heim Birnbaum Kirchner & Curtis, Ltd. in  
207 committee members' packets. The notice is dated July 18, 2019, and the cancellation is required  
208 as part of the current agreement. City Administrator Rindfleisch said the city is working with  
209 Sean O'Flaherty on an agreement to provide assistance as outside counsel, and he anticipated  
210 that agreement will be ready for presentation and approval in September.

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211  
212 Motion by Ald. Olson, second by Ald. Stevens, to accept the 120-day Notice of Cancellation for  
213 legal services from O’Flaherty Law Firm, and to thank O’Flaherty Law Firm for its years of  
214 service to the City of Onalaska.

215  
216 On voice vote, motion carried.

217  
218 **Item 9 – Approve a Standard Services Agreement with Cedar Corporation to complete a**  
219 **Needs Assessment for Police, Fire, and Park Impact Fee Study, not to exceed \$25,000**

220  
221 Katie said staff wishes to contract with Cedar Corporation and told committee members what  
222 began as strictly an impact fee study examining the city’s park fees became a larger project. The  
223 city originally obtained quotes from Cedar Corporation in 2018, and Katie said this is a  
224 permitted, \$25,000 project that is part of the Capital Improvements Projects. Katie also said city  
225 staff worked with Cedar Corporation to consider the Police and Fire Departments and the needs  
226 associated with space facilities, equipment, and staffing. A copy of Cedar Corporation’s  
227 contract, which is not to exceed \$25,000, has been included in committee members’ packets.  
228 City Attorney Amanda Jackson has reviewed and approved the contract. Katie noted Cedar  
229 Corporation has stated in the contract it is its intent to begin the needs assessment next week,  
230 pending Finance and Personnel Committee and Common Council approval, and complete it by  
231 this autumn.

232  
233 Ald. K. Smith noted she had read the contract and told Katie she had had a difficult time  
234 understanding exactly what the city expects Cedar Corporation to accomplish, and also how the  
235 city would measure Cedar Corporation’s success in achieving it. Ald. K. Smith said she was  
236 “slightly skeptical” \$25,000 would cover what is expected of Cedar Corporation, and she asked  
237 Katie to point out in the contract where her questions are addressed.

238  
239 Katie said the Park Fee alone was approximately \$7,000 to \$10,000 per the Police Department  
240 versus the Fire Department.

241  
242 Ald. K. Smith asked Katie if that is stated in the contract before the committee.

243  
244 Katie said she is not certain if it is specifically stated and told Ald. K. Smith it was in the original  
245 quote. Katie explained the Impact Fee Study will be a review of the city’s current ordinances,  
246 and a review against current State of Wisconsin Statutes. In addition, Katie said the study also  
247 will provide the city a means for pursuing its goals, meaning does the city retain what it currently  
248 has, make modifications, or transition from an impact fee to a special assessment district. Katie  
249 said, “We basically are looking for Cedar Corporation to analyze everything we have in addition  
250 to our Comprehensive Outdoor Recreation Plan. They review everything and give us that  
251 feedback. They’ll be doing interviews with our [Police and Fire] chiefs and our people,  
252 specifically talking about what it is they’re looking for in terms of staffing, what they need in

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253 terms of space, and from that developing a report that will come back to you.”

254

255 City Administrator Rindfleisch addressed the agreement to which Katie had referred earlier and  
256 said the Request for Proposal to which Cedar Corporation had responded addresses performance  
257 and goals. Finance and Personnel Committee members did not receive a copy of this.

258

259 Ald. K. Smith asked City Administrator Rindfleisch asked if it could be attached to the packets  
260 for the August 13 Common Council meeting.

261

262 City Administrator Rindfleisch said it would be possible.

263

264 Katie said the proposal Cedar Corporation had returned could be included in Council members’  
265 packets.

266

267 City Administrator Rindfleisch said the needs assessment Cedar Corporation is providing is very  
268 specific to State of Wisconsin Statute 66.0617, which directs the impact fees. City Administrator  
269 Rindfleisch said part of the impact fees must have a needs assessment, which is directly related  
270 to the additional needs the city would be presenting to the new development that would pay the  
271 impact fee. City Administrator Rindfleisch said, “This is not the entire needs assessment that is  
272 approved by the Council for me to present to the Council as the needs for the public safety. It’s a  
273 tool that would be utilizing that, but it’s a requirement of state statute if you’re looking at  
274 providing an impact fee for new development what the impact of what that new development  
275 will be on your overall existing services. That’s what the impact fee will be speaking to. It is a  
276 tool I will use, but it’s not the full answer. We’re not getting the full impact fee for \$25,000. It’s  
277 what required under the state statute.”

