

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

Wednesday, May 2, 2018

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 at 7:30 p.m. on Wednesday, May 2, 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, Police Chief Troy  
10 Miller, Assistant City Engineer Kevin Schubert, Ald. Jim Binash, Ald. Ron Gjertsen, Ald. Diane  
11 Wulf

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 three times for anyone wishing to provide public input and closed that portion  
23 of the meeting.

24  
25 **Item 4 – Review of changing the date of the July 4<sup>th</sup> Finance & Personnel meeting to**  
26 **Thursday, July 5<sup>th</sup> due to the holiday**

27  
28 Motion by Ald. Every, second by Ald. Olson, to approve changing the date of the July 4<sup>th</sup>  
29 Finance & Personnel meeting to Thursday, July 5<sup>th</sup> due to the holiday.

30  
31 On voice vote, motion carried.

32  
33 **Consideration and possible action on the following items:**

34  
35 **FINANCE**

36  
37 **Item 5 – Omni Center financials for 2018**

38  
39 Fred noted the Omni Center financials were enclosed in committee members’ packets. The  
40 revenues are through April. Fred referred to Revenue Account No. 640-00000-49201  
41 (“Operating Transfer In”) and said the \$31,551.58 represents 1 percent of the January and  
42 February room sales (\$5,473.75 in January and \$6,659.33 in February for a total of \$12,133.08),  
Reviewed 5/3/18 by Hope Burchell & Fred Buehler

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43 Special Project Funds from the first quarter (\$15,793.50), and a \$3,625 first-quarter transfer from  
44 the Room Tax Commission. Total revenue is \$169,514.94. Fred said the expenditures are  
45 through March, with the exception of payroll, which is through April 13. Expenditures totaled  
46 \$176,828.07. The Omni Center's deficit through April 30 was \$7,313.13.

47  
48 Motion by Ald. Olson, second by Ald. Every, to accept the Omni Center financials for 2018.

49  
50 On voice vote, motion carried.

51  
52 **Item 6 – General Fund Financials 2018**

53  
54 Fred said both revenues and expenses are through March.

55  
56 Ald. Every asked Fred if Total Beginning Equity, which totals \$8,308,721.67, includes the tax  
57 dollars the city has received thus far.

58  
59 Fred told Ald. Every the General Fund balance within the General Fund is Account No. 100-  
60 34100. Fred also told Ald. Every the rest of the accounts in the 300 series are designated fund  
61 balances that have been restricted over time. Fred explained that the undesignated, unrestricted  
62 fund balance in the General Fund is the balance with the closure within the 2017 operating  
63 budget, and there is an undesignated fund balance of \$7,845,225.67.

64  
65 Ald. Every said he would like to know from month to month how the city's total equity  
66 compared to last year.

67  
68 Fred referred to the 4000 series under Revenues and told Ald. Every it is possible to run such a  
69 report both for Revenues and Expenditures. Fred said it would have a few more columns and  
70 also show the revenue from one year ago, and he told Ald. Every he can do both in June.

71  
72 Ald. Every said, "I just thought it might be something that would really give us an idea month to  
73 month how we're going to come out, net equity wise, at the end of the year."

74  
75 Fred told Ald. Every it would be difficult to do so as some expenses – for example, treating roads  
76 with salt – do not occur every month.

77  
78 Motion by Ald. Every, second by Ald. Olson, to accept the General Fund Financials and place  
79 them on file.

80  
81 On voice vote, motion carried.

82  
83 **Item 7 – Gundersen Health System Parking Ramp Financials for 1<sup>st</sup> Quarter for 2018**

84  
Reviewed 5/3/18 by Hope Burchell & Fred Buehler

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85 Fred said it is required within the city's bond covenants that the Gundersen Health System  
86 campus area submit quarterly reports comparing current operating costs and car counts compared  
87 to the year before. Fred said bond covenants also stipulate that the city contribute \$5,000  
88 annually (\$1,250 per quarter) to the parking ramp, and he also noted there is a transfer from  
89 Stoney Creek Hotel. Fred noted there is no additional cost to the city for the parking ramp. Fred  
90 referred to the debt and told committee members that a few years ago the city had entered into a  
91 side agreement with Gundersen stating that if any shortfall occurs, Gundersen will be responsible  
92 for the principal and interest payments. Fred noted that during this time period the city had done  
93 "an extreme amount" of refunding its bonds, and he told committee members the city had saved  
94 \$780,000 by redoing this. Fred said that by doing this Gundersen was prevented from having to  
95 contribute to the shortfall of the principal and interest payments. Fred also said he believes this  
96 will be the first time Gundersen will need to make "a slight transfer" to the city to address the  
97 shortfall.

98

99 Ald. Every asked when this will occur.

100

101 Fred told Ald. Every the principal and interest payments are due in April and October and said it  
102 will occur in October.

103

104 Motion by Ald. Olson, second by Ald. Every, to accept the Gundersen Health System Parking  
105 Ramp Financials for 1<sup>st</sup> Quarter for 2018 and place them on file.

