

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

Wednesday, September 4, 2019

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 at 8:35 p.m. on Wednesday, September 4, 2019. It was noted that the meeting had been
3 announced 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, Financial Services Director/Treasurer Fred
9 Buehler, Human Resource Director Hope Burchell, Planning Manager Katie Aspenson, City
10 Engineer Jarrod Holter, Parks and Recreation Director Dan Wick, Police Chief Charles Ashbeck,
11 Assistant Police Chief Troy Miller, Ald. Diane Wulf, Ald. Tom Smith, Ald. Boondi Iyer

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

14
15 Motion by Ald. Stevens, second by Ald. Olson, to approve the minutes from the previous
16 meeting 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. K. Smith called three times for anyone wishing to provide public input and closed that
23 portion of the meeting.

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

26
27 **FINANCE**

28
29 **Item 4 – 2019 Omni Center Financials**

30
31 Fred said revenues totaled \$360,598.52, and expenditures totaled \$391,082.02 for a deficit of
32 \$30,483.50.

33
34 Motion by Ald. Stevens, second by Ald. Olson, to accept the 2019 Omni Center Financials and
35 place them on file.

36
37 On voice vote, motion carried.

38
39 **Item 5 – 2019 General Fund Financials**

40
41 Fred reported revenues totaled \$7,966,349.71, and expenditures totaled \$5,505,342.88 for a
42 surplus of \$2,461,006.83.

Reviewed 9/6/19 by Hope Burchell & Fred Buehler

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43
44 Motion by Ald. Stevens, second by Ald. Olson, to accept the 2019 General Fund Financials and
45 place them on file.

46
47 On voice vote, motion carried.

48
49 **Item 6 – Contract for legal services from O’Flaherty law firm**

50
51 City Administrator Rindfleisch said he has asked that discussion of this item be delayed until the
52 October 2 Finance and Personnel Committee meeting so that the committee may discuss a
53 written document.

54
55 **Item 7 – Approve an agreement with Superior Technology Group, LLC regarding the**
56 **iCrimeFighter Enterprise subscription**

57
58 Motion by Ald. Olson, second by Ald. Stevens, to approve an agreement with Superior
59 Technology Group, LLC regarding the iCrimeFighter Enterprise subscription.

60
61 Ald. Stevens said he believes some of the primary concerns regarding iCrimeFighter were related
62 to the number of users necessary to utilize the system. Ald. Stevens said that while it sounds as
63 though the program has a significant amount of merit, he asked if the city needs to license every
64 user, or if it is possible to have a cost-savings mechanism by limiting the number of individuals
65 who would be able to upload information.

66
67 Police Chief Ashbeck told Ald. Stevens that iCrimeFighter had been uploaded this past April in
68 the Village of West Salem, where he had previously served as a Police Chief, and he said the
69 system is constructed so that every officer must have a unique log-in for a chain of custody for
70 the evidence they collect. Police Chief Ashbeck told Ald. Stevens log-ins may not be shared,
71 and he said that while he agrees the annual cost per user fee seems expensive, “with those
72 dollars, we’re getting unlimited amounts of storage on their servers. Between photographs and
73 squad video and any other evidence that we collect, that adds up to quite a bit of storage that
74 we’re going to accumulate over time. Quite frankly, for \$240 a year per officer, that’s pretty
75 cheap storage, along with all the other benefits it brings.” Police Chief Ashbeck said he had
76 been able to reduce the number of users by a couple, and he also noted iCrimeFighter does not
77 charge for any administrative staff.

78
79 Ald. Stevens asked if the number of licenses being requested has changed since the August 7
80 Administrative and Judiciary Committee meeting.

81
82 Assistant Police Chief Miller said 28 licenses had been discussed at the August 7 Administrative
83 and Judiciary Committee meeting, and he said Superior Technology Group is willing to reduce
84 the number of licenses to 26, all of which would be officer accounts. Assistant Police Chief
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85 Miller told committee members he and Police Chief Ashbeck their collection of evidence will be
86 limited due to the positions they hold within the department. Assistant Police Chief Miller said
87 both he and Police Chief Ashbeck would have an operational account and the city would not be
88 charged. Assistant Police Chief Miller referred to the 27th license listed in committee members'
89 packets and said the Inspections Department wishes to try iCrimeFighter on a trial basis and
90 utilize it for storage when department employees are collecting data while performing
91 inspections on buildings. Assistant Police Chief Miller said the contract with iCrimeFighter calls
92 for 27 licenses, with the Police Department responsible for 26 and the Inspections Department
93 responsible for the other.

