

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

Wednesday, November 7, 2018

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 on Wednesday, November 7, 2018. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Kim Smith, Ald.
6 Jerry Every

7
8 Also Present: City Administrator Eric Rindfleisch, Financial Services Director/Treasurer Fred
9 Buehler, City Engineer Jarrod Holter, Planner/Zoning Inspector Katie Aspenson, Police Chief
10 Troy Miller

11

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

13

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

16

17 On voice vote, motion carried.

18

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

20

21 Ald. Smith noted there were no members of the public present and said the committee will
22 address Item 4.

23

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

25

26 **FINANCE**

27

28 **Item 4 – Authorization to approve 2019 Capital Projects Timeline and Methodology for**
29 **borrowing**

30

31 Fred said Brad Viegut, from Baird Public Finance, will discuss the information included in
32 committee members’ packets.

33

34 Brad said this is a continuation of the items that were introduced at the October 3 Finance and
35 Personnel Committee meeting. Brad said the City of Onalaska’s financing plan for 2019 is
36 slightly different than what was utilized in past practices, telling committee members this is an
37 opportunity to find the most economical form of financing. The estimate is a \$200,000 total cost
38 savings by following a multiphase approach rather than a single-phase approach the city
39 traditionally utilizes. Brad told committee members they are being asked to take action on the
40 concept of the timeline and the first financing, which is scheduled for final Common Council
41 action at its Tuesday, December 11 meeting. The first financing is a short-term borrowing, and it
42 is to fund a portion of the Water and Sewer projects, as well as the city’s General Capital

Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

2

43 Improvements Projects. Brad said an adjustment will be made before final action
44 if the CIP amount changes as a result of the December 4 public hearing at the Board of Public
45 Works meeting.

46
47 Brad referred to page 3, which includes the timeline and the summary of financing, and said it
48 will go in front of the full Common Council, with approval this evening by the committee, for
49 initial action to authorize the plan. Brad said Baird Public Finance and City of Onalaska staff
50 would continue with the issuance process. This includes compiling a Private Placement
51 Memorandum, locking in the interest rate, and going through a series of due diligence calls.
52 Brad noted he will present the final interest rate for the first portion of the financing at the
53 December 11 Common Council meeting. The funds would close on December 27 and funds will
54 be wired to the city if the award resolution is adopted at that meeting. Brad explained that this is
55 a short-term borrowing, so it is a Note Anticipation Note (NAN). The total would be
56 \$4,650,000, but Brad said this total is subject to change based on any changes to the city's
57 Capital Improvements Projects before the award is issued. Brad said this to fund the General
58 portion of the city's Capital Improvement Program, as well as a piece of the Water and Sewer
59 portion. Brad said because this is a short-term note, it is scheduled to mature June 27, 2019, and
60 there is a call feature three months before that date. This means the issue may be prepaid
61 beginning on March 27, 2019 or any business day thereafter. Brad said it is intended that it
62 would be taken out with one of the future financings listed on the first timeline included in
63 committee members' packets. Long-term rates would be locked in during the spring of 2019,
64 locking in with the 20-year financing. Brad said the estimated interest rate on the short-term
65 component is 2.90 percent. This would be replaced with long-term rates in the spring.

66
67 Ald. Every asked Brad if there is any indication as to what the long-term rate might end up
68 being.

69
70 Brad estimated the long-term rate likely will be very similar to the short-term rate – perhaps
71 slightly more than 3 percent.

72
73 Motion by Ald. Every, second by Ald. Olson, to approve the 2019 Capital Projects Timeline and
74 Methodology for borrowing.

75
76 On voice vote, motion carried.

77
78 **Item 5 – Omni Center financials for 2018**

79
80 Fred reported revenues through September totaled \$409,255, and expenditures through
81 September totaled \$463,952.48 for a deficit of \$54,697.48.

82
83 Ald. Every asked Fred if there is any indication what the Omni Center's financial status will be
84 at the end of 2018.

Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

3

85
86 Fred reminded Ald. Every the city will collect a percentage of the room-tax funds. Fred also said
87 the statement he had run dated November 6 included October's revenues. However, the
88 expenditures have not yet been paid. Fred said the deficit totaled \$24,214. Fred reiterated the
89 revenue is only through September 30 and noted the September room-tax funds from the city's
90 hoteliers are not due until the end of October. Fred said that total averages between \$11,000 and
91 \$12,000 each month.