106

107 On voice vote, motion carried.

108

109 **Item 8 – Review and consideration of lunch/work room renovations at the City of Onalaska**  
110 **Public Works Facility and funding for the project**

111

112 Ald. Smith noted there is "a pretty good outline" of the project, as well as how the funding is to  
113 be determined, included in committee members' packets. Ald. Smith also noted the Board of  
114 Public Works had approved this item Tuesday evening.

115

116 Fred told Ald. Smith he believed this item also needed to be on tonight's Finance and Personnel  
117 Committee meeting agenda due to the fiscal impact. Fred noted the Board of Public Works had  
118 discussed funding for the project and said the project's intent is to improve efficiency and  
119 security at the Public Works Facility. Fred referred to Tuesday evening's Board of Public Works  
120 meeting and said City Engineer Jarrod Holter had informed the board that the Inspection  
121 Department approved of the modifications.

122

123 Ald. Every asked if this is a budgeted item.

124

125 Fred told Ald. Every the city, through the budget process, has Enterprise Funds (Water, Sewer,  
126 Storm Water) and General Fund 207, which is the Equipment Replacement Fund. Fred

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127 explained that through the budget process, the items listed in the project budget were listed under  
128 Water, Sewer, and Storm Water. Fred said Jarrod had anticipated in the list of potential outlay  
129 items within the Water Utility a total of \$10,000 for cameras. Fred said Jarrod had told the  
130 Board of Public Works the cost of the cameras is less than anticipated. Therefore, the remaining  
131 funds will be sufficient to do the project without going over budget. Fred said he believes Jarrod  
132 had done the same thing with the rest of the listed items.

133

134 Ald. Every said, "So this is a budgeted item."

135

136 Fred said yes and told Ald. Every each item had been included in the 2018 Budget. Fred also  
137 noted the savings from LED lighting also will be utilized for the project and said this is budget-  
138 neutral.

139

140 Motion by Ald. Every, second by Ald. Olson, to approve lunch/work room renovations at the  
141 City of Onalaska Public Works Facility and funding for the project.

142

143 On voice vote, motion carried.

144

145 **Item 9 – Review and consideration of Audio Equipment issues and review of possible**  
146 **maintenance agreement**

147

148 Hope noted the Technology Advisory Committee had discussed this item and said committee  
149 members wish to utilize sinking funds to address the audio/video system, which was installed in  
150 2016, in the Common Council Chambers. Hope told committee members live streaming of  
151 meetings has not been working, noting it cuts out after a certain period of time. Hope also noted  
152 the audio must be transferred manually, and she told committee members she had contacted  
153 Tierney Brothers, Inc., the company that installed the system, and asked if it has a warranty.  
154 Tierney Brothers does have a warranty, and Hope said she had asked if Tierney Brothers would  
155 repair the technical difficulties the city has encountered. Tierney Brothers informed Hope it  
156 would repair the technical difficulties, and she said she believes it would be prudent to purchase  
157 the warranty and repair the existing issues. Hope also said, "If we want to make additional  
158 changes to the system, then I think that's the avenue that we should take through the Capital  
159 Improvements Budget for next year."

160

161 Ald. Smith inquired about the funding source for the \$3,250 quote submitted by Tierney  
162 Brothers.

163

164 Fred told Ald. Smith this item was not budgeted and said no one had anticipated the technical  
165 issues plaguing the system. Fred said, "We feel they are significant enough, and with the  
166 severity of the problems we've been having, we wanted to bring it to your attention. Taking  
167 these dollar amounts split amongst the Enterprise Funds, it's a very small price to get it to work  
168 properly."

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169  
170 Ald. Every noted the Technology Advisory Committee had discussed this item and said a  
171 committee member had brought it up. Ald. Every also said he was surprised to hear that the  
172 city's now-former IT Support Specialist, Mike DeLine, "didn't know about this or didn't follow  
173 through on it or didn't have this policy or recommend that we buy it. A lot of the equipment that  
174 we ordered last month and paid for, that was unbudgeted. But a lot of that was for the same  
175 thing, so that is going to make a big improvement in the way that this is all going to work. But  
176 this is also unbudgeted money."

177  
178 Motion by Ald. Every, second by Ald. Olson, to approve the purchase of a maintenance  
179 agreement for the audio/video system from Tierney Brothers, Inc. at a cost of \$3,250.

180  
181 On voice vote, motion carried.

182  
183 **PERSONNEL**

184  
185 **Item 10 – Review and consideration of Alcohol Compliance Enforcement Memorandum of**  
186 **Understanding for 2018**

187  
188 Hope said this is a Memorandum of Understanding done on a regular basis by the Police  
189 Department to perform compliance checks with area bartenders in an attempt to thwart underage  
190 drinking. Hope said, "They have a certain amount of money that they're allowed to spend. A lot  
191 of the time this is done on overtime. But again, it doesn't cost the city any additional money  
192 because we're getting that grant money for it."

193  
194 Motion by Ald. Every, second by Ald. Olson, to approve Alcohol Compliance Enforcement  
195 Memorandum of Understanding for 2018.

