

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

Wednesday, March 4, 2015

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, March 4, 2015. 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. Bob Muth, Ald. Jim Olson, Ald.
6 Jim Bialecki

7
8 Also Present: Mayor Joe Chilsen, Financial Services Director/Treasurer Fred Buehler, Human
9 Resource Specialist Hope Burchell, Parks and Recreation Director Dan Wick, Fire Chief Don
10 Dominick, Ald. Erik Sjolander

11

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

13
14 Motion by Ald. Olson, second by Ald. Muth, 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. Bialecki called three times for anyone wishing to provide public input and closed that
22 portion 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 Fred noted that the Omni Center financials have been included in committee members’ packets
31 and said the facility shows a surplus. Fred attributed the surplus to the fact that a majority of the
32 bills from January are charged to last year’s business.

33

34 Motion by Ald. Bialecki, second by Ald. Muth, to approve the Omni Center financials for
35 January 2015.

36

37 On voice vote, motion carried.

38

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

40

41 Fred said a majority of the bills from January are charged to 2014.

42

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43 In response to a question by Ald. Bialecki, Fred said Hawkins Ash CPAs will be at City Hall on
44 Monday. Fred also noted that the General Fund currently has a \$166,000 surplus.

45

46 Motion by Ald. Bialecki, second by Ald. Olson, to approve the City General Fund Financials for
47 January 2015.

48

49 On voice vote, motion carried.

50

51 **Item 6 – Resolution 21-2015 – A resolution requesting State Trust Fund 5-year Loan of**
52 **\$992,200 to purchase police cars, City Hall repairs/audio and equipment replacement fund**
53 **for the Omni Center**

54

55 Motion by Ald. Bialecki, second by Ald. Olson, to approve Resolution 21-2015 – A resolution
56 requesting State Trust Fund 5-year Loan of \$992,200 to purchase police cars, City Hall
57 repairs/audio and equipment replacement fund for the Omni Center.

58

59 On voice vote, motion carried.

60

61 **Item 7 – Designated Fund Balances (DSFB) – Tourism 2014**

62

63 a. Adjust existing DSFB – 2014

64

65 Fred noted one of the items in the Tourism financials is an item that must be closed out. Fred
66 said he is closing out the restricted All-Class Reunion, having a balance on December 31 and
67 moving these funds to the Undesignated Fund Balance. Fred said approving this item will allow
68 him to make this transaction. Fred noted the amount is \$5,000.

69

70 Motion by Ald. Bialecki, second by Ald. Muth, to transfer \$5,000 from Restricted Account –
71 All-Class Reunion to the Undesignated Fund Balance for Tourism.

72

73 On voice vote, motion carried.

74

75 **Item 8 – Authorization to purchase non-budgeted items (Parks and Recreation Equipment**
76 **in the schools) utilizing the non-resident designated fund balance reserves from Park Fund**

77

78 Dan said his department has been meeting with Onalaska School District officials to address
79 equipment needs once the additions to Northern Hills Elementary School and Irving Pertsch
80 Elementary School are completed. Dan noted the gymnasiums at the schools have been
81 expanded, thereby allowing the Parks and Recreation Department to run volleyball and other
82 activities. However, Dan said he was informed that additional costs have arisen and the school
83 district has asked the Parks and Recreation Department if it would provide financial assistance
84 with the equipment as it is more of a need for the department than the schools. Dan referred to

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85 committee members' packets and pointed out the motorized divider curtains that would be
86 installed at both elementary schools. Dan said that while each school only has one physical
87 education teacher and does not need the curtain, his department needs a divider curtain so the
88 gymnasiums may be split. Dan said school district officials also have inquired about assisting
89 with the costs of volleyball equipment, noting his department is the primary user of this
90 equipment. Dan referred to the keypad controls listed in committee members' packets and said
91 these controls raise and lower baskets. The additional court lines listed in committee members'
92 packets are the result of making both gymnasiums larger. Dan said the school district is seeking
93 additional funding and that there are funds in the Nonresident Account that may be utilized.