92
93 Ald. Every noted the Omni Center still will finish with a deficit, but less of one.

94
95 City Administrator Rindfleisch noted there likely will be an increase in ice rental revenue now
96 that ice has been reinstalled at the facility.

97
98 Ald. Every said he would like to see the facility become and remain profitable.

99
100 Motion by Ald. Every, second by Ald. Olson, to approve the Omni Center financials for 2018.

101
102 On voice vote, motion carried.

103
104 **Item 6 – General Fund Financials 2018**

105
106 Fred said the General Fund revenues appear to be in line, and he reminded committee members
107 that the shared revenue from the State of Wisconsin, which totals \$445,361.98, does not come in
108 until November 15. Fred noted \$67,425 in revenue had been budgeted for the Aquatic Center,
109 and \$64,924.80 was collected. Also, \$70,000 was budgeted for recreation fees and \$65,228.25
110 was collected.

111
112 Ald. Every inquired about the state aid road allotment.

113
114 Fred said it is broken into four payments throughout the year, and he told Ald. Every the city has
115 received three-quarters of the payments. Fred added one more payment is still coming.

116
117 Motion by Ald. Every, second by Ald. Olson, to approve the General Fund Financials 2018.

118
119 On voice vote, motion carried.

120
121 **Item 7 – Resolution 26-2018 – Authorizing Participation in the Wisconsin Economic**
122 **Development Corporation's (WEDC) Community Development Investment Grant**
123 **Program**

124
125 Katie said Three Sixty Real Estate Solutions, LLC hopes to obtain a grant from the Wisconsin
126 Economic Development Corporation. As part of those requirements, the City of Onalaska is
Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

4

127 required to be the applicant. Katie said this is the second grant the city has applied for, noting
128 the city had previously applied with Misty's Dance Unlimited. The city is in the process of
129 closing out that particular grant, and Katie said the city is looking to apply once again to assist in
130 funding the Great River Residences Project. WEDC requires a resolution in the grant
131 application.

132
133 Motion by Ald. Every, second by Ald. Olson, to approve Resolution 26-2018 – Authorizing
134 Participation in the Wisconsin Economic Development Corporation's (WEDC) Community
135 Development Investment Grant Program.

136
137 On voice vote, motion carried.

138
139 **Item 8 – Development agreement between the City of Onalaska and Three Sixty Real**
140 **Estate Solutions, LLC**

141
142 Katie said this is a development agreement the City of Onalaska would have with Three Sixty
143 Real Estate Solutions, LLC. The development agreement requires that Three Sixty Real Estate
144 Solutions, LLC will complete a specific audit report at the end of the grant. Katie said Three
145 Sixty Real Estate Solutions, LLC also will be asked to provide all the necessary information for
146 her to process.

147
148 Fred asked Katie if city legal counsel also had approved the development agreement.

149
150 Katie told Fred city legal counsel has reviewed both the development agreement and the
151 resolution.

152
153 Motion by Ald. Olson, second by Ald. Every, to approve the development agreement between
154 the City of Onalaska and Three Sixty Real Estate Solutions, LLC.

155
156 On voice vote, motion carried.

157
158 **Item 9 – Gundersen Health System Parking Ramp Financials for 3rd Quarter 2018**

159
160 Fred noted this was a Lease Revenue Bond Issue, and he said the City of Onalaska is responsible
161 for paying \$5,000 a year to Gundersen Health System. The city submits funds to the program
162 each quarter. Gundersen Health System bears all other costs and expenditures, and the city is
163 responsible for the principal and interest payments for the parking ramp. Gundersen Health
164 System picks up any shortfall from the aforementioned payments. Fred said because the city had
165 refunded the bond issue during a past economic downturn, it had saved more than \$780,000 on
166 present value of savings. This action delayed Gundersen Health System having to pick up the
167 shortfalls.

168
Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

5

169 Motion by Ald. Every, second by Ald. Olson, to approve the Gundersen Health System Parking
170 Ramp Financials for 3rd Quarter 2018.

