

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

Wednesday, July 8, 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, July 8, 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, Financial Services Director/Treasurer Fred Buehler, Human  
9 Resource Specialist Hope Burchell, Fire Chief Don Dominick

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 three times for anyone wishing to provide public input and closed that portion  
21 of the meeting.

22

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

24

25 **FINANCE**

26

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

28

29 Fred reported that the Omni Center had a \$20,365.46 surplus as of May 31. Revenues totaled  
30 \$267,233.00, and expenditures totaled \$246,867.54.

31

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

33

34 On voice vote, motion carried.

35

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

37

38 Fred said he did not see anything out of the ordinary.

39

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

41

42 On voice vote, motion carried.

Reviewed 7/14/15 by Hope Burchell & Fred Buehler

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2

43

44 **Item 6 – Authorization to accept a grant from Robert and Eleanor Franke Foundation for**  
45 **2 head start MRX monitor/defibrillator a 50/50 match**

46

47 Motion by Ald. Olson, second by Ald. Bialecki, to accept a grant from Robert and Eleanor  
48 Franke Foundation for 2 head start MRX monitor/defibrillator a 50/50 match.

49

50 Hope noted the city has the opportunity to obtain grants through CVMIC and said she had  
51 submitted the \$14,906 to CVMIC because it is a 50-50 match and the city is eligible to receive  
52 up to \$7,000. Hope said CVMIC has approved the grant, pending approval by the Finance and  
53 Personnel Committee. The Fire Department would have to raise the difference after deducting  
54 the \$7,000 from CVMIC.

55

56 On voice vote, motion carried.

57

58 **Item 7 – Authorization to renew Adoni Networks, Inc. for 2016 with same hours/cost per**  
59 **month (4 hrs. per week/\$1,200 per month)**

60

61 Motion by Ald. Bialecki, second by Ald. Olson, to approve renewing Adoni Networks, Inc. for  
62 2016 with same hours/cost per month (4 hrs. per week/\$1,200 per month).

63

64 In response to a question by Ald. Bialecki, Fred said Adoni Networks has not raised its rates over  
65 the last four years.

66

67 On voice vote, motion carried.

68

69 **Item 8 – Authorization to approve La Crosse County Fire Department Mutual Aid**  
70 **Agreement**

71

72 Motion by Ald. Bialecki, second by Ald. Olson, to approve La Crosse County Fire Department  
73 Mutual Aid Agreement.

74

75 Ald. Muth asked Fire Chief Dominick if he finds the agreement to be satisfactory.

76

77 Fire Chief Dominick said he does not have any concerns and noted that the agreement replaces a  
78 contract that has been in place for at least two decades and was not functioning with modern  
79 techniques being able to optimize fire departments utilizing each others' resources.

80

81 Ald. Bialecki asked Fire Chief Dominick if he is referring to the original Mutual Aid Agreement.

82

83 Fire Chief Dominick said he is uncertain as to whether it is the original agreement, but he noted  
84 that former City of La Crosse Fire Chief Pete Stinson had signed it.

85

86 On voice vote, motion carried.

Reviewed 7/14/15 by Hope Burchell & Fred Buehler

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87

88 **PERSONNEL**

89

90 **Item 1 – Review and consideration to replace Police Officer position due to a police officer**  
91 **retirement**

92

93 Motion by Ald. Bialecki, second by Ald. Olson, to approve replacing Police Officer position due  
94 to a police officer retirement.

95

96 Hope noted there is one individual on the eligibility list for Police Officer positions and said this  
97 individual expressed an interest in the position when contacted. Hope said more individuals will  
98 need to be added to the eligibility list if there are future openings in the Police Department.

99

100 On voice vote, motion carried.

101

102 **Item 2 – Review and consideration of new Police Department Policy 25 – Open Records**

103

104 Motion by Ald. Bialecki, second by Ald. Olson, to approve new Police Department Policy 25 –  
105 Open Records.

106

107 Ald. Bialecki asked Hope if any difficulties might arise with this item due to the State of  
108 Wisconsin’s budget.

109

110 Hope said she is not aware of any and noted this policy is intended to correspond with the mobile  
111 video recording policy.

112

113 On voice vote, motion carried.

114

115 **Item 3 – Review and consideration of changes and separation of Policy 6.03 Information**  
116 **Technology Systems Usage Policy into Policy 6.03a Electronic Communication Policy and**  
117 **Policy 6.03b Email System Policy**

118

119 Motion by Ald. Olson, second by Ald. Bialecki, to approve changes and separation of Policy  
120 6.03 Information Technology Systems Usage Policy into Policy 6.03a Electronic  
121 Communication Policy and Policy 6.03b Email System Policy.

122

123 Hope said the intent of separating Policy 6.03 into two smaller policies in Policy 6.03a and  
124 Policy 6.03b . Hope noted that minor alterations were performed to the Electronic  
125 Communication Policy. The primary change to the Email System Policy was to include a  
126 disclaimer at the end of every email indicating that the email contains confidential information  
127 and the City of Onalaska is subject to State of Wisconsin Statutes regarding open meeting laws.  
128 Hope said IT Specialist Mike DeLine will add this information to emails if this item is approved

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129 by the Common Council on July 14.

130

131 On voice vote, motion carried.

132

133 **Item 4 – Review and consideration of new Policy 6.11 Mobile Phone Usage Policy**

134

135 Motion by Ald. Olson, second by Ald. Bialecki, to approve new Policy 6.11 Mobile Phone  
136 Usage Policy.

137

138 Hope said this policy establishes mobile phone usage guidelines for city employees, including  
139 expectations for those who are issued mobile phones and prohibiting the usage of mobile phones  
140 while operating a city vehicle.

