

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

Wednesday, January 6, 2016

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 on Wednesday, January 6, 2016. It was noted that the meeting had been announced and a notice  
3 posted at City Hall.

4  
5 Roll call was taken, with the following members present: Ald. Jim Olson, Ald. Jim Bialecki,  
6 Ald. Bob Muth

7  
8 Also Present: Mayor Joe Chilsen, Financial Services Director/Treasurer Fred Buehler, Human  
9 Resource Director Hope Burchell, Parks and Recreation Director Dan Wick, City Engineer  
10 Jarrod Holter

11

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

13

14 Motion by Ald. Bialecki, second by Ald. Olson, to approve the minutes from the previous  
15 meeting 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. Muth called three times for anyone wishing to provide public input and closed that portion  
22 of the meeting.

23

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

25

26 **FINANCE**

27

28 **Item 4 – Omni Center financials for 2015**

29

30 Dan admitted that the Omni Center had experienced financial challenges in October, November  
31 and December, noting that the facility had not reached its two- or three-year averages for  
32 October and November, and also that it likely would not meet those averages for December.

33 Dan promised to present a formal report once the financials have been finalized.

34

35 Fred asked Dan if he has determined a date to hold a grand opening.

36

37 Dan said it will be held on Friday, February 12, noting that both the Onalaska High School boys  
38 and girls hockey teams will be playing home games that evening. Dan said staff still is working  
39 the details of what will be done that evening and expressed hope that several of the Alderpersons  
40 will be able to attend.

41

42 Motion by Ald. Bialecki, second by Ald. Olson, to accept the Omni Center financials for 2015.

43

44 On voice vote, motion carried.

Reviewed 1/8/16 by Hope Burchell & Fred Buehler

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2

45

46 **Item 5 – City General Fund Financials for 2015**

47

48 a. General Fund

49

50 Fred said he will be able to provide the committee with an accurate final financial report for  
51 2015 at the February 3 Finance and Personnel Committee meeting. Fred said he expects  
52 revenues to finish as expected, and he also noted the city performed better in some areas such as  
53 building permits. Fred pointed out that Jarrod had spent approximately \$11,000 more than  
54 anticipated in the area of snow and ice control under the Street Department.

55

56 b. Water-Sewer-Storm Water

57

58 Fred referred to the Water revenue page and noted that this fund was \$730,846.30 under budget  
59 when these financials were run. Fred noted that the January billing was nearly \$380,000, and  
60 hydrant rental totaled \$367,000. Fred said revenue was \$15,261 more than anticipated. Fred  
61 referred to the Sewer Utility revenue handout and reported that the city was under budget by  
62 \$530,841 prior to the January billing. Fred noted that the January billing was \$415,884 and  
63 estimated the city will finish with approximately \$121,000 less than anticipated. Fred noted that  
64 the amount of consumption drives sewer rates. Therefore, sewer charges decrease as  
65 consumption decreases. Fred also said citizens consume less when the city increases its rates.  
66 Fred referred to the Storm Water revenues handout and noted that anticipated revenue was  
67 \$178,379.07 under budget prior to the January billing. The January billing was \$186,000;  
68 therefore, the city has \$8,291 more than anticipated.

69

70 c. Crediting the City's Sewer Fund for overages to the La Crosse Sewer Treatment Plant

71

72 Jarrod said the sanitary sewer meter located by West George Street was calibrated in August  
73 2015, and the calibration was irregular. Jarrod said the City of La Crosse sends a monthly  
74 invoice for sanitary sewer charges to the City of Onalaska. Jarrod said even though there is a  
75 daily reading La Crosse compiles charges by weeks and noted that Onalaska is charged for five  
76 weeks four months of the year, and it is charged for four weeks eight months of the year. As a  
77 result, the number fluctuates. Jarrod said the city's September invoice from La Crosse seemed  
78 unusually high and noted a different company calibrated the meter on October 9. The first  
79 calibration was irregular, and Jarrod said staff assembled this information and contacted City of  
80 La Crosse officials. Utilities Manager Jim Prindle met with La Crosse representatives, and  
81 Jarrod said he then compiled documentation. Jarrod noted the city's sewer contract stipulates  
82 that Onalaska has 60 days to notify La Crosse about an error, and he said he made La Crosse  
83 officials aware of the error on December 8. Jarrod said the City of La Crosse's Board of Public  
84 Works voted to approve giving Onalaska a \$65,949.49 credit, adding that staff had based this  
85 total on averages from data compiled over several years. Jarrod said a "conservative cushion"  
86 was left for La Crosse, but Onalaska received back approximately 95 percent of its funds.