94

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

96

97 Assistant Police Chief Miller said the funding source is yet to be determined, noting there are
98 unspent funds (software for items that have come in under bid) in the Equipment Replacement
99 Fund that he believes could be utilized to fund this item. Assistant Police Chief Miller said funds
100 from vacated salaries also could be utilized for 2019, if that is allowed.

101

102 Ald. K. Smith inquired about the total cost.

103

104 Assistant Police Chief Miller said the cost would be \$6,480.

105

106 Ald. Stevens asked if the fee is renewable annually.

107

108 Assistant Police Chief Miller said it is and noted it is a line item in the Police Department's 2020
109 budget, which he also noted is subject to review by the Finance and Personnel Committee and
110 Police Chief Ashbeck.

111

112 Ald. K. Smith asked if the Finance and Personnel Committee would be approving the
113 subscription from now for one year.

114

115 Assistant Police Chief Miller told Ald. K. Smith she is correct.

116

117 Ald. K. Smith asked Fred if approving the subscription will affect the budget.

118

119 Fred asked Assistant Police Chief Miller if there are any months in front.

120

121 Assistant Police Chief Miller told Fred there are not at this time and said it is possible it could be
122 discussed with Superior Technology Group representatives. Assistant Police Chief Miller also
123 said Superior Technology Group has been very cooperative with the city's legal staff, and he told
124 committee members, "The initial agreement is significantly different than what you're being
125 presented tonight. The City Attorney [Amanda Jackson] made quite a few changes on there and
126 got it up to par for what she believed would protect the city. The company is very willing to

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127 work with us. I can't say for certain if they would be willing to prorate anything. My
128 understanding is they usually do things on a yearly annual subscription, [meaning] 365 calendar
129 days."

130

131 Fred noted this also is acceptable under Cities and Villages Mutual Insurance Company
132 (CVMIC).

133

134 Police Chief Ashbeck told committee members he and Assistant Police Chief Miller would
135 prefer to sign the contract with Superior Technology Group with the understanding the monetary
136 agreement goes from January to December for 2020. However, Police Chief Ashbeck also said,
137 "We may be able to start this early. It takes some time to integrate and implement, and I think
138 the company would be willing to work with us starting early. We wouldn't be obligated
139 financially in 2019."

140

141 Ald. K. Smith asked if it would be possible to modify the formal agreement to allow for that if
142 that is included in the motion.

143

144 City Administrator Rindfleisch noted the agreement would not be signed until January 1, 2020,
145 and he said it would be outside the contract if the city is able to start working with Superior
146 Technology Group ahead of time. City Administrator Rindfleisch told Ald. K. Smith, "We
147 would have to modify it and it would be more than a one-year contract, which would have to go
148 back to legal and to them to do."

149

150 Ald. Stevens asked, "If the date of that is stored, will we have rights to that in perpetuity? Or if it
151 turned out that Superior Technology was not a good partner, or after a contract term they
152 significantly changed the rates, do we have any sort of exposure having evidence out there that
153 somebody else owns if we decide we don't want to participate doing business with this
154 company? What happens to the evidence? Who owns it?"

155

156 Police Chief Ashbeck said the agreement states the Police Department owns the evidence, and he
157 told Ald. Stevens either side has to give the Police Department proper notice, noting Amanda
158 had included that language in the contract. Police Chief Ashbeck said if notice is given, "we
159 have the amount of time necessary that we can basically download or obtain all our evidence off
160 there and delete it off of there. It is agreeable on both sides that we own that evidence. They
161 don't want to own it."