278

279 Motion by Ald. Stevens, second by Ald. Olson, to approve a Standard Services Agreement with  
280 Cedar Corporation to complete a Needs Assessment for Police, Fire, and Park Impact Fee Study,  
281 not to exceed \$25,000.

282

283 On voice vote, motion carried.

284

285 **Item 10 – Approve an agreement with Superior Technology Group LLC regarding the**  
286 **iCrimeFighter Enterprise subscription**

287

288 Assistant Police Chief Miller told committee members that while iCrimeFighter has been in  
289 existence for some time, it has only recently begun making an impact within La Crosse County.  
290 It is an interface hosted on the Amazon web service, and it is a secure government site that meets  
291 the Police Department’s encryption data security needs. Assistant Police Chief Miller described  
292 iCrimeFighter as a storage house for electronic evidence. Videos from the squad cars would be  
293 uploaded onto iCrimeFighter, and also potentially body camera footage, photographs, and audio  
294 and video interviews. Assistant Police Chief Miller said iCrimeFighter has several benefits,

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295 including:

296

297 • A reduced need for localized storage at the Police Department as iCrimeFighter is hosted  
298 on The Cloud. It meets the needs for backups and redundancies through The Cloud  
299 service.

300 • There are several agencies within La Crosse County that already utilize iCrimeFighter,  
301 including the La Crosse County Sheriff's Department and the Village of West Salem  
302 Police Department.

303 • Having iCrimeFighter will eliminate the need for the Police Department to burn  
304 recordings, photographs, and reports onto removable media for open records requests.  
305 Everything will be compiled on a case file as the Police Department builds it. Customers  
306 can receive data via a link if there are no redactions, and they can download case files at  
307 their leisure.

308 • Evidence can be gathered by utilizing a smartphone or a tablet and then uploaded to a  
309 case file. Police officers currently utilize digital snap cameras in their squad cars, and  
310 pocket recorders if they need to enter a citizen's home.

311

312 Assistant Police Chief Miller told committee members iCrimeFighter has received several  
313 positive reviews from the local agencies that utilize it, including incoming Police Chief Charles  
314 Ashbeck, who currently serves as Police Chief for the Village of West Salem.

315

316 Ald. K. Smith noted the yearly subscription cost for iCrimeFighter is \$240 per year per user, and  
317 she asked Assistant Police Chief Miller if every officer needs to be considered a user.

318

319 Assistant Police Chief Miller said anyone who will be manipulating the data is considered a user  
320 in terms of uploading it or working with it in any capacity other than simply examining it.

321 Assistant Police Chief Miller said the employee who ultimately be responsible for open records  
322 requests will only be looking at the data and creating the link, and therefore would not need a  
323 license. Only individuals who contribute to a case file will require a license. Assistant Police  
324 Chief Miller said this means any officer who works a case and gathers evidence. Non-sworn  
325 staff will not need to be users. Assistant Police Chief Miller said iCrimeFighter also would  
326 benefit City Attorney Amanda Jackson in terms of municipal prosecutions, noting Amanda could  
327 be a limited user.

328

329 Ald. Stevens asked if the user must be the same individual who has collected the evidence, or if  
330 perhaps there is a method by which someone else may input evidence, thereby reducing the  
331 number of users.

332

333 Assistant Police Chief Miller said, "That's when you get into preserving the integrity of the  
334 evidence. Right now, if I go out on the street and I have a traffic stop and I recover drugs from a  
335 vehicle, I'm responsible for that so I'm entering that into evidence. I would not want to bring it  
336 back here and turn it over to someone else and have them enter it. With the electronic version of

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337 this, it's kind of the same thing. It's my crash scene. I'm the one taking the pictures and  
338 gathering them, so I would have to have access to upload them. If I'm doing an interview, I  
339 would have to have access to record that interview and upload it. Once we start saying, 'I'm  
340 going to record it to this device and I'm going to give it to someone else and they can take care  
341 of uploading it, we're really not saving much in manhours and personnel time, which is  
342 extremely valuable.'"

