

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

Wednesday, June 3, 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, June 3, 2015. 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. Jim Bialecki,
6 Ald. Bob Muth

7
8 Also Present: Mayor Joe Chilsen, City Clerk Cari Burmaster, Financial Services
9 Director/Treasurer Fred Buehler, Human Resource Specialist Hope Burchell, City Engineer
10 Jarrod Holter, Land Use and Development Director Brea Grace, Fire Chief Don Dominick,
11 Police Chief Jeff Trotnic, IT Specialist Mike DeLine

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

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

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

26
27 **FINANCE**

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

30
31 Fred reported that through April revenue was \$240,594.95 and expenditures were \$200,472.46,
32 leaving a surplus of \$40,122.49. Fred said there should be cost savings during the summer
33 months due to certain ice activities not occurring in one of the arenas.

34
35 Motion by Ald. Bialecki, second by Ald. Olson, to accept the Omni Center financials.

36
37 On voice vote, motion carried.

38
39 **Item 5 – City General Fund Financials for 2015**

40
41 Fred noted that the financials are through May and said there are no abnormalities through the
42 first five months of 2015.

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43
44 Motion by Ald. Bialecki, second by Ald. Olson, to accept the City General Fund Financials.

45
46 On voice vote, motion carried.

47
48 **Item 6 – Discussion and possible action regarding the usage of the Mary Aiken funds**
49 **(\$6,202.34) and Capital Improvement funds in the Cemetery to hire Paragon Associates to**
50 **design the cemetery fence and wall not to exceed \$9,400**

51
52 Fred noted the City of Onalaska had received \$6,202.34 in restricted funds and said he believes
53 utilizing these funds for the Onalaska Cemetery would be “a very good cause.” Fred also noted
54 that since the Finance and Personnel Committee agenda had come out the city was awarded
55 \$20,600 from the La Crosse Foundation. The city would utilize these funds, and Jarrod then
56 could begin discussions with Paragon Associates.

57
58 Ald. Bialecki asked Jarrod if he would bring forth an agenda item to the Board of Public Works
59 authorizing Paragon Associates to perform the work.

60
61 Jarrod said this is the funding portion of the approval and told Ald. Bialecki he did not bring this
62 item through the Board of Public Works because Onalaska Cemetery items typically go through
63 the Administrative and Judiciary Committee. Jarrod said he would like to start the design work
64 if the Finance and Personnel Committee approves this item this evening and the Common
65 Council approves it at its June 9 meeting because the Cemetery Committee has raised more than
66 \$100,000 and its members want the design process to begin.

67
68 Motion by Ald. Bialecki, second by Ald. Olson, to approve the usage of the Mary Aiken funds
69 (\$6,202.34) and Capital Improvement funds in the Cemetery to hire Paragon Associates to
70 design the cemetery fence and wall not to exceed \$9,400.

71
72 On voice vote, motion carried.

73
74 **Item 7 – Authorization to approve the repairs to the city elevators in the amount of \$4,855,**
75 **a non-budgeted item with funds for the repairs expended from the Equipment**
76 **Replacement Fund with usage of the Undesignated Fund Balance reserves**

77
78 Ald. Olson inquired about the repairs and asked that said repairs be expedited.

79
80 Fred said that when the agenda was sent out the price of \$4,855 was the cost to replace the
81 components in both elevators. This had not been budgeted in the 2015 Capital Improvements
82 Budget, and Fred said it will be essential to budget for unexpected problems in future CIBs.
83 Fred noted the individual repairing the elevators drives to Onalaska from Madison, and therefore
84 there are trip charges totaling \$1,527.50. Fred suggested moving this item on to the Common

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85 Council without recommendation as the trip charges must be added to the \$4,855.

86

87 Motion by Ald. Bialecki, second by Ald. Muth, to advance to the June 9 Common Council
88 meeting without recommendation authorization to approve the repairs to the city elevators in the
89 amount of \$4,855, a non-budgeted item with funds for the repairs expended from the Equipment
90 Replacement Fund with usage of the Undesignated Fund Balance reserves.