162

163 Ald. Stevens asked if the city's IT Department could do that.

164

165 Jarrod noted he had spoken to IT Computer Specialist Nils Housker and said, "This would be a
166 good item in the fact we've spent a lot of monies on server space. I think what Chief Ashbeck
167 has gone through with the assistance of Assistant Chief Miller, it would be very beneficial, in
168 talking with our IT staff, to go this way. It probably would take some infrastructure, but I would

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169 think with our staff in 120 days if Chief Ashbeck said, ‘We have a notice. We can’t find another
170 provider.’ ... First we would try to find another provider. But if we couldn’t find another
171 provider, I feel comfortable we would be able to get the infrastructure in place. We would
172 probably have to come up with a shifting of funds in the IT budget to make that happen, but we
173 could find infrastructure to make it happen. I don’t envision that happening. I think there’s a
174 very low percentage for that seeing the chief has already had other communities that have been
175 using this. But if that would happen, I feel that with IT, we could make it work.”

176

177 Ald. Stevens said that while the amount of funds being discussed is not substantial, he also said,
178 “It’s not insignificant. If it came to pass that police sergeants, and maybe we make Troy and
179 Amanda head licenses, that might leave more money left over for the K-9 Unit or ballistic vests
180 or something that might be used elsewhere.” Ald. Stevens also noted problems could arise if data
181 is lost.

182

183 Police Chief Ashbeck told Ald. Stevens he agrees with him and said Amanda had included
184 language in the contract stating Superior Technology Group must provide liability insurance for
185 that. Police Chief Ashbeck noted Superior Technology Group utilizes Amazon’s servers for
186 storage, which is NCIC and _____ certified and in compliance with FBI standards. Police
187 Chief Ashbeck described Superior Technology Group as “a very professional and well-run
188 operation.” Police Chief Ashbeck also noted seven of the eight law enforcement agencies in La
189 Crosse County are moving toward utilizing the same service.

190

191 City Administrator Rindfleisch told committee members iCrimeFighter works as the portal for
192 the information that will be inputted, processed and sent off for storage. City Administrator
193 Rindfleisch said, “The concern about if we decide to go with somebody else beside that, the first
194 step before we would attempt in 120 days to download and store on another server becomes we
195 find another portal to that data that is stored out there. There other providers of the service – not
196 popular around here, per se, as Chief Ashbeck pointed out – and most of them are using
197 iCrimeFighter. Because the data is not stored at STG [Superior Technology Group] or
198 iCrimeFighter ... It’s actually stored at AWS; that’s where the information is located. That
199 information is always owned by us.”

200

201 Ald. Wulf asked City Administrator Rindfleisch asked how he anticipates the Inspections
202 Department utilizing one license.

203

204 Katie said the intent is to begin with property maintenance, noting the Inspections Department
205 currently partners with the Police Department to issue citations related to outdoor storage or
206 vehicle-related items. Katie told Ald. Wulf the Inspections Department has maneuvered that
207 process over the last two years, noting that Planning and Inspections are all in one. Katie also
208 told Ald. Wulf the city’s inspectors must hand write citations in triplicate, and she said the intent
209 is to try to move away from that and have it all in the same citation issuing software.

210

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211 City Administrator Rindfleisch noted the video and photo evidence becomes stored on Katie's
212 computer and the city's local server, and he said it is the offsite backup that is always available
213 to be pulled, researched and sent.

214

215 Ald. Stevens asked if a photograph of an ordinance violation – for example, an automobile
216 parked on the lawn – also would be uploaded.

217

218 Katie told Ald. Stevens staff currently utilizes the iWork software system and said this only
219 would come into effect if something reached the citation stage. Katie noted previous to that it
220 would remain in the software and said if the city ever moves from iWork, iCrimeFighter is a
221 location where data could be stored as it has better storage capabilities than iWork.

222

223 Motion restated:

224

225 To an agreement with Superior Technology Group, LLC regarding the iCrimeFighter Enterprise
226 subscription.

227

228 On voice vote, motion carried.

229

230 **Item 8 – Review and consideration of computer purchase for Windows 10 operating system**
231 **upgrade (substituting budgeted projects and using sinking fund in the amount of \$8,688)**

232

233 Jarrod noted committee members' packets include a copy of a memo that addresses computer
234 replacement for Windows 10 and said staff has begun the budget process for 2020. Jarrod noted
235 a number of computers currently utilize Windows 7 and said they must utilize Windows 10 by
236 the end of 2019. Jarrod told committee members it is illogical to update an older computer to
237 Windows 10, adding he is uncertain if it can be loaded onto some of the computers and function.
238 Jarrod said this is a proposal to purchase 37 computer units and six laptops, one of which would
239 replace the 2011 model he is utilizing this evening. Jarrod said the cost would be \$33,687.86,
240 and he told committee members funds have been reallocated from the 2019 Equipment
241 Replacement Budget. Part of the sinking funds also would be utilized, and these funds would be
242 replaced through the 2020 budget.

