

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

Wednesday, October 5, 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, October 5, 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: Ald. Jim Binash, Ald. Bob Muth, Financial Services Director/Treasurer Fred
9 Buehler, Human Resources Director Hope Burchell, Parks and Recreation Director Dan Wick,
10 City Engineer Jarrod Holter, Police Chief Jeff Trotnic, Assistant Police Chief Troy Miller

11

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

13

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

16

17 On voice vote, motion carried.

18

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

20

21 Ald. Bialecki called for anyone wishing to provide public input.

22

23 **Rick Diermeier**

24 **2301 Evenson Drive**

25 **Onalaska**

26

27 "I'm here as a citizen and as a business owner who is interested in economic development. I'm
28 in support of Item No. 7 on your list tonight, [which is] the funding request for the Bluffland
29 Steering Committee. I'm also here as a board member of the Outdoor Recreation Alliance. As I
30 said, economic development. You have seen information. You know about Duluth. You know
31 [there has been] decades of significant population decline. What they've done to address that
32 through improvement of outdoor recreation facilities. In fact, I've got a quote here from a
33 demographic profile of the City of Duluth. They're projecting that Duluth is seeing a net
34 immigration due to its role as both a regional economic engine and a scenic, desirable place to
35 live near other recreation and natural amenities. They spend a lot of money in Duluth, but
36 they've seen significant benefit. What we're talking about here is not significant money; [it's]
37 \$7,200 to continue the efforts that were started last year. Logistics Health, Authenticom [and]
38 Kaplan [are] companies that didn't exist 25 years ago in this area, and today they employ
39 hundreds and hundreds of people. The people who founded those companies are from this area.
40 We need people who aren't from this area to come visit and maybe work here for a time and
41 decide that they love this area. Things like outdoor recreation really sell an area.

42

Reviewed 10/7/16 by Hope Burchell & Fred Buehler

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43 Also, as a business owner and somebody who has been in business for a long, long time, hiring
44 the best and the brightest is not easy. I used to live in Fort Wayne, Indiana ... [and] we had a
45 devil of a time bringing people to Fort Wayne. There was nothing there. At LB White I
46 wouldn't say we have a devil of a time bringing people here. We bring people here and they
47 come to the area and they like it. But the best and brightest, we're up against a lot of
48 communities where there are a lot of things to do. We're up against Austin, Texas and Madison,
49 Wisconsin and other places, so we have to put our best foot forward to do the best thing that we
50 can to just improve the quality of life in this area. And I think that this does that. Thanks."

51
52 Ald. Bialecki noted there had been a presentation at Tuesday night's Board of Public Works
53 meeting and said he initially believed this was a 2016 request, which it is not. Ald. Bialecki said
54 it is a request for 2017 and that it still is in the 2017 Capital Improvements Budget, which the
55 Board of Public Works had discussed. Ald. Bialecki said he has no plans to take any action on
56 this item because it had been included in the 2017 CIB on Tuesday.

57
58 Ald. Bialecki called three times for anyone else wishing to provide public input and closed that
59 portion of the meeting.

60

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

62

63 **FINANCE**

64

65 **Item 4 – Omni Center financials for 2016**

66

67 Fred reported there was a deficit of \$43,291.66 as of August 31.

68

69 Dan noted the shortfall was approximately \$34,000 at this time in 2015 and pointed out that the
70 August room tax had not been included in the financials. Dan said, "If we come in somewhere
71 close to where we were last year, about \$9,000, we're going to be sitting pretty close to where
72 we were last year."

73

74 Ald. Bialecki noted that the Omni Center's deficit was nearing six digits prior to the city
75 assuming control of the facility and he told Dan his efforts are appreciated.