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3

87

88 Ald. Bialecki asked Jarrod what types of checks are in place so that a similar situation does not  
89 occur again, and he also asked if a significant increase in the bill will serve as a warning.

90

91 Jarrod said there is a weekly meter reading and that there are plans to introduce more modern  
92 technology when the sanitary sewer system is reconstructed as part of the Interstate 90 project  
93 slated for 2017. Jarrod said staff is “more cognizant” of the weekly readings.

94

95 Ald. Muth inquired about the meter.

96

97 Jarrod said the City of Onalaska owns the meter, but City of La Crosse employees read it once a  
98 week and City of Onalaska staff sends the City of La Crosse a printout. Jarrod noted the contract  
99 between the two cities calls for the meter to be calibrated once a year and said La Crosse either  
100 can ask Onalaska to hire someone to examine the meter if La Crosse staff believes it is incorrect,  
101 or the City of La Crosse can hire someone and send the invoice to the City of Onalaska.

102

103 Motion by Ald. Bialecki, second by Ald. Olson, to approve the reports from the City General  
104 Fund Financials for 2015 – the General Fund, Water-Sewer-Storm Water, and crediting the city’s  
105 Sewer Fund for overages to the La Crosse Sewer Treatment Plant.

106

107 On voice vote, motion carried.

108

109 **Item 6 – Options regarding the Tax Incremental Financing District #4 (TIF) termination or**  
110 **reset TIF base**

111

112 Motion by Ald. Bialecki, second by Ald. Olson, to refer to the Community Development  
113 Authority options regarding the Tax Incremental Financing District #4 (TIF) termination or reset  
114 TIF base.

115

116 Ald. Bialecki noted that the CDA oversees this TIF project and said there will be a joint meeting  
117 between the CDA and the Common Council so both bodies may thoroughly examine and discuss  
118 this item.

119

120 Fred noted that the resolution is driven by State of Wisconsin Statute and expressed hope that  
121 these meetings can occur so that the city remains within the resolution. Fred cautioned that if the  
122 city “fall[s] out of that window, [it is] out there for another year.”

123

124 Ald. Bialecki said he is unsure if the CDA has ever received an adequate explanation and stated  
125 he will not force through a resolution. Ald. Bialecki also said he is reluctant to have the  
126 governing body “go over the top” of the CDA without its members having a clear understanding  
127 of what is happening. Ald. Bialecki noted a meeting has been scheduled for Monday, January 18  
128 and said a majority of the Common Council likely will be present if action needs to be taken.

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4

129

130 Fred said the resolution must be completed 60 days prior to the deadline of Sunday, May 15.

131 Fred also noted that he had done an estimate for 2016 based on another \$900,000 dropping off.

132 This will decrease the equalized value to approximately \$13.7 million versus the base of \$16.6  
133 million.

134

135 On voice vote, motion carried.

136

137 **Item 7 – Timeline for 2016 Capital Improvements Projects**

138

139 Fred said he is seeking approval from the Finance and Personnel Committee to proceed with  
140 entering the bond market for the 2016 Capital Improvements Projects.

141

142 Motion by Ald. Bialecki, second by Ald. Olson, to approve the timeline for 2016 Capital  
143 Improvements Projects.

144

145 On voice vote, motion carried.

146

147 **Item 8 – Room tax advancement of two months for the La Crosse County Convention and**  
148 **Visitors Bureau**

149

150 Fred said the La Crosse County Convention and Visitors Bureau is requesting that the City of  
151 Onalaska advance the LCCVB \$50,000. Fred said he then would deduct \$5,000 of what the  
152 LCCVB is owed over the next 10 months. Fred said he expects the LCCVB's request to be a  
153 one-time request as it is a new organization.