141

142 In response to a question by Ald. Olson, Hope said employees will be required to sign a  
143 document.

144

145 On voice vote, motion carried.

146

147 **Item 5 – Review and consideration of new Policy 6.12 Social Media Policy**

148

149 Motion by Ald. Olson, second by Ald. Bialecki, to approve new Policy 6.12 Social Media  
150 Policy.

151

152 Hope said this addresses social media, noting the city's insurance carrier has requested this  
153 policy and that it addresses open records requests. Hope said the policy defines different forms  
154 of social media and noted users will be required to utilize a checklist. Hope noted the primary  
155 concern with the new policy revolved around disclaimers for key city employees and elected  
156 officials. Hope said these individuals will be personally responsible for providing records upon  
157 request if they choose not to utilize a disclaimer on social media.

158

159 On voice vote, motion carried.

160

161 **Item 6 – Review and consideration of changes to job descriptions:**

162

163 a. City Clerk

164 b. Deputy City Clerk

165 c. Office Clerical Support

166

167 Motion by Ald. Bialecki, second by Ald. Olson, to approve changes to job descriptions City  
168 Clerk, Deputy City Clerk and Office Clerical Support.

169

170 Ald. Bialecki noted he had reviewed the revisions to the job descriptions and said he approves of  
Reviewed 7/14/15 by Hope Burchell & Fred Buehler

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5

171 them.

172

173 Hope noted that it has been some time since some of the job descriptions have been updated and  
174 said a majority of the changes were minor. Hope said two statements are a part of every job  
175 description, including one requesting that the employee contribute to a cooperative working  
176 effort, and another requesting that the employee exhibit the ability to maintain a professional  
177 working demeanor and calmly approach and solve problems.

178

179 On voice vote, motion carried.

180

181 **Item 7 – Review and consideration of stipend for Marketing/Sales Coordinator for**  
182 **handling Interim Tourism Director duties**

183

184 Hope noted that the recommended stipend is for \$250 per pay period. Hope also noted that  
185 Marketing and Sales Coordinator Amy Gabay had assumed Interim Tourism Director duties  
186 effective June 21 following the retirement of Jean Lunde.

187

188 Fred said the stipend would be in effect for approximately six months at \$500 per month.

189

190 Hope noted there are 13 pay periods over six months and said the total stipend would be \$3,250.

191

192 Motion by Ald. Bialecki, second by Ald. Olson, to approve a stipend for Marketing/Sales  
193 Coordinator for handling Interim Tourism Director duties.

194

195 Ald. Bialecki asked if starting and stopping dates have been established.

196

197 Mayor Chilsen suggested that the Finance and Personnel Committee approve a starting date with  
198 a six-month window. Mayor Chilsen said a change will be necessary if a proposed regional  
199 tourism collaboration effort does not come to fruition.

200

201 Hope said she would like the stipend to be retroactive to June 21.

202

203 Motion by Ald. Bialecki, second by Ald. Olson, to amend the previous motion to state that the  
204 stipend will be effective from June 21, 2015 to June 21, 2016.

205

206 Vote on the amendment:

207

208 On voice vote, motion carried.

209

210 Vote on original motion, as amended:

211

212 On voice vote, motion carried.

Reviewed 7/14/15 by Hope Burchell & Fred Buehler

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213

214 **Item 8 – Review and consideration of replacement of Tourism Director position**

215

216 Hope said she is seeking direction from the committee on this item.

217

218 Ald. Bialecki suggested that the job description be updated, noting that the job description before  
219 the committee this evening had been updated by the Common Council in January 2006. Ald.

220 Bialecki also noted there is uncertainty regarding the proposed regional tourism collaboration

221 efforts and said a job description for a new Tourism Director should be in place if the

222 collaborative effort does not come to fruition. Ald. Bialecki also said, “If [regional tourism

223 collaboration plans] do [come to fruition], at least we have some idea of what the new Regional

224 Director might do of what we would like to see.”

225

226 Ald. Bialecki suggested that the Tourism Director position be included in the budget process,

227 noting it can be removed if necessary.

228

229 **Item 9 – Review and consideration of Tourism Director job description**

230

231 Hope said she will update the Tourism Director job description and seek input from Mayor  
232 Chilsen and also perhaps Amy.

233

234 Ald. Bialecki asked Hope to check her records regarding the last time the Tourism Director job  
235 description had been updated.

236

237 Hope noted that this is the most recent job description she has. Hope also promised to bring  
238 back Item 9 to the August 5 Finance and Personnel Committee meeting.

239

240 **Closed Session**

241

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

244 investing of public funds or conducting other specified public business whenever competitive or  
245 bargaining reasons require a closed session, and under Section 19.85(1)(g) of the Wisconsin

246 Statutes for the purpose of conferring with legal counsel for the governmental body who is

247 rendering oral or written advice concerning strategy to be adopted by the body with respect to

248 litigation in which it is or is likely to become involved:

249

- 250 • Consideration and action on options regarding City Assessor Contract for 2016

251

252 And under Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal  
253 counsel for the governmental body who is rendering oral or written advice concerning strategy to

254 be adopted by the body with respect to litigation in which it is or is likely to become involved:

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7

255

256       • Police car damage to other vehicle

257       • Cell phone damage

258       • Damage to bike lock

259

260       And under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or  
261       negotiating the purchasing of public properties, the investing of public funds or conducting other  
262       specified public business whenever competitive or bargaining reasons require a closed session:

263

264       • Discussion and Possible Negotiation of Tourism Collaboration

265

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

269

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

271

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

274

275

276       Recorded by:

277

278       Kirk Bey