343

344 Ald. K. Smith inquired about the funding source.

345

346 Assistant Police Chief Miler said it would be funded via the Police Department's general budget.

347

348 Ald. K. Smith asked Assistant Police Chief Miller if he is proposing subscribing to  
349 iCrimeFighter in 2020.

350

351 Assistant Police Chief Miller said, "That's where it would come from: next year. I would have  
352 to work with Fred on this, but we do have different avenues this year as far as some of our  
353 vacancies. We also have underspent in a couple categories in our equipment replacement. I  
354 don't know if it qualifies. We had some items in our equipment replacement that we didn't need  
355 to utilize the entire funds for. The funds are there this year, if they're approved, to basically be  
356 moved into a different line item. But they are within my budget."

357

358 Ald. Stevens said that while he does not object to moving this item forward, he believes  
359 recording data electronically could be different than collecting physical evidence and suggested  
360 that perhaps the Common Council should address this item on the Non-Consent Agenda at its  
361 August 13 meeting.

362

363 Assistant Police Chief Miller told Ald. Stevens he believes Amanda plans to join him at a  
364 training session scheduled for Thursday, and he said perhaps both possibly could share additional  
365 information. Assistant Police Chief Miller said the Police Department is seeking a method by  
366 which to streamline the processes and reduce the time officers currently are required to address  
367 evidence.

368

369 Ald. K. Smith noted the agreement is not before the committee this evening and said it is  
370 difficult for committee members to approve it. Ald. K. Smith said the discussion may continue  
371 at the Common Council meeting if this item is placed on the Non-Consent Agenda. Ald. K.  
372 Smith also told Assistant Police Chief Miller the first question he will be asked is if it is possible  
373 for him to reduce the number of users.

374

375 Motion by Ald. Olson, second by Ald. Stevens, to advance to the August 13 Common Council  
376 meeting for discussion on the Non-Consent Agenda approval of an agreement with Superior  
377 Technology Group LLC regarding the iCrimeFighter Enterprise subscription.

378

379 On voice vote, motion carried.

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**Item 11 – Authorization to proceed with TiPSS conversion costs for the Joint Municipal Court software and funding**

Motion by Ald. Olson, second by Ald. Stevens, to approve authorization to proceed with TiPSS conversion costs for the Joint Municipal Court software and funding.

Fred noted the City of Onalaska purchased the Joint Municipal Court software in 2006 and said the city has had the same software for the last 13 years. Fred complimented Hildie, Kim, and Jackie for their work since the Finance Department assumed control of the Joint Municipal Court system in the fall of 2017, stating he believes they are more knowledgeable about the software than some of Tyler Technologies’ employees. Fred directed committee members’ attention to page 39 of their packets and said the following deficiencies are why he and city staff believe it is wise to move away from Tyler Technologies as it relates to the JMC:

- The CT number will never be fixed, and it always will require manual entry.
- The docket number will never be auto-loaded. It always will require manual entry, and since it cannot be fixed it will affect all the other municipalities.
- It never will auto-attach documents/citations to Incode file.
- It is unable to archive/purge old files.
- History cannot be tracked.
- It is unable to search for certain things, such as statutes. Attorneys have made requests, and they cannot be accommodated.
- There are scheduler issues (cannot be tracked). There is no reliability or dependability in the product.
- It is unable to mass-suspend driver’s licenses and registrations.
- It is unable to mass-post SDC payments. It must be manually entered.
- It is unable to en mass dispose of what has been paid.
- One must manually make changes to status codes when payments are made, rather than auto-update.
- There is no way to know if citations are paid unless files are posted. This leads to communication issues with the court and missed removals of suspensions.
- Customer service is substandard, even with a dedicated employee.
- Payments made at midnight do not miss the 4 a.m. fees. This is a manual process for Jackie, who must manually look at each ticket to ensure any payment made at GPS is a valid payment and does not require the fee.