76

77 Motion by Ald. Bialecki, second by Ald. Bertrand, to accept the Omni Center financial report.

78

79 On voice vote, motion carried.

80

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

82

83 Fred noted that legal expenses will be approximately \$30,000 over budget.

84

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

87

88 On voice vote, motion carried.

89

90 **Item 6 – La Crosse Community Foundation Grant application options**

91

92 Jarrod said city staff is looking to apply for the 2017 La Crosse Community Foundation Grant,
93 noting that the Harold Lemke Fund designates funds for City of Onalaska purposes. Jarrod said
94 the city has applied for this grant in recent years, and grant funding has assisted in paying for
95 part of the cemetery improvements and boulevard tree planting to replace ash trees. The
96 following two projects are being proposed for grant application:

97

98 • Cemetery improvements, including an arch over the vehicle entrance, and landscaping,
99 including a bench and flower pots.

100 • Urban forestry, meaning replacement of ash trees removed due to the presence of the
101 Emerald Ash Borer.

102

103 Ald. Bertrand asked Jarrod how he decides how much funding to request.

104

105 Jarrod said there is a \$20,000 grant available.

106

107 Ald. Bialecki noted that Jarrod typically makes a recommendation and said he is unsure why
108 Jarrod is asking the committee for guidance. Ald. Bialecki asked Jarrod what he recommends.

109

110 Jarrod said he would apply for the cemetery improvements, noting that funds have been
111 budgeted in the Capital Improvements Budget to finish the third phase of the tree replacement.
112 Jarrod said the funds would assist in constructing the arch and completing the items that were
113 deleted from the original cemetery budget.

114

115 Motion by Ald. Bialecki, second by Ald. Olson, to accept a recommendation of submitting an
116 application for a La Crosse Community Foundation Grant for cemetery improvements, including
117 an arch over the vehicle entrance and landscaping.

118

119 On voice vote, motion carried.

120

121 **Item 7 – Funding request from the La Crosse County Bluffland Steering Committee**

122

123 Ald. Bialecki noted that this item is on the 2017 Capital Improvements Budget listing that the
124 Board of Public Works had discussed Tuesday evening.

125

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126 **Item 8 – Restricting funds in the Equipment Replacement Fund for hardware/software**
127 **related to parking**

128

129 Fred said the city wishes to restrict \$51,624 into the Restricted Equipment Replacement Fund for
130 future hardware/software as related to parking hardware and software.

131

132 Motion by Ald. Bialecki, second by Ald. Olson, to approve restricting \$51,624 in the Equipment
133 Replacement Fund for hardware/software related to parking.

134

135 On voice vote, motion carried.

136

137 **Item 9 – TraCS software parking module in connection to parking tickets**

138

139 Ald. Bialecki asked for an explanation of this item.

140

141 Ald. Binash said the Technology Advisory Committee has been asked to examine possible
142 solutions to having better tracking on the city's tickets, which was mandated both by the
143 Common Council and the Finance and Personnel Committee. One of the solutions was to
144 continue utilizing the TraCS System the city currently has for writing citations. Ald. Binash said
145 there was nothing for parking tickets and noted that IT Support Specialist Mike DeLine has
146 worked with the Police Department in making the TraCS System available for writing parking
147 tickets. Ald. Binash said he believes Assistant Police Chief Miller can better explain a system
148 that could be in place to utilize. However, Ald. Binash also said this system will cost "something
149 in the way of man hours." Ald. Binash said utilizing this system means someone will be
150 required to input information for parking tickets, which is what is currently done with citations.

151

152 Assistant Police Chief Miller told the committee that the State of Wisconsin had developed the
153 TraCS System and said a majority of law enforcement agencies in the state utilize the system,
154 which also will be utilized for crash reports beginning in 2017, per state mandate. Assistant
155 Police Chief Miller said the Police Department will use TraCS for traffic citations, non-traffic
156 citations, written warnings and crash reports starting in January. The TraCS System allows
157 citations to be inputted via a computer. Citations are printed out and issued to violators, and
158 information is automatically transferred to the Police Department's Records Department. From
159 there, the information is processed and submitted electronically to the state. Assistant Police
160 Chief Miller said there is a built-in module that allows officers to write parking citations through
161 a non-traffic citation, or an "abbreviated ticket." Assistant Police Chief Miller said the primary
162 benefit of the software is it is provided free by the state to the Police Department. There are no
163 maintenance upgrades, nor are there any maintenance costs for the program. Assistant Police
164 Chief Miller said the implementation costs would come from finishing equipping the Police
165 Department's fleet with the necessary equipment. Assistant Police Chief Miller said,
166 "Depending on how we decide to use the work flow of how to process all those parking citations,
167 especially once we get into alternate side parking season, the manpower issues as far as