171

172 On voice vote, motion carried.

173

174 **Item 10 – Authorization to approve a non-budgeted Fire Department expenditure in the**
175 **Equipment Replacement Fund using fund balance for tire replacement on vehicle #R-1 not**
176 **to exceed \$1,700**

177

178 Motion by Ald. Olson, second by Ald. Every, to approve a non-budgeted Fire Department
179 expenditure in the Equipment Replacement Fund using fund balance for tire replacement on
180 vehicle #R-1 not to exceed \$1,700.

181

182 On voice vote, motion carried.

183

184 **Item 11 – Update regarding credit card usage/cost, utility billing insite usage, and E-box**
185 **usage for 2017-2018**

186

187 Fred said the E-box method is one in which individuals who receive their quarterly Utility bill
188 direct their financial institution to pay the City of Onalaska on a designated day. Under the city's
189 previous system, city staff would receive 35 to 40 checks in the mail from different financial
190 institutions paying someone else's bill. With the E-box system, the city has established a system
191 with its financial institution in which a file is sent to Wells Fargo. A city staff member takes the
192 file, bring it into the system, and automatically post it against the individual's account. Fred
193 noted the entire process takes a maximum of 10 minutes.

194

195 The E-box statistics for 2018 are as follows:

196

197	Month	Sales	Transaction Count
198	January	\$125,594.11	899
199	February	\$7,193.29	47
200	March	\$2,087.89	29
201	First Quarter	\$134,875.29	975
202			
203	April	\$123,282.49	914
204	May	\$5,682.05	56
205	June	\$1,654.05	26
206	Second Quarter	\$130,618.59	996
207			
208	July	\$128,590.76	927
209	August	\$4,636.79	45
210	September	\$1,670.29	24

Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

6

211 **Third Quarter** **\$134,897.84** **996**
212
213 October \$151,293.91 920
214 **Fourth Quarter** **\$151,293.91** **920**
215

216 Fred told committee members the charge for the E-box service is in the cost of the software
217 maintenance.
218

219 Fred next addressed the UB Insite statistics, noting that both the UB Insite and E-box methods
220 saves time and improves efficiency in the Finance Department. The UB Insite method allows
221 citizens to pay their bills at cityofonalaska.com and have the payment charged to their charge
222 account. Fred noted there is no charge to the citizens as no city employees process payments.
223 Fred also noted the city pays \$360 a month for the UB Insite service. There are approximately
224 4,320 transactions per year, and the city pays \$1.25 per transaction. Fred noted the city is paying
225 approximately \$8,400 per year between the two costs.
226

227 The UB Insite statistics for 2018 are as follows:
228

229 Month	Sales	Transaction Count
230 January	\$101,325.26	784
231 February	\$7,270.90	56
232 March	\$12,737.43	122
233 First Quarter	\$121,333.59	962
234		
235 April	\$109,491.92	769
236 May	\$8,050.97	72
237 June	\$9,866.83	74
238 Second Quarter	\$127,409.72	915
239		
240 July	\$124,260.98	868
241 August	\$8,686.08	74
242 September	\$3,064.78	128
243 Third Quarter	\$136,011.84	1,070
244		
245 October	\$152,741.76	915
246 Fourth Quarter	\$152,741.76	915
247		

248 Fred noted that by comparison, there were 771 transactions in October 2017. Fred explained
249 there is a file at the city's local bank. A procedure is created within the city's Tyler system and
250 automatically posted to a citizen's account.
251

252 Fred next addressed the ETS method, or credit-card usage. This method allows citizens to pay
Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

7

253 utility bills, pet licenses, and building permits, among other items, at City Hall. The city levies a
254 2-percent convenience fee.