Fred next directed committee members’ attention to page 40 of their packets, which shows the potential savings of both time and money with the installation of TiPSS. Fred noted he, Hildie, Kim, and Jackie had gone to Madison to attend a TiPSS software presentation, and he told committee members the potential savings for the city could be \$54,440.83 if it converts to

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421 TiPSS. Fred next addressed page 41 in committee members' packets, which shows the cost of  
422 the TiPSS software, and said members of the Joint Municipal Court Committee had discussed  
423 this topic at its July 18 meeting and stated they approve of the conversion to TiPSS. Fred noted  
424 Joint Municipal Court Committee members are aware their share for the TiPSS software, sans  
425 parking, would be \$30,957. Fred said he is asking the Finance and Personnel Committee, and  
426 will be asking the Common Council, to begin the process of converting to TiPSS and utilizing  
427 the funds within the JMC Fund Balance so that the process may begin immediately. Fred said,  
428 "We originally thought September, but probably by the first part of October, they feel very  
429 comfortable with a conversion and having the parking portion of the module in place before  
430 parking season starts. I think they needed a three-month lag time to transfer the data for this  
431 conversion of what we're currently using. By January 1, 2020, we would also be on board with  
432 the Joint Municipal Court side. I feel it's the right thing to do." Fred told committee members  
433 the City of Onalaska's portion, which would total \$64,188, is larger because parking is a sizeable  
434 component of the TiPSS software.

435

436 Ald. K. Smith asked Fred if the JMC's portion is the City of Onalaska's Joint Municipal Court  
437 portion or the whole Joint Municipal Court.

438

439 Fred told Ald. K. Smith it is the JMC, less the City of Onalaska, and he noted the \$30,957 is the  
440 JMC's cost, less the city's portion. Fred said it is based on cases not dismissed, excluding  
441 parking, and noted the City of Onalaska is "stronger than 50 percent."

442

443 Ald. K. Smith said it is her understanding the City of Onalaska's portion will be \$64,188, and the  
444 other towns and villages in the JMC will be responsible for \$30,957.

445

446 Ald. Stevens said the savings in labor hours with a conversion to TiPSS seems to be substantial,  
447 and he asked if it is realistic.

448

449 Fred told Ald. Stevens it is "definitely" realistic, and he also said there are tasks that currently  
450 are not being completed that will be able to be completed.

451

452 Hildie told committee members that before arriving at this evening's meeting she had spent two  
453 hours working on documents that have not been picked up for two months so she may begin  
454 collecting on fines. The reason for this is the Scheduler program, which is supposed to take  
455 citations that are 30 days past due and place them in a queue so Hildie is able to send out notices,  
456 has not functioned since it was obtained in October 2018. Hildie told committee members there  
457 was a day in which it had taken her 10 hours to do 50 suspensions because she must individually  
458 suspend each case. Hildie said the TiPSS program will allow her to do all of them en masse and  
459 also print letters en masse. Hildie said she and Jackie are working on importing traffic citations  
460 from the last parking citation because Tyler did not transfer them correctly. This meant Jackie  
461 had to manually input every citation.

462

Reviewed 8/12/19 by Hope Burchell & Fred Buehler

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12

463 Fred said he is requesting that the city proceed with the conversion upon Common Council  
464 approval and once he, City Administrator Rindfleisch, and Amanda sign the agreement.

465

466 On voice vote, motion carried.

467

468 **Item 12 – Renewal of Cities and Villages Mutual Insurance Company (CVMIC) Option 1**  
469 **regarding the City of Onalaska Self Insurance Retention for 2021 and 2022**

470

471 Fred said staff feels very comfortable utilizing the self-insured retention (SIR) rate of \$17,500  
472 per occurrence, and he told committee members he is seeking approval of Option 1 of the  
473 \$17,500 SIR. The premium for 2020 would be \$44,881, \$45,698 for 2021, and \$46,612 for  
474 2022.

475

476 Motion by Ald. Olson, second by Ald. Stevens, to approve the renewal of Cities and Villages  
477 Mutual Insurance Company (CVMIC) Option 1 regarding the City of Onalaska Self Insurance  
478 Retention for 2021 and 2022.

479

480 Ald. Stevens asked how this level of retention risk compare to similar-sized municipalities.

481

482 Fred said the city has not had many claims over the years that have exceeded the \$17,500,  
483 estimating the city might have had two claims over the last five years.

484

485 City Administrator Rindfleisch noted he has paid more to different insurance companies while  
486 being employed by smaller communities than what the City of Onalaska currently pays.