91

92 Ald. Bialecki inquired about the component that needs to be replaced.

93

94 Jarrod said Parks and Recreation Director Dan Wick and Buildings Manager Brian Babiash are
95 best suited to answer that question as he does not know the exact component.

96

97 Ald. Bialecki asked for a work order so the exact component is known.

98

99 Jarrod said the elevator contract will be reexamined, noting the city is charged \$80 per hour for
100 travel time from Madison to Onalaska. Jarrod noted that extensive repairs were performed on
101 the elevator before an attempt was made to repair the primary parts.

102

103 Ald. Muth asked if the city has a contract with the company for maintaining the elevators.

104

105 Fred said no, noting it is for time and material. Fred said Dan might want to consider retaining
106 the services of a contractor who is closer to the city than Madison.

107

108 On voice vote, motion carried.

109

110 **Item 8 – Consideration of the concept of funding options for the Construction Phase I**
111 **(Projects 1.0 and 1.1) of the Great River Landing Project**

112

113 Ald. Bialecki referred to upcoming changes the State of Wisconsin is making to room tax.

114

115 Mayor Chilsen said it is his understanding that the State of Wisconsin's Joint Committee on
116 Finance is proposing to redo the formula by which funds are doled out to cities, as well as the
117 amount a city may take from the room tax. Mayor Chilsen noted this has been a "hotly contested
118 item" the last three state budgets and said it has been defeated each time. However, Mayor
119 Chilsen said it appears this item – which strips local control and requires the city to give all funds
120 to the tourism entity, which then returns funds to the municipality – might not be defeated this
121 time. Currently, a municipality collects the room tax and gives the funds to the Tourism
122 Commission. The amount of money that may be given to a municipality would be restricted.
123 Mayor Chilsen said he is waiting for City Attorney Sean O'Flaherty to provide specifics on the
124 state's proposed changes, but also said it is his understanding that a tourism entity either would
125 take most or all of the room tax dollars. Mayor Chilsen pointed out that the City of Onalaska
126 currently receives 1 percent of the room tax.

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127

128 Ald. Bialecki said he would like to wait to take action until there is a better understanding of
129 what will transpire at the state level. Ald. Bialecki asked Brea to share with the Great River
130 Landing Committee that at this time the Finance and Personnel Committee lacks sufficient
131 information to approve a financing plan for the project.

132

133 Brea said the financing plan suggests a couple of bonding options and is dependent on utilizing
134 Tourism funding.

135

136 Ald. Bialecki said the Finance and Personnel Committee has read and understands the financing
137 plan, but added he is unsure if the committee is able to take action.

138

139 Brea said this is why it is not possible to move ahead with the funding plan.

140

141 Fred said he will keep committee members informed and promised to place this item back on a
142 future agenda when he has a better idea of what will transpire.

143

144 Ald. Bialecki referred to a document that committee members had received this evening and
145 asked that any information pertaining to discussions in Madison be sent out with a future agenda
146 packet.

147

148 Mayor Chilsen asked that no motion be made to table this item indefinitely.

149

150 Fred said no action will be taken on this item.

151

152 **Item 9 – Consideration of a project with SEH professional consultant services for the**
153 **construction plans, final bid documents and other services for the Construction Phase I**
154 **(Projects 1.0 and 1.1) of the “Building the Great River Landing” Project and potential**
155 **funding options**

156

157 No action will be taken on this item.

158

159 **Item 10 – Authorization to purchase Fire Dept. software in the amount of \$4,250.00**

160

161 Fire Chief Dominick said the software has been utilized by the City of Onalaska Fire Department
162 either since 1999 or 2000. The software is not functioning properly, it has hampered tracking
163 and it does not allow the city’s residents to know how the Fire Department functions. Fire Chief
164 Dominick said there are mandatory fields in the department’s fire report writing and EMS
165 medical records, and department members are unable to scan in documents. Fire Chief
166 Dominick noted new buildings are being constructed, but it no longer is possible to upload
167 building plans – which show the location of the utility shut-offs – into the software. A survey
168 was sent to the Wisconsin Fire Chiefs Administrative Assistants, and the results showed that