255

256 The 2018 credit card usage statistics through September are as follows:

257

258 Month	Total Sales	Total Charges	Net %	Monthly Net
259 January	\$189,897.51	\$4,106.15	0.02162	\$2,728.25
260 February	\$37,744.05	\$846.99	0.02244	\$642.90
261 March	\$33,143.98	\$775.08	0.02339	\$72.88
262 April	\$141,453.90	\$3,053.56	0.02159	\$2,730.35
263 May	\$43,352.54	\$975.00	0.02249	\$651.69
264 June	\$16,934.93	\$416.57	0.0246	\$157.38
265 July	\$154,744.11	\$3,468.24	0.02241	\$2,676.19
266 August	\$38,270.83	\$1,247.81	0.0326	\$771.04
267 September	\$16,772.24	\$375.02	0.02236	\$117.34
268 Totals	\$672,314.09	\$15,264.42	0.0227	\$10,548.02

269

270 Fred said that in 2019 the city will attempt to collect online payments for parking citations via
271 the Tyler software, adding the procedure will be very similar to that of both the E-box and UB
272 Insite methods.

273

274 **Item 12 – Authorization to approve a non-budgeted City department expenditure in the**
275 **Equipment Replacement Fund using fund balance for postage machine not to exceed**
276 **\$4,500**

277

278 Motion by Ald. Every, second by Ald. Olson, to approve a non-budgeted City department
279 expenditure in the Equipment Replacement Fund using fund balance for postage machine not to
280 exceed \$4,500.

281

282 On voice vote, motion carried.

283

284 **PERSONNEL**

285

286 **Item 13 – Review and consideration of authorization to replace the Lab Technician position**

287

288 Jarrod said the city's Lab Technician has indicated he will be retiring, and also that staff has
289 examined the operations of the Lab Technician position. Jarrod said portions of the job
290 description have been updated "to better evaluate that position versus what we are currently
291 having for standards for testing within the water system." Jarrod told committee members he has
292 reported matters pertaining to lead and copper sampling to the Board of Public Works. Jarrod
293 referred to the sanitary survey provided to the city by the Wisconsin Department of Natural
294 Resources, which he said outlines guidelines the city must follow. Jarrod said the sampling for
Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

8

295 the city's water system is consistently becoming more complicated, noting the lead and copper
296 sampling the city must perform requires that staff must enter 30 specific homes and follow
297 specific procedures. Jarrod said staff is doing more water sampling of its system for its copper
298 corrosion study. There is an intricate sampling protocol, and Jarrod said the Lab Technician is a
299 crucial employee within the system. Jarrod said there might be two weeks of overlap with the
300 outgoing Lab Technician and the city's new hire. However, Jarrod also said he believes there
301 will be challenges such as having to conduct an additional interview with a prospective
302 employee, and he expressed his wish to begin the hiring process immediately rather than waiting
303 until the current Lab Technician retires.

304

305 Ald. Smith asked Jarrod if he has an updated job description, noting that she had not seen one in
306 her packet.

307

308 Jarrod said he had brought the red-line version that was given to Hope. However, Jarrod also
309 said Hope had not yet gotten the job description to that point, adding he envisions it coming
310 before the Finance and Personnel Committee for approval at its December 5 meeting. Jarrod
311 said the position will be posted for two to three weeks, adding he does not believe anyone will be
312 interviewed before the committee would have the opportunity to approve the job description.

313

314 Ald. Smith asked Jarrod if the position would have the same pay grade as the previous grade, or
315 if the grade would be increased due to increased responsibilities.

316

317 Jarrod said staff envisions the position with a Grade "C," which is the current grade for the
318 position. Jarrod said, "What we are going to change in the proposed job description that we're
319 working on currently is it probably would not be involved in the on-call rotation. We would
320 make sure that it had the iron removal specification for our iron removal plant at Well No. 9.
321 And it would outline more interaction with the DNR for things such as EMOR, which is our
322 monthly reporting mechanism to the DNR, statistical analysis for items within the Water Utility
323 and sampling. It's to the point now where our current Lab Technician doesn't spend much time
324 in the field besides just doing it. We're basically making the job description fit what has
325 morphed into duties since it was updated in 2017, but it really wasn't updated from what the job
326 position was five years ago."

327

328 Ald. Every told Jarrod he would like to make a motion subject to approving the job description,
329 but he added he fears that will slow down the hiring process.

330

331 City Administrator Rindfleisch said it would not slow down the job hiring and stated that when a
332 vacancy occurs under normal circumstances staff members come before committees and the
333 Common Council to obtain permission to fill a position. City Administrator Rindfleisch noted
334 there currently is no vacancy and said it is known there will be a vacancy. City Administrator
335 said, "At this point it is the permission to begin the process to fill the vacancy, some of which
336 includes review of the position description. It's directing us to have the position description

Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

9

337 before we fill the vacancy.”