487

488 On voice vote, motion carried.

489

490 **PERSONNEL**

491

492 **Item 13 – Monthly department presentation by Park & Recreation Department**

493

494 Dan shared with committee members slides showing the Parks and Recreation Department's  
495 mission statement, and department staff and divisions within the department. Dan told  
496 committee members interviews for the newly created Sales Manager position had occurred  
497 earlier Wednesday, and interviews for the Event Coordinator position are scheduled for  
498 Thursday. Dan also shared the following information:

499

- 500 • The Parks and Recreation Department averages more than 5,000 volunteer hours, which
- 501 equates to approximately 2½ full-time employees.
- 502 • The department worked with Biolife, Altra Federal Credit Union, and Kujak
- 503 Orthodontics in 2018. All three organizations paid for their employees to serve as

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13

- 504 volunteers. As a result, the Omni Center hallways and locker rooms were painted.
- 505 • More than \$18,000 in donations was collected in 2018. These donations benefitted the
- 506 youth programs and billboards for the baseball/softball fields at Van Riper Park. In
- 507 addition, there is nearly \$40,000 in the John Fleis Scholarship Fund for disadvantaged
- 508 children who wish to participate in programs.
- 509 • Staff maintains more than 300 acres of parkland, 10 miles of recreational trails, 17
- 510 shelters, 19 playgrounds. A total of 751 reservations were taken in 2018.
- 511 • Nearly 4,000 children participated in the department's programs in 2018. Tackle bar
- 512 football is a new program, and the department now coordinates the girls basketball
- 513 traveling program.
- 514 • There were 197 Aquatic Center memberships in 2018. An average of 23,000 individuals
- 515 have utilized the Aquatic Center since it opened in 2005.
- 516 • Buildings and Grounds oversees City Hall, the library, the Omni Center, the Public
- 517 Works Facility, and the Great River Landing.
- 518 • The department sells bicycle passes, with 130 annual passes sold via the dropbox at the
- 519 Great River Landing. A new dropbox has been ordered as the previous one was
- 520 vandalized. Also, 225 daily passes were sold, and 227 individuals noted they reside
- 521 outside the La Crosse/Onalaska area.
- 522 • Approximately 2,000 scheduled events were held at the Omni Center, including
- 523 community service events. A total of 1,840 room night were generated, and 1,726 hours
- 524 of ice time were rented out.
- 525 • The Omni Center shelter enclosure was completed earlier this year, and the front
- 526 concession stand is being remodeled.
- 527 • The vendor who worked on the ADA Transition Plan has returned it. September is the
- 528 target date to present the final Rowe Park Master Plan to the Parks and Recreation Board.
- 529 • The Major League Fishing National Championships, which was booked with the La
- 530 Crosse County Convention and Visitors Bureau, will be at the Omni Center. Twelve to
- 531 15 semi-trailers will utilize the baseball/softball fields. Between 4,000 and 5,000
- 532 individuals are expected per day over three days. Individuals from the Quad Cities and
- 533 the Chicago area plan to attend the event. Representatives will first arrive on August 18.
- 534

535 **Item 14 – Review and consideration of 2019-2020 School Liaison Officer Agreement of**

536 **Onalaska and Onalaska School District**

537

538 Hope said this agreement is brought forward every year and noted the program has been

539 successful. Hope told committee members she believes there is more of a need for a liaison

540 officer in the schools, and she noted Amanda has reviewed and approved the updated contract.

541 Hope said that while the 2019 rates (\$30,694.18, with the Onalaska School District's share being

542 \$15,347.09) are firm, the 2020 rates are unknown as of now due to upcoming bargaining for

543 union contracts. The estimated rate is \$39,601.20, with the Onalaska School District's share

544 being \$19,800.60.

Reviewed 8/12/19 by Hope Burchell & Fred Buehler

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14

545  
546 Motion by Ald. Olson, second by Ald. Stevens, to approve the 2019-2020 School Liaison Officer  
547 Agreement of Onalaska and Onalaska School District.

548  
549 On voice vote, motion carried.

550  
551 **Item 15 – Review and consideration of reorganization of the IT Department**

552  
553 Hope reported that IT Systems Administrator Chris Babcock had resigned and his last day of  
554 employment was July 31. Hope said she is proposing moving IT under Public Works Manager  
555 Jim Prindle and creating an IT Support Specialist position that would be filled internally, and  
556 also creating a Computer Support Specialist position. This individual would perform help desk  
557 duties. Hope addressed the proposed IT Network Specialist position, telling committee members  
558 the Systems Administrator position had been created with the ultimate goal being the person who  
559 held the position would be a department head. However, Hope said Chris was not comfortable  
560 serving in that capacity, and she told committee members she is seeking more direction before  
561 proceeding. Hope said Nils Housker currently serves as Technology Coordinator at the Public  
562 Works Facility and noted he has spent a significant amount of time at City Hall working with the  
563 Police and Fire Departments.