243

244 Ald. Stevens inquired about the proposal.

245

246 Jarrod explained that the proposal is to utilize 2019 Equipment Replacement budgeted amounts
247 of \$15,000 for SharePoint; \$10,000 for Windows 10 updates; and \$8,688 of the IT budget
248 sinking fund for this purchase.

249

250 Motion by Ald. Stevens, second by Ald. Olson, to approve computer purchase for Windows 10
251 operating system upgrade at a cost not to exceed \$33,687.86.

252

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253 On voice vote, motion carried.

254

255 **Item 9 – Authorization to approve WI-Department of Employee Trust Fund Resolution**
256 **and employer representative**

257

258 Fred said the city had received a notice from the Wisconsin Department of Employee Trust Fund
259 and told committee members modifications have been made to some of the forms and manuals.

260 These modifications coincide with the resolution the city passed several years ago. Fred said the

261 Wisconsin Department of Employee Trust Fund is attempting to update everything to be in

262 compliance with the current revised documents it has created. Fred added that Amanda had

263 approved this document.

264

265 Motion by Ald. Stevens, second by Ald. Olson, to approve the WI-Department of Employee

266 Trust Fund Resolution and employer representative document.

267

268 On voice vote, motion carried.

269

270 **Item 10 – Authorization/award for the Banking Services Contract for the City of Onalaska**
271 **year 2020**

272

273 Fred noted that approximately one month ago, both the Common Council and the Finance and

274 Personnel Committee had authorized the City of Onalaska to utilize either of its associates to

275 assist the Finance Department with doing a Request for Proposal for the banking for the City of

276 Onalaska. The city received eight responses, Ehlers reviewed all eight responses, and the city

277 engaged in conversations with them. Fred noted he had asked Ald. Stevens to assist the Finance

278 Department, and said they, along with Deputy Finance Director Kim Isensee, had had fruitful

279 conversations with two of Ehlers' representatives. Fred said Ehlers had evaluated the banks on

280 conversions, and banks also were scored on strength, quality of platform, level of service, their

281 relationship team, public sector experience and references, cost of services, the distance to the

282 branch, and community involvement.

283

284 After four of the banks were eliminated from consideration, Fred said the finalists were US

285 Bank, Wells Fargo, Bremer Bank, and Associated Bank. Fred mentioned Bremer Bank and

286 shared the following advantages about the financial institution:

287

288 • It had a fixed earnings credit for the next three years.

289 • It expressed a willingness to cover service costs, and the bank also was closed to a
290 “break-even bottom line.”

291 • It has a flat, one-year \$99 fee for credit cards, and Fred noted approximately 12 to 15
292 City of Onalaska employees have credit cards.

293 • It handles the “loose coin area” to the city’s satisfaction.

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294

295 Fred shared the following advantages about Wells Fargo:

296

297 • Its size.

298 • It has a 1.5-percent cash back payback (referred to only one year).

299

300 Fred shared the following advantage about US Bank:

301

302 • It has interest credit of \$707.

303 • It has “working capital engagement.”

304 • It has a credit card annual fee.

305 • It has revenues, working space, and e-payment.

306

307 Fred told committee members Ehlers had placed Wells Fargo and Bremer Bank almost evenly,
308 and he said Associated Bank was not providing what the city was seeking.