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5

169 other departments are experiencing the same problems the City of Onalaska Fire Department is
170 facing. Fire Chief Dominick said the recommendation was to explore three different types of
171 software – FireHouse, ImageTrend, and ProPhoenix. Fire Chief Dominick said his fire fighters
172 examined various types of reports, scenarios and shortfalls. Fire Chief Dominick said the
173 software that is being recommended (ImageTrend) will perform the tasks the Fire Department
174 needs it to perform. Fire Chief Dominick said he met Mike and the Technology Advisory
175 Committee, and noted Technology Chair John Richards had attended a webinar with
176 ImageTrend. Fire Chief Dominick said John had approved of ImageTrend and noted it is
177 software that will be utilized across the state. Fire Chief Dominick noted that ImageTrend
178 required an upfront fee and said the company worked with his department to the point it will
179 have sufficient funding.

180

181 Fire Chief Dominick said, “We’re going to make some sacrifices, but it’s important to have fire
182 management software to manage and operate a fire department. ... We’ll start July 1, so we’re
183 able to cut the upfront costs in half, and we will find a way to make this work. It’s essential that
184 we have software.”

185

186 Motion by Ald. Bialecki, second by Ald. Olson, to approve the purchase of Fire Department
187 software in the amount of \$4,250.

188

189 Mike said all of the data inputted into the database of the current software is placed into a single
190 file. As a result, the file has reached the maximum file size limit for the file system. Mike said
191 expansion is not possible and the only solution would be to delete old data and perhaps attempt
192 to add more space. However, Mike said this is not an ideal solution and that the Technology
193 Advisory Committee agreed this is an issue that needs to be addressed immediately. Mike noted
194 firefighters spend up to 30 minutes waiting for something to happen while they process a single
195 report.

196

197 Ald. Muth agreed with Mike that this is an issue that requires immediate attention.

198

199 On voice vote, motion carried.

200

201 **Item 11 – Authorization to purchase the Market Drive Software, an assessing software, in**
202 **the amount of \$3,407 charged annually**

203

204 Fred noted that during the budget process there had been a movement for La Crosse County to
205 assume control of assessing. However, this proposal was voted down. Fred noted the software
206 that was being utilized was Les Melde’s “homegrown software” and said the city needed to come
207 into compliance of C-PAP. Fred said Market Drive is “very well-versed” in the state and noted
208 the \$3,407 is the city’s annual share to come into compliance. The city would own the software
209 if it ultimately decides to go out for bids and end up with a different provider.

210

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211 Motion by Ald. Bialecki, second by Ald. Olson, to approve the purchase the Market Drive
212 Software, an assessing software, in the amount of \$3,407 charged annually.

213

214 Ald. Bialecki asked if this software is cost-shared and service-shared with eight communities in
215 total.

216

217 Fred said this is correct.

218

219 On voice vote, motion carried.

220

221 **PERSONNEL**

222

223 **Item 1 – Review and consideration of River Valley Newspaper Group Advertising**

224 **Agreement for 2015-2016**

225

226 Hope noted this is a yearly agreement and pointed out the costs will not exceed the \$20,000 that
227 would put the city in the next price group. Hope said she recommends continuing with the River
228 Valley Newspaper Group at the \$10,000 rate.

229

230 Motion by Ald. Bialecki, second by Ald. Olson, to approve the River Valley Newspaper Group
231 Advertising Agreement for 2015-2016.

232

233 On voice vote, motion carried.

234

235 **Item 2 – Review and consideration of Board of Review Procedure for Waiver of Board of**
236 **Review Hearings**

237

238 Cari noted the Board of Review has two new waiver forms that the city is requiring citizens to
239 complete when they come before the Board of Review. The first form is to allow them to waive
240 the hearing directly to Circuit Court without hearing them. Cari said the waiver form under Item
241 3 is to allow individuals to testify by telephone. Cari said Sean has drafted two procedures that
242 will be utilized at the Board of Review on June 10 and noted this is a procedure where criteria
243 may be utilized to evaluate waiver forms and either approve or deny them. Cari said final
244 approval will take place at the June 9 Common Council meeting.