564  
565 Hope said, “We feel we have talented staff who would be able to fill some of these positions in-  
566 house. This is something we were going to be looking at through the budget process. But with  
567 Chris resigning, this gives us an opportunity to move forward with some of these things sooner.  
568 We would not fill the IT Network Specialist position until next year, and it would be after  
569 evaluation of how the process was working with this reorganization with the team.”

570  
571 Jarrod said through the Public Works Department’s budget process in 2017, staff had identified a  
572 need in the IT area. Jarrod said Public Works was running a significant amount of data and asset  
573 management, and staff was attempting to transition to tablet computers. Jarrod told committee  
574 members the Public Works Department could not obtain needed IT services, and he noted that  
575 through the budget process he had surrendered a laborer/operator position so that there could be  
576 an IT specialist on staff. Nils was hired for that position, and Jarrod said, “It’s worked out  
577 explicitly well.” Jarrod noted former intern Ben Bury has been hired as a part-time employee in  
578 Public Works, and he said Jim Prindle, Nils, and Ben rolled out a software package that allowed  
579 other departments to submit tickets to Public Works, and staff attempts to respond to them in a  
580 timely manner. Jarrod said he believes the city’s department heads are pleased with the service.

581  
582 Jarrod said, “It kind of wasn’t meant to start this way, but I think it kind of has morphed into it.  
583 We have good staff that really are committed to their job. They’re knowledgeable and can work  
584 with the staff that we have – not only in knowing their IT functions, but also being able to  
585 convey those to our staff and searching out problems.” Jarrod noted the Public Works’ IT staff  
586 had repaired several of the Police Department’s Toughbooks, and he said that while Public

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15

587 Works still will need an IT Network Specialist in some form, “I think this is a step in the right  
588 direction.”

589

590 Ald. K. Smith inquired about the budgetary impact of these positions.

591

592 Jarrod told Ald. K. Smith that Nils’ position is budgeted, and Ben’s Computer Support Specialist  
593 position is part-time. Jarrod noted the IT Network Specialist position has been downgraded to a  
594 19 and will not be filled until 2020, and Nils’ position would go from a 15 to a 19, and the 15  
595 position would need to be filled. Jarrod described the situation as being “very close to a wash.”

596

597 Ald. K. Smith noted there would be an additional cost when the IT Network Specialist position is  
598 added.

599

600 Jarrod said that is correct and noted the costs had been split up between Water and Sewer,  
601 Utilities, and the General Fund. Jarrod said the city is at a standstill if the IT network is not  
602 functioning, and he told committee members the IT staff has been proactive in holding weekly  
603 meetings and incorporating other employees, supervisors and the consultant. Jarrod also praised  
604 the city’s IT staff.

605

606 City Administrator Rindfleisch noted the city spends \$51,600 a year on outside consulting fees,  
607 and he said the goal had been to reduce those costs. However, that goal has not come to fruition,  
608 and City Administrator Rindfleisch said he expects this plan to help reduce those costs. City  
609 Administrator Rindfleisch said that while the personnel cost will increase long term with this  
610 proposal, he will have a better idea of how much the city will need an outside consultant, and  
611 what the rate may be adjusted to, if the IT Network Specialist position is filled in January 2020.

612

613 Ald. K. Smith asked why the committee would want to approve the IT Network Specialist  
614 position now if there is uncertainty related to the job description and it would not be filled until  
615 2020.

616

617 City Administrator Rindfleisch said, “From my standpoint, so that as we analyze the current  
618 work we’re doing, we have something to compare it to. ... If we somehow don’t need to fill that  
619 position, that means somebody at a lower grade is doing the job duties that are not in their job  
620 description, so we would have to make an adjustment that way. By approving the job description  
621 now, we know what those roles are. We’re setting aside what those particular roles are that at  
622 this point would be relying on our outside consultant. But if those roles start being absorbed  
623 somewhere else with the other two remaining employees, then at that point in time we’ll have to  
624 come back with a new job description. But in the absence of not having that job description, no  
625 one is assigned those duties right now. It doesn’t exist, so we’re not measuring it, to some  
626 degree.”

