

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

Wednesday, April 6, 2016

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, April 6, 2016. 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. Jim Olson, Ald. Jim Bialecki,
6 Ald. Bob Muth

7
8 Also Present: Financial Services Director/Treasurer Fred Buehler, Human Resource Director
9 Hope Burchell, City Engineer Jarrod Holter, Police Chief Jeff Trotnic

10

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

12

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

15

16 On voice vote, motion carried.

17

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

19

20 Ald. Muth called for anyone wishing to provide public input.

21

22 **Dan Ferries (former Second District Alderperson)**

23 **402 9th Avenue North**

24 **Onalaska**

25

26 “What brings me here this evening is, thank God one part of our campaigns is over. But a lot of
27 things have been talked about [regarding] transparency and open government. And as I was
28 looking through the agenda I saw on the Closed Session this evening under ‘Travel and Meal
29 Reimbursement Policy 1.12.’ I don’t know if it’s just discussion on policy or why it would fall
30 under the criteria of Closed Session. I was wondering if maybe it was in regards to a letter that I
31 sent to [City Clerk] Cari Burmaster, Fred, and all you Council members dated April 1. I would
32 like to read that into the record if there’s any reference to this. It was addressed to Cari. [The
33 letter reads]: *‘I’m requesting a full audit and review of the Mayor’s expense report and
34 corresponding receipts from 2012 to 2016. Possibly retain an outside accounting firm in
35 regards to overpayment of fuel while utilizing a personal vehicle when municipal vehicles were
36 available. Review all corresponding receipts that were turned in – handwritten included – for
37 reimbursement to verify they fall within normal accounting practices as well as in accordance
38 with the city’s policies and ordinances. My brief review of the expense reports and receipts for
39 2013 and 2014 showed a discrepancy, which is why I’m asking for the complete audit and review
40 at this time. Also, I’d request a reimbursement by the Mayor for all expenditures which are not
41 in line with normal policies and procedures. I would also ask that the same disciplinary
42 procedures be enforced that other staff would be subject to if those discrepancies appear. I had*

Reviewed 4/11/16 by Hope Burchell & Fred Buehler

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43 *hoped that this issue would have been resolved when it was brought up at a[Common] Council*
44 *meeting on January 12 during the three-minute [Public] Input [session]. If you have any*
45 *questions, please contact me.’ I look forward to your response regarding this inquiry. Thank*
46 *you, and thanks for your service.”*

47

48 Ald. Muth called three times for anyone else wishing to provide public input and closed that
49 portion of the meeting.

50

51

Consideration and possible action on the following items:

52

FINANCE

53

Item 4 – Omni Center financials for 2016

54

55
56
57 Fred referred to the second page of the Omni Center financial report dated February 29, 2016
58 and said there was a surplus of \$25,727.28. Fred noted \$7,556 for January room tax had been
59 received, as well as \$5,265 under the Special Project Fund transfer. With these additions, the
60 surplus increased to \$38,548. This compares to \$39,776 in 2015.

61

62 Motion by Ald. Bialecki, second by Ald. Olson, to accept the Omni Center financials report.

63

64 On voice vote, motion carried.

65

Item 5 – City General Fund Financials for 2016

66

67
68 Fred noted that revenues represent January and February. This represents approximately 17
69 percent received. Fred referred to expenditures and said the February 29 financials represent
70 January bills that have been paid.

71

72 Motion by Ald. Bialecki, second by Ald. Olson, to accept the City General Fund Financials
73 report.

74

75 On voice vote, motion carried.

76

**Item 6 – Discussion and possible action regarding the usage of enterprise improvement
funds in the Cemetery to hire Paragon Associates regarding the design of cemetery pillars
for the 2016 Cemetery Project not to exceed \$2,645**

77

78
79
80
81 Motion by Ald. Bialecki, second by Ald. Olson, to approve the usage of enterprise improvement
82 funds in the Cemetery to hire Paragon Associates regarding the design of cemetery pillars for the
83 2016 Cemetery Project not to exceed \$2,645.

84

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85 Jarrod said this item pertains to the Cemetery/Main Street Improvement Project. Jarrod said
86 there was a change in the type of brick style being utilized; therefore, it became necessary to
87 return to the consultant and create a different layout diagram. Jarrod said there will be four
88 different sizes of brick in place of traditional brick, adding he authorized the work to be done so
89 the project timeline may be met. Jarrod expressed hope that the project will be completed within
90 six weeks.