309

310 Ald. Stevens said both monetary and non-monetary issues were considered, and he said Bremer
311 Bank became the bank with which everyone felt the most comfortable. Ald. Stevens said, “Their
312 issues with security on how we would conduct business logistically. There’s a cost benefit and
313 predictability that the rates afforded by the other institutions were variable. But that fixed rate
314 allowed us some predictability, and it was still very competitive.” Ald. Stevens noted Bremer
315 Bank’s management has been pretty consistent since the bank opened, and he said a non-
316 monetary factor that impressed him is Bremer Bank has a high level of community reinvestment.
317 Ald. Stevens complimented Bremer Bank for being the most comprehensive when completing its
318 application, and he said, “They have the best overall program that we feel is the best fit for the
319 City of Onalaska. ... I think in all cases this represented an improvement to the City of Onalaska
320 over what our previous year’s banking transactions were. Essentially, I think we’re paying less
321 fees as a city than we would with any of the top four respondents.”

322

323 Motion by Ald. Stevens, second by Ald. Olson, to award the Banking Services Contract for the
324 City of Onalaska year 2020 to Bremer Bank.

325

326 On voice vote, motion carried.

327

328 **PERSONNEL**

329

330 **Item 11 – Monthly department presentation: Engineering & Public Works Department**

331

332 Jarrod’s presentation including the following information:

333

334 • The department’s mission statement is: *“To promote the safety and public welfare of the*

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335 *community, [and] strive to promote a positive impact on the quality of life for all*
336 *people.”*

- 337 • With the addition of IT, the Public Works Department now has 27 staff members. Jarrod
338 complimented the staff, noting that several employees have worked for the City of
339 Onalaska for several years.
- 340 • Task areas include street maintenance, winter maintenance, water system, wells – water
341 testing, sanitary sewer system, lift stations, cemetery, urban forestry, fleet maintenance,
342 engineering, traffic signal – traffic engineering, GIS mapping and asset management,
343 solid waste, Information Technology, stormwater maintenance and permitting, and
344 planning activities – site plan review.
- 345 • The annual report outlines the Capital Improvements Budget, among other items.
- 346 • Jarrod showed committee members photographs of various Public Works equipment and
347 staff performing various duties, and he noted staff performs many duties in-house.
348

349 **Item 12 – Update from Human Resources on any Police and Fire staff vacancies (for**
350 **information only)**

351
352 Hope said there currently are no new vacancies, and she noted the city still is attempting to fill a
353 firefighter vacancy from August. There also are two vacancies in the Police Department, and
354 there still is open recruitment for the two police officer positions.
355

356 **Item 13 – Review and consideration of stipends for additional duties due to Planning**
357 **Manager upcoming leave as listed in Planning Manager memo**

358
359 City Administrator Rindfleisch noted a copy of the memo, which details the division of duties in
360 Katie’s absence, has been included in committee members’ packets. The memo also includes a
361 proposed monthly stipend for City Administrator Rindfleisch, Jarrod, Amanda, and Planning
362 Technician Zach Peterson. City Administrator Rindfleisch said he had calculated the stipends
363 based on wages saved during the lost time divided by the three months of expected leave time.
364 City Administrator Rindfleisch noted the net cost is \$1,000 a month.
365

366 Ald. Stevens asked Katie if she believes the submitted plan is satisfactory.

367
368 Katie said yes, noting she had utilized this plan the first time she had gone on leave and telling
369 Ald. Stevens it had typically worked well. Katie said Amanda will be assuming additional
370 duties, including ordinance work, as she is now on staff. Katie noted Zach will be assuming the
371 role previously held by former GIS Technician Joe Barstow. Katie also said she plans to be on
372 leave between six to eight weeks before returning on a part-time basis until January 2020, at
373 which time she will return to full-time duties.
374

375 Motion by Ald. Stevens, second by Ald. Olson, to approve the stipends for additional duties due

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376 to Planning Manager upcoming leave as listed in Planning Manager memo.

377

378 On voice vote, motion carried.

379

380 **Item 14 – Closed Session**

381

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

386

387 • IAFF, International Association of Firefighters, Local 127

388 • OPPA, Onalaska Professional Police Association

389 • SORD, Supervisory Officers Relation Division

390

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

395

396 • Tire damage on Abbey Road Project

397

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

401

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

403

404 On roll call vote: Ald. Dan Stevens – aye, Ald. Jim Olson – aye, Ald. Kim Smith – aye. In
405 Closed Session at 9:25 p.m.

406

407

408 Recorded by:

409

410 Kirk Bey