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168 processing goes and which departments are going to be responsible for that [needs to be
169 decided].” Assistant Police Chief Miller added, “I think it’s a huge benefit. I think this would
170 meet all the requirements the Finance Department is asking for as far as tracking and being able
171 to generate the reports that they’re looking for as far as outstanding tickets and those that are
172 paid. The downside is it is a much lengthier process to issue a parking citation in this method as
173 opposed to handwriting it out. Just doing a simple experiment with it, it’s probably 3-to-1. We
174 can probably do three handwritten parking tickets in the time it takes us to do one through this
175 system.”

176

177 Ald. Bialecki asked, “Is that efficient?”

178

179 Assistant Police Chief Miller said, “I think it depends on what you’re looking for. It’s hard for
180 me to say because we haven’t fully implemented it yet. I would have to check my notes or my
181 conversations with Alderman Binash as far as when we got this up to a testing phase. We really
182 haven’t been able to put it out in the field. And to be real honest with you, as [Chief Trotnic] and
183 I discussed, getting called somewhere to write a handicapped parking ticket is one thing. The
184 efficiency factor is going to come when we are doing something like alternate side parking.”

185

186 Ald. Bertrand asked, “It is more secure, isn’t it?”

187

188 Assistant Police Chief Miller told Ald. Bertrand, “Internally? Yes.”

189

190 Ald. Bertrand asked why there is a difference in how the Police Department handles traffic
191 tickets compared to parking tickets.

192

193 Ald. Bialecki said he believes the Finance Department and the Police Department are attempting
194 to create a more efficient system due to a past issue with records. Ald. Bialecki then asked
195 Assistant Police Chief Miller about the cost.

196

197 Assistant Police Chief Miller asked Ald. Bialecki if he is referring to the cost to implement the
198 rest of the fleet.

199

200 Ald. Bialecki said, “I think that when you’re looking at obtaining a new program, I would
201 assume that that’s to get [everything] going.”

202

203 Assistant Police Chief Miller said the squad cars currently have what is required; however, there
204 are five vehicles (primarily administrative and investigator) that are not properly equipped.
205 Assistant Police Chief Miller said, “Currently we don’t have the ability to write those citations
206 electronically. That also goes for our traffic citations and written warnings. Those are all done
207 by hand yet. I think the big move is to get away from any of the handwritten items. To equip the
208 fleet, I think the number I provided Finance, the first-year cost would be approximately \$26,700.
209 After that there would be an additional annual maintenance cost that’s just for keeping up the

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210 other software that's involved. To make us able to do this we need another component other
211 than TraCS. TraCS is just for the ticket. We need a component on there that will actually run
212 the license plate for us and fill the information into the TraCS program. The annual cost to
213 upkeep those systems is approximately \$450 to \$500 per vehicle."

214

215 Ald. Bialecki asked, "Then there is no provision in next year's Capital Improvements Budget for
216 this?"

217

218 Assistant Police Chief Miller said, "There is nothing at this time."

219

220 Ald. Bialecki asked Assistant Police Chief Miller to clarify an earlier statement regarding
221 staffing hours.

222

223 Assistant Police Chief Miller told Ald. Bialecki he cannot supply accurate figures regarding the
224 time it takes to process something and said, "We would assume they would be processed the
225 same manner as our traffic citations. Currently they have a workflow where they go to our front
226 office, they're processed by our Records Department, then they're shipped to the Clerk of Courts
227 Office. If we would do the same thing with the parking citations it would obviously create more
228 of a workload for us and the courts because they would still have to be processed by us to begin
229 with. Regardless of how we do it we would still have more of a workload as far as this goes."