91

92 On voice vote, motion carried.

93

94 **Item 7 – Consideration and possible action regarding a 2016 General Obligation refunding**
95 **bonds and timeline**

96

97 Fred said Brad Viegut of Robert W. Baird will discuss this item with the committee.

98

99 Brad said there currently are three bond issues outstanding for the city that can be refunded for
100 savings. They may be refinanced and replaced with lower interest rate debt. Brad said the city
101 has the opportunity to refund \$3,935,000 of its outstanding General Obligation Bonds. Doing so
102 would generate an estimated savings of \$327,537. The issues to be refunded are: General
103 Obligation Refunding Bonds (issued January 5, 2007); General Obligation Corporate Purpose
104 Bonds (issued April 2, 2007); and General Obligation Refunding Bonds (issued April 2, 2008).
105 The January 2007 issue is callable on October 1, 2016. The April 2007 issue is callable on
106 October 1, 2017, and the April 2008 issue is callable on October 1, 2018. The latter two would
107 be advanced refundings. The January 2007 issue would be considered a current refunding
108 because the new bonds would not close more than 90 days before October 1. Brad said the
109 impact is lower cost of issuance to do current refunding as opposed to doing all three as
110 advanced refunding. Brad said the maturity dates on the refunding bond would be principal
111 payments annually October 1 beginning in 2018. The final payment would occur in 2027. Brad
112 said it would not extend the overall repayment of any of the individual bond issues; rather, it
113 simply replaces the higher interest rate with lower interest rates. The new bonds would have a
114 call feature, with the maturities of 2025, 2026 and 2027 eligible to be prepaid in 2024.

115

116 Brad said the Common Council would consider the committee's recommendation to approve this
117 item at its April 12 meeting. From there, Robert W. Baird and city staff would begin to prepare
118 the bond issuance. Brad said he will bring the award resolution before the Common Council at
119 its June 14 meeting. The issue would close in July. The January 2007 issue would be paid off
120 October 1, and the other funds would be set aside in an escrow and be utilized to refund the
121 bonds at their call date. Brad referred to page 4 of a handout in committee members' packets
122 and noted it includes the three issues that would be refunded. Brad said page 5 is a "snapshot" of
123 what the city's debt profile would look like after the refunding. Brad noted there is a \$10 million
124 cap for tax-exempt financing and said the total borrowing package would be slightly more than
125 \$10 million. However, Brad said IRS regulations allow more than \$10 million to be refunded
126 and still be bank-qualified. This is how the new issuance total of \$4,055,000 is derived. Brad

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127 said the issue may be postponed if the market becomes unfavorable.

128

129 Motion by Ald. Bialecki, second by Ald. Olson, to recommend that the Common Council
130 authorize Robert W. Baird and City of Onalaska to proceed with refinancing General Obligation
131 Refunding Bonds dated January 5, 2007; General Obligation Corporate Purpose Bonds dated
132 April 2, 2007; and General Obligation Refunding Bonds dated April 2, 2008.

133

134 On voice vote, motion carried.

135

136 **PERSONNEL**

137

138 **Item 1 – Review and consideration of changes to the following job descriptions:**

139

- 140 a. Patrol Officer job description
- 141 b. DARE/GREAT Officer job description
- 142 c. Police Liaison job description
- 143 d. K-9 Patrol Officer job description
- 144 e. Investigator job description
- 145 f. Sergeant job description
- 146 g. Professional Standards Sergeant job description
- 147 h. Assistant Police Chief job description

148

149 Ald. Bialecki said he believes committee members have read the revised job descriptions and
150 might wish to comment on 1e, 1f, and 1g.

151

152 Motion by Ald. Bialecki, second by Ald. Olson, to approve proceeding with the changes to job
153 descriptions 1a, 1b, 1c, 1d and 1h.

154

155 On voice vote, motion carried.

156

157 Hope said 1e, 1f and 1g must be approved before the committee may discuss Item 2.

158

159 Ald. Muth said it is his understanding the only change that is being requested is the number of
160 years of experience for 1e, 1f and 1g.

161

162 Hope said she believes the committee must make a motion to change the number of years of
163 experience from three to five. Hope said she will make the changes prior to the April 12
164 Common Council meeting.

165

166 Motion by Ald. Bialecki, second by Ald. Olson, to amend 1e, 1f and 1g and change the number
167 of years of experience required from three years to five years.

168

Reviewed 4/11/16 by Hope Burchell & Fred Buehler

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5

169 On voice vote, motion carried.

170

171 Motion by Ald. Bialecki, second by Ald. Olson, to approve the job descriptions for 1e, 1f and 1g
172 as presented and amended.

173

174 On voice vote, motion carried.

175

176 **Item 2 – Review and consideration of authorization to replace and post and advertise a**
177 **Patrol Officer position**

178

179 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to replace and post and
180 advertise a Patrol Officer position.

181

182 Hope said this is to replace an officer who did not return from leave. Hope said that because all
183 benefits have been utilized during that time period, there is no waiting period to fill the position.
184 Hope said the recruitment process has begun, but she needs authorization to hire the position.