196  
197 On voice vote, motion carried.

198  
199 **Item 11 – Review and consideration of changes to School Resource Officer Memorandum**  
200 **of Understanding for 2018-2019 school year**

201  
202 Hope said City Attorney Sean O'Flaherty had asked that some minor changes be done. One of  
203 these items had stated there was 100-percent coverage, and Hope said the city would split the  
204 cost 50-50 with the Onalaska School District. Hope said she believes some of the changes are to  
205 ensure consistency. Hope also noted the city coordinates some of the training and said the  
206 Onalaska School District does not pay separately for it. Hope told committee members Sean had  
207 reviewed and approved the changes.

208  
209 Fred asked if there are any changes to Appendix I.

210  
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211 Hope said no.

212

213 Ald. Every referred to Appendix I and noted there is a \$5,000 difference between the four  
214 months for 2018 and five months for 2019.

215

216 Hope said, "It's the number of hours, and when you look at the wage increase their contract is  
217 going through the end of 2019. We actually know what their wage increase is going to be and  
218 we can budget for that." Hope said retirement costs, health/dental/life, and workers  
219 compensation for 2019 are unknown and told Ald. Every they are adjusted as they come up.  
220 Hope also said the Onalaska School District understands they fluctuate.

221

222 Ald. Every asked if the 15.93 percent for retirement is an estimate.

223

224 Hope said it is an estimate based on this year's totals.

225

226 Motion by Ald. Every, second by Ald. Olson, to approve changes to School Resource Officer  
227 Memorandum of Understanding for 2018-2019 school year.

228

229 On voice vote, motion carried.

230

231 **Item 12 – Review and consideration of changes to policy 3.07 Uniform & Clothing**  
232 **Reimbursement Policy**

233

234 Hope referred to a copy of the policy that was included in committee members' packets and the  
235 changes that had been made in Sections "B" and "C." Hope next addressed Section "E" and said  
236 it pertains to the city providing a tool allowance for the Lead Mechanic. Hope said the city's  
237 Lead Mechanic is bringing his own personal tools to work, which saves the city a significant  
238 amount of costs in having to purchase tools. Hope said Section "E" provides the Lead Mechanic  
239 with a tool allowance so that he may keep the tools updated. Hope noted the tools will go with  
240 the Lead Mechanic when his employment with the city ends and said Jarrod has budgeted for a  
241 \$500 stipend. Hope noted this is a taxable benefit and said it covers the city if the Lead  
242 Mechanic chooses to end his employment with the city.

243

244 Ald. Every asked, "The police uniforms are of no cost?"

245

246 Hope said yes and told Ald. Every the Police Department and the Fire Department uniforms  
247 cannot be worn outside of work time. Therefore, they are not taxable at this point.

248

249 Ald. Every asked how often the uniforms are replaced.

250

251 Police Chief Miller told Ald. Every there is no set amount per officer, per year, and said  
252 uniforms are replaced as needed (e.g. a uniform fades or is torn). Police Chief Miller said an  
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253 officer makes a request to his/her supervisor to replace a uniform, and one is ordered at that time.

254

255 Motion by Ald. Every, second by Ald. Olson, to approve changes to policy 3.07 Uniform &  
256 Clothing Reimbursement Policy.

257

258 On voice vote, motion carried.

259

260 **Item 13 – Review and consideration of authorization to replace, post, and advertise for:**

261

262 a. Assistant Police Chief

263

264 Hope told committee members Troy Miller had accepted the Police Chief position and said it has  
265 become necessary to recruit for an Assistant Police Chief. Hope said she needs both the Finance  
266 and Personnel Committee and the Common Council to authorize her to replace, post, and  
267 advertise for the position. The Police and Fire Commission will work with Police Chief Miller  
268 on filling the position.

269

270 Ald. Smith asked if any changes have been made to the job description.

271

272 Hope said she does not have any changes at this time and told Ald. Smith she will bring forward  
273 any changes, potentially at the June 6 Finance and Personnel Committee meeting.

274

275 Ald. Every asked if internal candidates will have the first opportunity to apply for the position.  
276 This was the case with Police Chief Miller, who is the former Assistant Police Chief.

277

278 Hope said the Police and Fire Commission will make that decision at its May 14 meeting.

279

280 Ald. Every asked Police Chief Miller, “Is that something you would prefer?”

281

282 Police Chief Miller told Ald. Every it is something he will advocate for and said he believes it is  
283 the right thing to do. Police Chief Miller also said he believes there are “very qualified  
284 candidates” within the Police Department who are capable of serving as Assistant Police Chief.

285

286 Motion by Ald. Olson, second by Ald. Every, to approve authorization to replace, post, and  
287 advertise for Assistant Police Chief.

288

289 On voice vote, motion carried.

290

291 **Adjournment**

292

293 Motion by Ald. Every, second by Ald. Olson, to adjourn at 7:55 p.m.

294

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295 On voice vote, motion carried.

296

297

298 Recorded by:

299

300 Kirk Bey