

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

Wednesday, August 3, 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, August 3, 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. Harvey Bertrand, Ald. Jim Olson,
6 Ald. Jim Bialecki

7
8 Also Present: Mayor Joe Chilsen, Financial Services Director/Treasurer Fred Buehler, Human
9 Resource Director Hope Burchell, Police Chief Jeff Trotnic

10

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

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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 Fred said the copy of the Omni Center financials included in committee members’ packets is for
30 the period ending June 30. Revenues total \$304,174.16 and expenditures total \$285,241.39 for a
31 surplus totaling \$18,932.77.

32

33 Ald. Bertrand asked if this is “fairly close to what it is during the summer.”

34

35 Fred noted that there has been ice in the Omni Center during past summers and said this would
36 have increased costs. Fred said it is his understanding that there is ice in only one arena, which
37 has saved costs. Fred added it is ideal to have “a little bit of a build-up” heading into the winter
38 months.

39

40 Ald. Bialecki complimented Parks and Recreation Director Dan Wick for his work, noting that
41 Dan has had two major program changes that influenced the revenue stream.

42

Reviewed 8/4/16 by Hope Burchell & Fred Buehler

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2

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

44

45 On voice vote, motion carried.

46

47 **Item 5 – City General Fund Financials for 2016**

48

49 Fred said the revenues, which are sitting at 50 percent, “appear to be in order.” Fred noted that
50 \$10,000 was budgeted for Fire Protection Services and said the city has collected \$38,466.71.
51 Fred referred to the expenditures, which also are at approximately 50 percent, and said the city is
52 currently on target to be approximately \$33,348 over budget on its attorney expenses. Fred
53 referred to the “Animal Control” account and noted expenses are on target to total \$39,000 to
54 \$40,000 (the city had budgeted \$56,000). Fred said he is seeking guidance from the committee
55 regarding the city’s relationship in 2017 with the Coulee Region Humane Society. Fred also told
56 the committee that while the cost to have an on-call veterinarian is being done pro-bono for
57 2016, this will not be the case for 2017.

58

59 Police Chief Trotnic said that while he cannot provide the committee with exact statistics
60 regarding the number of animal control calls the Police Department responds to, he did note that
61 the numbers are “minimal” from midnight until 7 a.m. Police Chief Trotnic said Assistant Police
62 Chief Troy Miller is compiling the statistics and promised to have them completed prior to the
63 August 9 Common Council meeting. Police Chief Trotnic noted he has spoken with Dr. Douglas
64 Kratt regarding the services that are provided and said there are some “strong feelings about this
65 out in the community.” Police Chief Trotnic said Dr. Kratt wants the procedure to return to the
66 way it was done in years past, adding that Dr. Kratt has offered to serve as a go-between between
67 the city and the Coulee Region Humane Society so the parties may attempt to determine a “fair,
68 equitable fix to this nighttime problem.”

69

70 Police Chief Trotnic said, “There is a desire out there from the professional side to have what we
71 would call ‘professionals’ dealing with this. Again, the calls have been minimal; I can tell you
72 that much. I’m sure it’s been less than a dozen that we’ve had to respond to. I’ve never come
73 into the Police Department and had a dog in here at all. The last time that we checked, we had a
74 call where we went and picked up a dog and we took it back to the owner. When we have to
75 deal with an animal control issue out there we deal with it in a much different way sometimes
76 than the Humane Society does. So just based on the fact that we don’t have the same training or
77 the same equipment or the different options that they have, my preference is to go back. That’s
78 what we would like to do. I would be the first to say it doesn’t sound like the cost that they
79 wanted is fair. I think that’s why we are where we’re at. But again, I think there are people out
80 there who want to bring everybody to the table and look at this.”

81

82 Ald. Bialecki said, “I’m not going to the table. You can look at our options and bring those into
83 me. As I recall last year, whatever we got – and I don’t remember the numbers – was way out of
84 line.”

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3

85

86 Fred said that where there is a proposed individual on call, this is the piece that was removed
87 from the budget. Fred noted this is where the savings occurred and reiterated he is seeking
88 guidance from the committee as to how to proceed.

89

90 Mayor Chilsen noted Coulee Region Humane Society officials have stated the organization runs
91 on donations, and he said that statement is not completely accurate. Mayor Chilsen noted the
92 Coulee Region Humane Society charges the City of Onalaska and other municipalities a
93 significant sum. Mayor Chilsen also pointed out that the Coulee Region Humane Society
94 charges a fee to the owner of an animal when it is picked up to get it back. Mayor Chilsen said
95 the Coulee Region Humane Society has revenue streams and asked Fred the percentage by which
96 it wanted the city to increase its budget.

97

98 Fred said he believes the amount was approximately \$70,000 and noted \$56,000 was ultimately
99 budgeted.

100

101 Mayor Chilsen inquired about the percentage increase from 2015 to 2016.

102

103 Fred said it was 20 percent or greater.

104

105 Mayor Chilsen said that while he does not object to having a discussion with Dr. Kratt and the
106 Coulee Region Humane Society, the city must make it clear it will not accept double-digit
107 increases.

108

109 Ald. Bialecki said the committee will examine options and expressed reluctance to make any
110 commitments without first examining the entire budget.

111

112 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve the City General Fund Financials
113 report.

114

115 On voice vote, motion carried.

116

117 **Item 6 – Options regarding the implementation of the cash management policy for the**
118 **Onalaska Police Department**

119

120 Police Chief Trotnic said he is seeking guidance regarding this item.

121

122 Ald. Bialecki said it was his understanding that a policy had been approved in June or July and
123 that there would be a transition into a centralized system. Ald. Bialecki asked what else needs to
124 be accomplished.