245

246 Motion by Ald. Bialecki, second by Ald. Olson, to approve Board of Review Procedure for
247 Waiver of Board of Review Hearings.

248

249 On voice vote, motion carried.

250

251

252

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253 **Item 3 – Review and consideration of Board of Review Procedure for Sworn Testimony or**
254 **Sworn Written Testimony Requests**

255

256 Motion by Ald. Bialecki, second by Ald. Olson, to approve Board of Review Procedure for
257 Sworn Testimony or Sworn Written Testimony Requests.

258

259 On voice vote, motion carried.

260

261 **Item 4 – Review and consideration of changes to Police Policy #19 Mobile Video Recording**
262 **System**

263

264 Police Chief Trotnic said the primary issue with the policy change is to examine the retention
265 rates on the videos. Police Chief Trotnic noted videos occupy a significant amount of space and
266 said the Police Department is attempting to figure out a way to minimize the amount of space
267 being utilized. Police Chief Trotnic noted the retention rates were examined and said they did
268 not need to be as large as they were. The retention rates have been reduced, and this reduction
269 will be helpful.

270

271 Ald. Muth noted the video cameras in squad cars run 24 hours a day and said a question had been
272 asked at the April Technology Committee meeting as to how long these videos must be retained.

273

274 Ald. Muth noted the amount of time videos are kept varies by department and said there is not a
written policy that states a video must be kept for a certain amount of time.

275

276 Police Chief Trotnic noted he had spoken with an attorney who works with open records and said
277 this attorney told him that a city should have a written policy.

278

279 Motion by Ald. Bialecki, second by Ald. Olson, to approve changes to Police Policy #19 Mobile
280 Video Recording System.

281

282 Hope noted that Sean had reviewed the policy and said an open records policy specifically for
283 the Police Department is being drafted. Hope said that while she hopes to have it ready for the
284 Common Council meeting, but added it might not be ready until July.

285

286 On voice vote, motion carried.

287

288 **Item 5 – Review and consideration of Memorandum of Understanding of Law Enforcement**
289 **Mutual Assistance Agreement between the City of Onalaska and the City of La Crosse**

290

291 Police Chief Trotnic said the City of La Crosse has approached the City of Onalaska and
292 requested that this document be considered. Police Chief Trotnic said he had not approved of the
293 initial draft as the City of La Crosse was asking that the City of Onalaska waive protections
294 granted by mutual aid. Police Chief Trotnic said Sean had reviewed the initial draft and had
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8

295 advised against surrendering these rights and protections. Police Chief Trotnic said once the
296 City of La Crosse agreed to strike this language, it became a document that works well for both
297 agencies. Police Chief Trotnic noted that before he arrived in the City of Onalaska, the
298 agreement deputized officers across La Crosse County and said a majority of sheriffs across the
299 state no longer grant these rights. Officers are basically restricted within the borders of their
300 jurisdiction. Police Chief Trotnic noted his officers travel extensively between the City of
301 Onalaska and the City of La Crosse and said this agreement allows officers to respond to
302 violations occurring in front of them. Officers may go to the City of La Crosse if there is an
303 investigation occurring within the Police Department and they do not need to be granted mutual
304 aid.

305

306 Motion by Ald. Bialecki, second by Ald. Olson, to approve a Memorandum of Understanding of
307 Law Enforcement Mutual Assistance Agreement between the City of Onalaska and the City of
308 La Crosse.

309

310 On voice vote, motion carried.

311

312 **Closed Session**

313

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

318

- 319 • Claims against the City regarding water damage at 852 4th Avenue North, Onalaska'
- 320 • Claims against the City regarding water damage at 9534 East Frontage Road, Highway
321 16, Onalaska, WI

322

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

326

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

328

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

331

332

333 Recorded by:

334

335 Kirk Bey

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