338

339 Motion by Ald. Every, second by Ald. Olson, to approve beginning the hiring process for the
340 Lab Technician position, contingent upon the approval of the change in the job description.

341

342 On voice vote, motion carried.

343

344 **Item 14 – Review and consideration of Resolution 25-2018 to Approve Integration of**
345 **Lexipol Policies into City of Onalaska Policies for Law Enforcement**

346

347 Police Chief Miller said City Attorney Sean O’Flaherty had brought up this topic regarding
348 dealing with Police Department policies, and he told committee members that policies can be
349 outdated quickly due to the changing times. Police Chief Miller said utilizing a service such as
350 Lexipol allows the Police Department to act upon best practices by approving policies that will
351 hold up. Police Chief Miller said Lexipol also will keep those policies current and stated, “As
352 new case law comes about, Lexipol would actually apply those changes in case law to our
353 policies for us and send to us _____ within our department.” Police Chief Miller told committee
354 members it will take up to 10 months to convert all the Police Department’s policies. But as the
355 policies are completed, Police Chief Miller said they will be implemented into active policies
356 within the Police Department. Once the project is complete, Police Chief Miller said it is his
357 understanding the Common Council will enact it as official city policy. Police Chief Miller said
358 that instead of having to bring several policies before the Finance and Personnel Committee for
359 action on a monthly basis, “it will allow us to get that to you, but you won’t need to take action
360 on them until you adopt them all.”

361

362 Ald. Smith asked Police Chief Miller about the fees associated with the program, adding she
363 assumes they already have been approved.

364

365 Police Chief Miller said they already have been approved and told Ald. Smith the Police
366 Department had secured funding.

367

368 Fred said he believes the annual fee is less than \$3,000.

369

370 Ald. Smith asked Police Chief Miller if he has an officer whose primary responsibility will be to
371 oversee the transition.

372

373 Police Chief Miller said Assistant Police Chief Jeff Cavander will oversee the transition, noting
374 Assistant Police Chief Cavander has dealt with Lexipol in the past and has extensive experience
375 with policy manuals.

376

377 Ald. Every asked if this change was precipitated in changes to handling immigration cases.

378

Reviewed 11/9/18 by Fred Buehler

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

Wednesday, November 7, 2018

10

379 Police Chief Miller said no and stated the Police Department still has policies within its policy
380 manual dating back to when Randy Williams was serving as Police Chief that have not been
381 updated. Police Chief Miller said, “They all need to be updated, so our thought process ...
382 Again, the City Attorneys suggested this and we jumped on board quickly because it’s an
383 excellent idea all the work to get those policies up to date, [Lexipol has] the information. They
384 have ____ policies that they just have to tweak to our organization. They are all policies that are
385 used by other departments in Wisconsin and nationwide. ... It’s just a matter of getting our
386 policies up to where they need to be.”

387

388 City Administrator Rindfleisch said a benefit of the Lexipol program is that as cases that might
389 impact case law go through the court system, those policies may be immediately written for the
390 entire state and sent to partners such as the City of Onalaska. City Administrator Rindfleisch
391 also said that as updates are released, staff may be trained on items that will affect the city. City
392 Administrator Rindfleisch expressed concern over Police Department staff being trained on
393 policies that were pertinent when Randy Williams was serving as Police Chief, but not pertinent
394 to the current legal situation. City Administrator Rindfleisch also pointed out it reduces the
395 city’s liability, noting the city had received a discount from Lexipol because it partners with
396 Cities and Villages Mutual Insurance Company (CVMIC).

397

398 Motion by Ald. Every, second by Ald. Olson, to approve Resolution 25-2018 to Approve
399 Integration of Lexipol Policies into City of Onalaska Policies for Law Enforcement.

400

401 On voice vote, motion carried.

402

403 **Adjournment**

404

405 Motion by Ald. Every, second by Ald. Olson, to adjourn at 8:05 p.m.

406

407 On voice vote, motion carried.

408

409

410 Recorded by:

411

412 Kirk Bey