230

231 Ald. Bialecki said he is unsure if he wants to further burden the Clerk of Courts Office.

232

233 Fred said the outline he has created puts the responsibility of the implementation and execution
234 of the software on the Police Department. This would allow the Finance Department to reconcile
235 what has been inputted through the software.

236

237 Motion by Ald. Bialecki to approve moving forward \$26,700 to the 2017 Capital Improvements
238 Projects for TraCS software parking module in connection to parking tickets.

239

240 Ald. Muth asked why the administrative and investigator cars need to have the capacity to write
241 parking tickets.

242

243 Assistant Police Chief Miller said it is his understanding that there is a desire to eliminate all
244 handwritten citations, noting the parking module is bundled with traffic violations, ordinance
245 violations and written warnings. Assistant Police Chief Miller also noted that investigators do
246 issue traffic and ordinance citations, which currently are handwritten.

247

248 Ald. Muth asked how many citations are issued by administrators and investigators.

249

250 Assistant Police Chief Miller said that while he cannot provide an exact number, he told Ald.
251 Muth he issues "a fair amount."

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252
253 Police Chief Trotnic said that while he does not take his car home, he makes it accessible for
254 details that are done periodically. For example, Police Chief Trotnic said his car is put into use
255 for seatbelt grants and noted any citation issued in that car would be handwritten without the
256 computer module. Police Chief Trotnic said Ald. Muth is correct in stating that the primary duty
257 of an investigator and an administrator is not to issue citations. However, Police Chief Trotnic
258 added that both are empowered to issue citations as they see fit. Police Chief Trotnic also noted
259 that the DARE vehicle is driven by Officer Leah Myers, who is authorized to issue citations.

260
261 Fred noted the action that was taken under Item No. 8 sets aside \$51,624 to satisfy the
262 hardware/software needs for the vehicles once the Police Department decides in which vehicles
263 the module will be installed.

264
265 Ald. Bialecki asked Fred if he is recommending that the committee approve this item.

266
267 Fred said, "The recommendation is that the hardware/software necessary for the vehicles should
268 be purchased so that we don't have handwritten receipts that are later being processed by
269 someone other than the individual doing it. [It's] one my deficiencies cited in the management
270 process to correct that so that all citations be entered through TraCS."

271
272 Ald. Bialecki said he is asking questions because there no details regarding this item in his
273 agenda packet.

274
275 Motion by Ald. Bialecki, second by Ald. Bertrand, to authorize \$26,700 for the purchase of
276 TraCS hardware/software parking module for five Police Department vehicles in connection to
277 parking tickets, with the funding source being restricted funds from the Equipment Replacement
278 Fund.

279
280 Ald. Bialecki said he also would like to have clarification regarding the staffing patterns as well
281 as what, if any, impact it will have on the court system. Ald. Bialecki asked the Finance
282 Director, since he oversees the cash management, his recommendation.

283
284 Fred said he was endorsing the hardware/software necessary for the implementation of the
285 TraCS module, but not to transfer the responsibility to another department.

286
287 On voice vote, motion carried.

288
289 **Item 10 – Contract renewal for Real Estate Appraisals, Inc. for 2017**

290
291 Fred said upon completion of the Board of Review on September 13 he had asked the city's
292 current commercial appraiser if he had any interest in assisting the city through the commercial
293 side for 2017. Fred said the appraiser responded with the same terms and conditions that have
Reviewed 10/7/16 by Hope Burchell & Fred Buehler

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8

294 been included in committee members' agendas.

295

296 Motion by Ald. Bialecki, second by Ald. Olson, to approve contract renewal for Real Estate
297 Appraisals, Inc. for 2017.

298

299 On voice vote, motion carried.

300

301 **Item 11 – Consideration and possible action regarding police department Speed**
302 **Enforcement Grant and the administering of the grant**

303

304 Police Chief Trotnic said the State of Wisconsin periodically comes up with funding for different
305 grants. The Police Department came forward in September with the seatbelt grant. Police Chief
306 Trotnic said the Speed Enforcement Grant is next, noting that the Police Department is a yearly
307 participant. Police Chief Trotnic said there is a more concerted effort for municipalities to work
308 together, noting that the City of Onalaska would work with the City of La Crosse, Village of
309 Holmen, Village of West Salem and the La Crosse County Sheriff's Department. The City of
310 Onalaska will administer the grant funds for the 2016-17 period.