154

155 Motion by Ald. Bialecki, second by Ald. Olson, to approve room tax advancement of two  
156 months for the La Crosse County Convention and Visitors Bureau.

157

158 On voice vote, motion carried.

159

160 **Item 9 – Options regarding the Onalaska Veterans Memorial Perpetual Care Agreement**

161

162 Ald. Bialecki said former City of Onalaska Mayor and Second District Alderperson Clarence  
163 Stellner had asked him in December to review this contract. Ald. Bialecki noted he had  
164 reviewed the contract and said it has been in effect since August 2008. The contract includes a  
165 clause for a triannual review. Ald. Bialecki noted that the cost is \$400 a year and asked if the  
166 city is benefitting from the agreement.

167

168 Jarrod noted that while the document includes the flat charge from Xcel Energy, it does not have  
169 the charge for the actual lights. Jarrod said the city is paying Xcel Energy \$21.86 per month.

170 Jarrod noted the cost for a part-time employee to spend 30 minutes trimming at the memorial

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5

171 approximately 30 weeks a year is approximately \$165 a year. This amount increases to \$500  
172 once management time is accounted for. Jarrod said he believes the city should be charging  
173 \$400, but he added there likely is “wobble room.”

174  
175 Ald. Bialecki asked Jarrod if he is recommending keeping the fee at \$400 or increasing it.

176  
177 Jarrod noted that the fee has not been altered since it was approved and said he believes  
178 increasing the fee to \$450 would be justifiable.

179  
180 Motion by Ald. Bialecki, second by Ald. Olson, to approve increasing the Onalaska Veterans  
181 Memorial Perpetual Care Agreement from \$400 to \$450 a year, per recommendation by City  
182 Engineer Jarrod Holter.

183  
184 Ald. Muth said the memorial is not just the American Legion’s property, but rather it is the City  
185 of Onalaska’s project. Ald. Muth expressed reluctance over increasing the fee because the  
186 memorial belongs to the City of Onalaska and it represents all veterans.

187  
188 Jarrod noted that the city paid for the lighting and pointed out that it is a minimum of nearly  
189 \$300 of the fee. Jarrod said time is spent mowing and watering the memorial, and that he had  
190 taken the basic cost of what is required to have the memorial there.

191  
192 Ald. Muth said he believes part of the cost should be from the community.

193  
194 On voice vote, motion carried, 2-1 (Ald. Muth).

195  
196 **PERSONNEL**

197  
198 **Item 1 – Review and consideration of Gundersen Health System Business Health Services**  
199 **Industrial Safety Eyewear Agreement for 2016**

200  
201 Motion by Ald. Olson, second by Ald. Bialecki, to approve Gundersen Health System Business  
202 Health Services Industrial Safety Eyewear Agreement for 2016.

203  
204 Hope said the city will be renewing its existing contracts and that there are no changes to  
205 services. City employees may receive a discounted rate on prescription safety glasses.  
206 Gundersen also offers a coupon for dress glasses. The city pays no fees.

207  
208 On voice vote, motion carried.

209  
210 **Item 2 – Review and consideration of Gundersen Health System Business Health Services**  
211 **Occupational Health Service Agreement for 2016**

212  
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Wednesday, January 6, 2016

6

213 Motion by Ald. Bialecki, second by Ald. Olson, to approve Gundersen Health System Business  
214 Health Services Occupational Health Service Agreement for 2016.

215

216 Hope said the Occupational Health Service Agreement handles all the city's pre-employment  
217 physicals and random drug testing. Hope noted there have been some expected increases and  
218 said the contract itself has not changed.

219

220 On voice vote, motion carried.

221

222 **Item 3 – Review and consideration of Gundersen Health System Business Health Services**  
223 **Lutheran Hospital Agreement for 2016**

224

225 Motion by Ald. Olson, second by Ald. Bialecki, to approve Gundersen Health System Business  
226 Health Services Lutheran Hospital Agreement for 2016.