185

186 On voice vote, motion carried.

187

188 **Item 3 – Review and consideration of authorization to replace and post and advertise a**
189 **Sergeant position, and if promoted within the department, a Patrol Officer position**

190

191 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to replace and post and
192 advertise a Sergeant position, and if promoted within the department, a Patrol Officer position.

193

194 Hope said this position is to replace a retirement position and noted that it typically is posted
195 internally because it is a union position. The position will be posted externally if it is not filled
196 internally, but Hope said there likely will be a sufficient number of qualified candidates within
197 the department. A patrol officer position potentially would need to be filled if the sergeant
198 position is filled internally. Hope said that position likely would not be able to start until August
199 due to retirement payouts.

200

201 Ald. Muth asked if there will be a sufficient amount of time for the Common Council to pass the
202 new job descriptions with the requirements prior to the posting and filling of those positions.

203

204 Hope said yes, noting that the sergeant position may not be posted and advertised until the job
205 descriptions are updated.

206

207 On voice vote, motion carried.

208

209 **Item 4 – Review and consideration of Police Policy Animal Control Policy/Procedure**

210

Reviewed 4/11/16 by Hope Burchell & Fred Buehler

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211 Motion by Ald. Bialecki, second by Ald. Olson, to approve, including changes made at the
212 Administrative and Judiciary Committee level, Police Policy Animal Control Policy/Procedure.
213

214 Police Chief Trotnic said that when the agreement between the City of Onalaska and the Coulee
215 Region Humane Society was changed in January, city legal counsel asked that there be a
216 procedure as to how the Police Department will address animal control issues. Police Chief
217 Trotnic said he asked city legal counsel to draft the procedure, which explains how the city's
218 police officers will address animal control issues. Police Chief Trotnic said what was created is
219 a Police Department procedure. Police Chief Trotnic said the working document will assist
220 officers in how to respond to such issues. Police Chief Trotnic referred to the section labeled
221 "Rabies Quarantine" and noted that the times should be 10 p.m. to 7 a.m. and not 7 a.m. to 10
222 p.m.

223
224 On voice vote, motion carried.

225
226 **Item 5 – Review and consideration of Park & Recreation Department reorganization**

227
228 Motion by Ald. Bialecki, second by Ald. Olson, to approve Park & Recreation Department
229 reorganization.

230
231 On voice vote, motion carried.

232
233 **Item 6 – Review and consideration of changes to the following job descriptions due to the**
234 **Park & Recreation reorganization:**

- 235
- 236 a. Buildings Coordinator job description
 - 237 b. Recreation Coordinator job description
 - 238 c. Aquatic Center Specialist job description
 - 239 d. Concession Specialist job description
 - 240 e. Administrative Assistant job description
 - 241 f. Administrative Assistant – Omni job description
 - 242 g. Aquatic Center Attendant job description
 - 243 h. Aquatic Center Lead Attendant job description
 - 244 i. Lifeguard job description
 - 245 j. Head Lifeguard job description
 - 246 k. Concession Worker job description
 - 247 l. Concession Lead Worker job description

248
249 Motion by Ald. Bialecki, second by Ald. Olson, to approve changes to job descriptions 6a
250 through 6l due to the Park & Recreation Department reorganization.

251
252 Hope noted she had attended the March 28 Parks and Recreation Board meeting and proposed
Reviewed 4/11/16 by Hope Burchell & Fred Buehler

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7

253 changing two of the positions (Buildings Coordinator and Recreation Coordinator) to hourly
254 based on upcoming changes to federal law. Hope said she had received information indicating
255 there is a push to delay a decision and conduct an economic impact study before changes are
256 made. Hope noted she had contacted City Attorney Sean O'Flaherty, who recommended that no
257 changes be made until the law is passed. Hope said the two positions to which she had referred
258 have been changed and will remain exempt positions.

259

260 On voice vote, motion carried.

261

262 **Item 7 – Review and consideration of authorization to replace and post and advertise:**

263

- 264 a. Recreation Coordinator (FT)
- 265 b. Concession Specialist (PT)
- 266 c. Administrative Assistant – Omni (PT)

267

268 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to replace and post and
269 advertise for a Recreation Coordinator (FT), Concession Specialist (PT) and Administrative
270 Assistant – Omni (PT).

271

272 On voice vote, motion carried.

273

274 **Item 8 – Closed Session**

275

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

280

- 281 • IAFF, International Association of Firefighters, Local 4169
- 282 • Consultant for New Zoning District

283

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

287

- 288 • Municipal Court Supervisor job description

289

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

293

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- 294 • Claim arising from irrigation system damage at 1565 West Young Drive
295 • Vehicle Damage at 902 8th Avenue North
296 • Travel and Meal Reimbursement Policy 1.12

297

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

301

302 Motion by Ald. Bialecki, second by Ald. Olson, to convene in Closed Session.

303

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

306

307

308 Recorded by:

309

310 Kirk Bey