

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

Wednesday, July 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, July 6, 2016. 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. Harvey Bertrand, Ald. Jim Olson,
6 Ald. Jim Bialecki
7

8 Also Present: Financial Services Director/Treasurer Fred Buehler, Human Resource Director
9 Hope Burchell
10

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

13 Motion by Ald. Olson, second by Ald. Bertrand, 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. Bialecki called three times for anyone wishing to provide public input and closed that
21 portion of the meeting.
22

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

25 **FINANCE**
26

27 **Item 4 – Omni Center financials for 2016**
28

29 Motion by Ald. Olson, second by Ald. Bertrand, to approve the Omni Center financials.
30

31 On voice vote, motion carried.
32

33 **Item 5 – City General Fund Financials for 2016**
34

35 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve City General Fund Financials.
36

37 On voice vote, motion carried.
38

39 **Item 6 – City of Onalaska Cash Flow Procedures:**
40

- 41 a. Police Department
- 42 b. Joint Municipal Court
- 43 c. Deficiencies Cited
44

45 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve City of Onalaska Cash Flow
Reviewed 7/8/16 by Hope Burchell & Fred Buehler

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46 Procedures for the Police Department, Joint Municipal Court, and Deficiencies Cited.

47

48 On voice vote, motion carried.

49

50 **Item 7 – Review and consideration of proposed Laser Products Technologies, Inc.**

51 **Intelliprint program not to exceed \$1,200 to various departments and funds for 2016**

52

53 Motion by Ald. Bialecki, second by Ald. Olson, to approve Laser Products Technologies, Inc.

54 Intelliprint program not to exceed \$1,200 to various departments and funds for 2016.

55

56 On voice vote, motion carried.

57

58 **Item 8 – Review and consideration of Resolution 32-2016 – Budget Amendment to General**

59 **Fund Budget and Enterprise Fund**

60

61 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve Resolution 32-2016 – Budget

62 Amendment to General Fund Budget and Enterprise Fund.

63

64 On voice vote, motion carried.

65

66 **PERSONNEL**

67

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

69

70 a. Firefighter/Emergency Medical Technician

71 b. Lieutenant

72

73 Motion by Ald. Bialecki, second by Ald. Olson, to approve changes to the job descriptions for

74 Firefighter/Emergency Medical Technician and Lieutenant.

75

76 On voice vote, motion carried.

77

78 **Item 2 – Review and consideration of authorization to replace Lieutenant Firefighter/EMT**

79 **and if promoted within the department, a Firefighter/EMT position**

80

81 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve authorization to replace

82 Lieutenant Firefighter/EMT and if promoted within the department, a Firefighter/EMT position.

83

84 On voice vote, motion carried.

85

86 **Item 3 – Review and consideration of authorization to post and advertise for a Police**

87 **Officer position to obtain an eligibility list**

88

89 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to post and advertise

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3

90 for a Police Officer position to obtain an eligibility list.

91

92 On voice vote, motion carried.

93

94 **Item 4 – Review and consideration of authorization to post, advertise and fill the part-time**

95 **Administrative Secretary – Police position**

96

97 Due to movements made in cash handling from the police department to finance, not filling this
98 part-time position.

99

100 No motions made. Item failed due to lack of motion.

101

102 **Item 5 – Closed Session**

103

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

108

109 • IAFF, International Association of Firefighters, Local 4169

110 • OPPA, Onalaska Professional Police Association

111 • SORD, Supervisory Officers Relation Division

112

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

116

117 Motion by Ald. Bialecki, second by Ald. Bertrand, to convene in Closed Session.

118

119 On roll call vote: Ald. Jim Bialecki – aye, Ald. Jim Olson – aye, Ald. Harvey Bertrand – aye. In
120 Closed Session.

121

122 **Adjournment**

123

124 Motion by Ald. Bertrand, second by Ald. Bialecki, to adjourn at 7:55 p.m.

125

126 On voice vote, motion carried.

127

128

129 Recorded by:

130

131 Kirk Bey

Reviewed 7/8/16 by Hope Burchell & Fred Buehler