311

312 Motion by Ald. Bialecki, second by Ald. Olson, to approve Police Department Speed
313 Enforcement Grant and the administering of the grant.

314

315 On voice vote, motion carried.

316

317 Ald. Bertrand asked if there are other grants for which the city could apply.

318

319 Police Chief Trotnic said the state's primary grants are for speed enforcement, seatbelts and
320 Operating While Intoxicated (OWI). Police Chief Trotnic said the Police Department does not
321 apply for grants, per se, noting that the state informs him that funding is available. The funds do
322 not have to be accepted, but Police Chief Trotnic said the department benefits by being a
323 participating agency.

324

325 **Item 12 – Consideration and possible action regarding the additional refunding of bonds**
326 **and timeline for 2017**

327

328 Fred noted that committee members' packets include a copy of a memo from Brad Viegut of
329 Robert W. Baird requesting that the city examine the additional savings of the present value of
330 savings. Fred said this includes the additional refunding of five bonds that were not callable at
331 the time the city did its last refunding. Fred said the city has reached its limit of \$15 million for
332 2016 and noted there is a potential closing date of January 4, 2017. Fred said he is seeking
333 authorization to further examine the additional refunding, adding that the city watches to ensure
334 that it is over the threshold of 3.5 percent.

335

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336 Motion by Ald. Bialecki, second by Ald. Bertrand, to authorize the Finance Department to
337 proceed working with Robert W. Baird on the additional refunding of bonds and timeline for
338 2017.

339
340 On voice vote, motion carried.

341
342 **Item 13 – Resolution 36-2016 – Resolution regarding the cost schedule for special events**

343
344 Fred said this item also is going through the Administrative and Judiciary Committee and noted
345 this resolution is for the hourly rate structure. Fred said this will be modified yearly. The
346 resolution addresses the new hourly rates that will be utilized whenever a special event requires
347 city staff.

348
349 Motion by Ald. Bertrand, second by Ald. Olson, to approve Resolution 36-2016 – Resolution
350 regarding the cost schedule for special events.

351
352 On voice vote, motion carried.

353
354 **PERSONNEL**

355
356 **Item 1 – Review and consideration of letter of understanding with Onalaska Professional**
357 **Police Association**

358
359 Hope noted that the Police Department is short-staffed, and she also noted that several
360 employees have been on medical leave. Hope said the letter of understanding allows employees
361 to utilize vacation or holidays during minimum staffing. It also allows other officers to pick up
362 overtime when staff is gone due to vacations, illnesses or grants.

363
364 Motion by Ald. Bialecki, second by Ald. Bertrand, to approve letter of understanding with
365 Onalaska Professional Police Association.

366
367 On voice vote, motion carried.

368
369 **Item 2 – Closed Session**

370
371 To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin
372 Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the
373 investing of public funds or conducting other specified public business whenever competitive or
374 bargaining reasons require a closed session:

- 375
376
- IAFF, International Association of Firefighters, Local 4169

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- 377 • OPPA, Onalaska Professional Police Association
378 • SORD, Supervisory Officers Relation Division
379 • Review of City Administrator proposed hiring contract language

380
381 And under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering
382 employment, promotion, compensation or performances evaluation data of any public employees
383 over which the governmental body has jurisdiction or exercises responsibility:

- 384
385 • Review of City Administrator candidates and interview dates

386
387 If any action is required in Open Session, as the result of the Closed Session, the Committee will
388 reconvene in Open Session to take the necessary action and/or continue on with the printed
389 agenda.

390
391 Motion by Ald. Olson, second by Ald. Bertrand, to convene in Closed Session.

392
393 On roll call vote: Ald. Harvey Bertrand – aye, Ald. Jim Olson – aye, Ald. Jim Bialecki – aye. In
394 Closed Session at 8:05 p.m.

395
396
397 Recorded by:

398
399 Kirk Bey