94

95 Fred inquired about insurance.

96

97 Dan said City Attorney Sean O'Flaherty will need to become involved in the process, adding that
98 his department has "a great working relationship" with the school district.

99

100 Motion by Ald. Bialecki, second by Ald. Olson, to authorize the purchase of non-budgeted items
101 (Parks and Recreation Equipment in the schools) utilizing the non-resident designated fund
102 balance reserves from Park Fund.

103

104 Fred said he will create a budget amendment in the Park Fund within the next month.

105

106 On voice vote, motion carried.

107

108 **PERSONNEL**

109

110 **Item 1 – Review and consideration of out-of-state travel for Security and Emergency**
111 **Response Training in Pueblo, Colorado for Firefighter/EMTs Jeremy Southworth, Brian**
112 **Everson and Jim Netwal from June 3rd through June 5th, 2015**

113

114 Motion by Ald. Bialecki, second by Ald. Muth, to approve out-of-state travel for Security and
115 Emergency Response Training in Pueblo, Colorado for Firefighter/EMTs Jeremy Southworth,
116 Brian Everson and Jim Netwal from June 3rd through June 5th, 2015.

117

118 Fire Chief Dominick said his firefighters participate in hazardous materials training and noted
119 this training is in cooperation with Burlington Northern Santa Fe; specifically, with the oil that
120 will be traveling through the city. Fire Chief Dominick said airfare, tuition and lodging all are
121 paid and noted there will be no cost for the city.

122

123 On voice vote, motion carried.

124

125

126

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127 **Item 2 – Review and consideration of Human Resources 2014 Annual Report**

128

129 Hope said this is the second year she has done an annual report, adding that the city’s turnover
130 rate was considerably lower in 2014. Hope noted that the city’s experience modification with
131 workers compensation decreased slightly in 2014 and praised the city’s safety standards.

132

133 Motion by Ald. Bialecki, second by Ald. Muth, to accept the Human Resources 2014 Annual
134 Report.

135

136 On voice vote, motion carried.

137

138 **Item 3 – Review and consideration of request from non-city related organization(s) to place**
139 **an insert(s) with water bills**

140

141 Ald. Bialecki said it is his understanding that there are one or two groups who wish to place
142 inserts with the city’s water bills. However, Ald. Bialecki also said, “Maybe it’s not a bad idea,
143 but I think the reservation that I have is we don’t do that presently. If you do it for two, how
144 many more are you going to have to do it [for], and at what expense?”

145

146 Ald. Muth said he agrees with Ald. Bialecki, stating complications might arise if a group is told
147 it may not place inserts with the city’s water bills.

148

149 Motion by Ald. Bialecki, second by Ald. Muth, to deny a request from non-city related
150 organization(s) to place an insert(s) with water bills.

151

152 Ald. Bialecki noted this has not been normal practice and said he does not want the city to set a
153 precedent.

154

155 On voice vote, motion carried.

156

157 **Closed Session**

158

159 To consider a motion to convene in Closed Session under Section 19.85(1)(g) of the Wisconsin
160 Statutes for the purpose of conferring with legal counsel for the governmental body who is
161 rendering oral or written advice concerning strategy to be adopted by the body with respect to
162 litigation in which it is or is likely to become involved:

163

- 164 • Excessive Assessment Claims
- 165 • Property located at 852 4th Avenue North

166

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167 And to consider a motion to convene in Closed Session under Section 19.85(1)(e) of the
168 Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public
169 properties, the investing of public funds or conducting other specified public business, whenever
170 competitive or bargaining reasons require a closed session:

171

- Intergovernmental Agreement regarding EagleCrest Bond Refunding

173

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

177

178 Motion by Ald. Olson, second by Ald. Muth, to convene in Closed Session.

179

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

182

183

184 Recorded by:

185

186 Kirk Bey