627

628 Ald. Stevens noted the Common Council had voted to dissolve the Technology Advisory

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16

629 Committee, and he asked if perhaps such a committee could fill in advisory gaps as to the details  
630 of what the position would entail. Ald. Stevens said that while he understands why the  
631 Technology Advisory Committee had been dissolved, Chris' departure has created challenges  
632 and "we're very dependent on a very few people." Ald. Stevens expressed concern the city  
633 would face immense challenges if the city's IT system failed and Nils unavailable, and he said  
634 that while he does not know if an IT Committee is the solution, he also asked about the city's  
635 contingency plan, and also if there is sufficient knowledge to address any IT challenges in Nils'  
636 absence. Ald. Stevens said, "Maybe there's a better way we can approach this that meets all  
637 those needs. And rather than outside help, I would like to rely on some of the resources of our  
638 citizens in the city. I think a lot of it would be meeting the internal demands from each  
639 department head and the city functions. I'm wondering if that would be a point of discussion in  
640 the future for us to have an IT policy and making sure it's filled."

641  
642 Jarrod said he does not believe an IT Committee would be able to assist the city in the short term  
643 if an IT staff member were unavailable. Jarrod also said, "If you have three different people in  
644 three different spots, we were having trouble making sure everyone is on the same page knowing  
645 what the problems of the day were. There might be a problem in the Police Department we have  
646 a staff member working on, but maybe our Public Works IT person didn't know about it. By  
647 consolidation and putting everyone together, we're making sure we do have some redundancies."

648  
649 Ald. K. Smith said she is comfortable with proceeding with the IT Support Specialist and  
650 Computer Support Specialist positions and job descriptions, and then filling them internally.  
651 However, Ald. K. Smith also said she would like to approve the IT Network Specialist position,  
652 but she does not want to authorize filling it internally at this time. Ald. K. Smith said she  
653 believes this will both serve needs and give her more of a comfort level.

654  
655 Hope said she wanted to lay out the plan for both the Finance and Personnel Committee and the  
656 Common Council.

657  
658 Ald. Olson said he agrees with Ald. K. Smith's analysis of the first two positions.

659  
660 **Item 16 – Review and consideration of new job descriptions and authorization to fill**  
661 **internally:**

- 662  
663 a. Computer Support Specialist  
664 b. IT Support Specialist  
665 c. IT Network Specialist (won't be filled until 2020)  
666

667 Motion by Ald. K. Smith, second by Ald. Stevens, to approve the job descriptions for the  
668 Computer Support Specialist and IT Support Specialist positions and authorization to fill them  
669 internally, and also to approve the job description for the IT Network Specialist position, but not  
670 proceed with filling it at this time.

Reviewed 8/12/19 by Hope Burchell & Fred Buehler

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17

671  
672 On voice vote, motion carried.

673  
674 **Item 17 – Review and consideration of changes to Part-Time Firefighter/EMT wages scale**

675  
676 Motion by Ald. Olson, second by Ald. K. Smith, to approve changes to Part-Time  
677 Firefighter/EMT wages scale.

678  
679 Hope noted the current grades are 1 through 8 and said the proposal is to extend 8, 9, and 10 for  
680 2020 for other permanent part-time and seasonal positions. Hope told committee members it has  
681 been a challenge trying to find part-time firefighters/EMTs, and she said she and Fire Chief  
682 Hayes wanted to put together a wages scale that would be somewhat comparable, and also “a  
683 little different and unique.” Probationary firefighters and EMTs with no certifications will start  
684 at a lower rate as they will need to attend training. Hope said instead of everything being strictly  
685 a firefighter and an EMT, she and Fire Chief Hayes wanted to separate the positions so that  
686 individuals may serve as just firefighters or EMTs. Hope noted union staff that reside outside  
687 the fire district have a lower rate compared to individuals who reside in the fire district and said,  
688 “We wanted to keep in line with that.”