227

228 Hope noted that there are no changes to this agreement other than a slight increase in fees, which  
229 allows the city to utilize Gundersen's services for pre-work screens for new hires or employees  
230 who suffer an injury.

231

232 On voice vote, motion carried.

233

234 **Item 4 – Review and consideration of changes to the following job descriptions:**

235

- 236 a. Part-time Custodian job description  
237 b. Street Laborer job description  
238 c. Crew Leader – Street job description  
239 d. Mechanic job description  
240 e. Street & Storm Water Manager job description  
241 f. Part-time Billing Assistant job description

242

243 Hope said the job description for the part-time custodian exists, but needed some minor  
244 revisions. Hope said the changes to the Street Department positions are to bring the city into  
245 compliance with Americans with Disabilities Act regulations. Some of the changes to the street  
246 laborer position pertain to Signing, the Onalaska Cemetery, and Inspections. The position also  
247 includes details about office machines, hand tools and motorized vehicles under "Requirements  
248 for Work." Hope said the crew leader position includes information pertaining to handling time-  
249 off requests and generating daily and weekly worksheets in the absence of the Street and Storm  
250 Water Manager. The position also includes details about office machines, hand tools and  
251 motorized vehicles under "Requirements for Work." The mechanic position now includes the  
252 requirement that sometimes strenuous manual work is required under varying weather  
253 conditions. The position now also requires an Associate's Degree or equivalent training. The  
254 Street & Storm Water Manager will be required to operate office machines, hand tools and

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7

255 motorized vehicles. Hope said a high school diploma is required for the position, noting that the  
256 pay grade for the position would change if an Associate's Degree was required. The utility  
257 billing position is new, having been created in the 2016 Budget. The person who is hired will  
258 assist the Utility Billing Administrator with telephone calls and paperwork.

259  
260 Motion by Ald. Bialecki, second by Ald. Olson, to approve the changes to the job descriptions  
261 listed under Item 4 a, b, c, d, e, and f.

262

263 On voice vote, motion carried.

264

265 **Item 5 – Review and consideration of authorization to recruit and hire Street Laborer**

266

267 Hope said longtime street laborer Dan Olson is retiring and she is looking to replace his position.  
268 Hope estimated that the earliest the position would be filled is mid-April. The starting wage for  
269 the position is \$20.90 per hour.

270

271 Ald. Olson asked if the pay reflects an increase over the previous grade.

272

273 Hope said no, noting that the individual budgeted in this position is earning more than what the  
274 starting salary is. Hope said there would be a slight savings in the budget.

275

276 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to recruit and hire  
277 Street Laborer.

278

279 On voice vote, motion carried.

280

281 **Item 6 – Review and consideration of authorization to recruit and hire a Part-Time Billing**  
282 **Assistant**

283

284 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to recruit and hire a  
285 Part-Time Billing Assistant.

286

287 Hope said the position will be split between Water and Sewer, and the starting pay will be  
288 \$12.25 per hour.

289

290 On voice vote, motion carried.

291

292 **Closed Session**

293

294 To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin  
295 Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the

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8

296 investing of public funds or conducting other specified public business whenever competitive or  
297 bargaining reasons require a closed session:

298

- 299 • IAFF, International Association of Firefighters, Local 4169

300

301 And under Section 19.85(1)(c) of the Wisconsin Statutes for the purposes of considering  
302 employment, promotion, compensation or performance evaluation data of any public employee  
303 over which the governmental body has jurisdiction or exercises responsibility:

304

- 305 • Review of City Administrator Recruitment and Interview Questions

306

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

310

311 Motion by Ald. Muth, second by Ald. Bialecki, to convene in Closed Session.

312

313 On roll call vote: Ald. Jim Olson – aye, Ald. Jim Bialecki – aye, Ald. Bob Muth – aye. In  
314 Closed Session.

315

316 Motion by Ald. Muth, second by Ald. Bialecki, to adjourn from Closed Session at 8:29 p.m.

317

318 On roll call vote: Ald. Jim Olson – aye, Ald. Jim Bialecki – aye, Ald. Bob Muth – aye.

319

320

321 Recorded by:

322

323 Kirk Bey