125

126 Fred said there is no software or reconciliation occurring in the system and action needs to be
Reviewed 8/4/16 by Hope Burchell & Fred Buehler

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4

127 taken.

128

129 Ald. Bialecki suggested obtaining bids and utilizing the services of the Technology Advisory
130 Committee.

131

132 Police Chief Trotnic said there is an internal tracking method for parking tickets as they come in.
133 As of August 1, the Police Department began utilizing an Excel spreadsheet that captures the
134 data coming from the parking tickets. The parking tickets are returned once they are paid or
135 reconciled at City Hall. The Police Department's database then shows the amount that has been
136 paid on the ticket. Police Chief Trotnic said it is reconciling the line item and distributed an
137 example to committee members. Police Chief Trotnic noted that a citizen had been issued a
138 ticket on August 1, and this citation was paid on August 2. This was inputted into the database,
139 and Police Chief Trotnic said he can determine at month's end who has and has not paid. Police
140 Chief Trotnic said this currently is the Police Department's "best fix" without going into a
141 significant amount of expense. Police Chief Trotnic said other options are being explored and
142 offered to discuss them with the committee.

143

144 Ald. Bialecki said that somewhere between Police Chief Trotnic and Fred "we were sold on a
145 centralized system. You two figure out how to get this done and don't ask us to make the
146 options for you."

147

148 Police Chief Trotnic said the Police Department must track tickets through some form of
149 software, and he told Ald. Bialecki that the department is meeting its obligation.

150

151 Ald. Bialecki said the intent was to utilize a centralized system and asked Fred if he had stated
152 that software is needed to perform an upgrade.

153

154 Fred said some mechanism is required and expressed concern to Police Chief Trotnic over the
155 fact a citation may begin at \$10 and gradually increase.

156

157 Ald. Bialecki said, "I don't want to wind up where we're walking backwards and going back to
158 where we were before. We talked enough about the policy, but we reshuffled positions and
159 deleted one and added one over here to do that work."

160

161 Police Chief Trotnic said, "I think part of the way we're looking at things, when you look at the
162 checks and balances and you're keeping the two ends of the ticket separated from each other,
163 which wasn't happening before, you have the payment going in on one end of the spectrum and
164 you have the reconciliation going on the back side of it. Really, the way this is lined up and laid
165 out, it has a much better checks-and-balance system than what it was in the past."

166

167 Fred said he wants to examine this item and bring it back before the committee at its September
168 7 meeting.

Reviewed 8/4/16 by Hope Burchell & Fred Buehler

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169

170 Police Chief Trotnic noted he had spoken with City Attorney Sean O’Flaherty about the Police
171 Department’s current method and said Sean had inquired about this method.

172

173 Ald. Bialecki said the committee will render a decision based on Sean’s recommendation.

174

175 **Item 7 – Gundersen Health Systems Parking Ramp financials for 2nd quarter 2016**

176

177 Motion by Ald. Bialecki, second by Ald. Bertrand, to accept Gundersen Health Systems Parking
178 Ramp financials for 2nd quarter 2016.

179

180 On voice vote, motion carried.

181

182 **Item 8 – Approval to apply the trade-in value of city’s old air packs to be applied to the**
183 **purchase of a new thermal imaging camera at no additional cost**

184

185 Motion by Ald. Bialecki, second by Ald. Olson, to approve applying the trade-in value of city’s
186 old air packs to be applied to the purchase of a new thermal imaging camera at no additional
187 cost.

188

189 Ald. Bialecki noted that Fire Chief Don Dominick had put 20 extinct air packs on a government
190 auction site and was offered \$2,100 or \$2,200, which was much less than he thought he would
191 receive. Ald. Bialecki said the camera company offered to trade the camera for the original air
192 packs.

193

194 On voice vote, motion carried.

195

196 **Item 9 – Joint Municipal Court 2nd quarter statistics 2016**

197

198 Fred noted that the number of cases not dismissed for the second quarter (1,021) is the lowest it
199 has been since the second quarter of 2011 (1,019).

200

201 Ald. Bialecki suggested that an update on Joint Municipal Court’s financial activity be presented
202 at the committee’s September 7 meeting.

203

204 **Item 10 – Update regarding 2nd quarter 2016 usage of credit card and costs/e-box and**
205 **utility online payments**

206

207 E-box usage totaled 993 for the second quarter. Fred noted there were 110 credit card
208 transactions in the second quarter totaling \$7,196.40. Fred also noted that 287 individuals had
209 utilized the online payment method for their July water bills.

210

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211 **PERSONNEL**

212

213 **Item 1 – Review and consideration of out-of-state travel for Chief Don Dominick to attend**
214 **Executive Fire Officer (EFO) Symposium in Emmitsburg, Maryland from September 8**
215 **through September 10, 2016**

216

217 Motion by Ald. Bialecki, second by Ald. Olson, to approve out-of-state travel for Chief Don
218 Dominick to attend Executive Fire Officer (EFO) Symposium in Emmitsburg, Maryland from
219 September 8 through September 10, 2016.

220

221 On voice vote, motion carried.

222

223 **Item 2 – Closed Session**

224

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

229

- 230 • IAFF, International Association of Firefighters, Local 4169
- 231 • OPPA, Onalaska Professional Police Association
- 232 • SORD, Supervisory Officers Relation Division

233

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

237

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

239

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

242

243

244 Recorded by:

245

246 Kirk Bey