689  
690 A firefighter residing outside the district would be at a Grade 5, and a firefighter residing within  
691 the district would be at a Grade 6. An EMT residing outside the district would be at a Grade 6,  
692 and an EMT residing within the district would be at a Grade 7. A Firefighter/EMT residing  
693 outside the district would be at a Grade 7, and a Firefighter/EMT residing within the district  
694 would be at a Grade 8. A Lieutenant/Officer Firefighter/EMT who works in the office would be  
695 at a Grade 9, and a Lieutenant/Officer Firefighter/EMT who is in the field would be at a Grade  
696 10. Hope said Fire Chief Hayes has been encouraging individuals to apply, and she told  
697 committee members individuals are contacting staff regarding EMT only positions. Hope also  
698 said Tri-State Ambulance employees and other outside paramedics have expressed interest in  
699 assisting on their off days or working partial shifts if the Fire Department is short-staffed and  
700 union members do not want to pick up shifts. Hope said she believes this item may be funded  
701 this year due to vacated salaries and part-time firefighters resigning. Adjustments would be  
702 made to current staff.

703  
704 Ald. K. Smith asked if this includes scheduling individuals so that they are on hand instead of  
705 waiting for a call.

706  
707 Fire Chief Hayes said, “We have already started that. That’s the whole basis of trying to get to  
708 this point. I’m trying to change our deployment model to where it matches recruitment and  
709 retention. Roughly 86 percent of our calls are EMS-related. If I can hire individuals who  
710 possess EMT certification ... I can take the limited number of full-time firefighters that I  
711 currently have and assign them to the fire apparatus where I really need them and not being stuck  
712 on an EMS call and having to ride with Tri-State. When I say ‘having to ride,’ with the senior

Reviewed 8/12/19 by Hope Burchell & Fred Buehler

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18

713 community we have, there are numerous serious calls that require two to three people in the back  
714 of the ambulance. When I lose a full-time firefighter riding in the ambulance to Gundersen, it  
715 takes a crew out of service, and I have to bring people back in. It creates a loss of time for us to  
716 respond to calls here. By putting this in as well as the job descriptions, which we've never done  
717 before, where I can hire firefighters outside of this area who are not required to be EMS-related  
718 but possess all firefighter certifications, I can schedule them to work on the fire engine. For  
719 individuals who live outside of this area or in the area who only want to do EMS-related work, I  
720 can assign them to our rescue units and I can keep units in service with a different deployment  
721 model with part-time units until we build up our full-time staff. This is new. I have a vision of  
722 how it's going to work, but we have to take these baby steps to get there first."

723

724 Ald. K. Smith if there is a maximum number of hours per year the individuals who hold these  
725 positions may work.

726

727 Hope said she does not believe they typically exceed 600 hours per year, and she noted the new  
728 incoming positions may work up to 1,200 hours without being eligible for benefits.

729

730 Ald. K. Smith asked if the job description states the individuals may not exceed 1,200 per year.

731

732 Hope said that information does not necessarily need to be in the job description, noting staff  
733 tracks this information.

734

735 Fire Chief Hayes noted one of the three most recent part-time hires is only an EMT; one is a  
736 firefighter who is obtaining his EMS certification; and one is a firefighter/EMT. Fire Chief  
737 Hayes noted the three are beginning to be scheduled, and he said it is necessary to train new  
738 hires. Fire Chief Hayes noted a recent part-time employee accepted a full-time position in  
739 Ashland, Wisconsin; one moved to Florida to become a contract assistant; and one got married  
740 and moved to Utah. Fire Chief Hayes noted two full-time employees are injured and there is one  
741 open full-time position, and he told committee members he is doing everything he can to address  
742 staffing shortages.

743

744 On voice vote, motion carried.

745

746 **Item 18 – Review and consideration of changes to existing job descriptions and new job**  
747 **descriptions:**

748

- 749 a. Part-Time Firefighter/EMT  
750 b. Part-Time Firefighter (New Job Description)  
751 c. Part-Time EMT (New Job Description)

752

753 Motion by Ald. Olson, second by Ald. Stevens, to approve changes to existing job descriptions  
754 and new job descriptions for Part-Time Firefighter/EMT, Part-Time Firefighter (New Job

Reviewed 8/12/19 by Hope Burchell & Fred Buehler

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19

755 Description), and Part-Time EMT (New Job Description).

756

757 On voice vote, motion carried.

758

759 **Item 19 – Closed Session**

760

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

765

766 • IAFF, International Association of Firefighters, Local 127

767 • OPPA, Onalaska Professional Police Association

768 • SORD, Supervisory Officers Relation Division

769

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

774

775 • Oak Forest Drive manhole claim

776

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

780

781 Motion by Ald. Olson, second by Ald. Stevens, to convene in Closed Session.

782

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

785

786

787 Recorded by:

788

789 Kirk Bey