

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

Wednesday, October 7, 2015

1

1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order  
2 on Wednesday, October 7, 2015. It was noted that the meeting had been announced and a notice  
3 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 Director Hope Burchell, Land Use and Development Director Brea Grace, Parks and  
10 Recreation Director Dan Wick, City Engineer Jarrod Holter, Buildings Manager Brian Babiash

11

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

13

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

23

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

25

26 **FINANCE**

27

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

29

30 Dan reported the Omni Center has a deficit of \$14,561.89. Dan also reported that after  
31 examining seasonal wages he had discovered some staff members had been allocated to the  
32 incorrect account this past summer. Approximately \$4,500 was charged to the Omni Center.  
33 Dan said the Omni Center had had “a very good September” and told the committee that more  
34 than 1,400 individuals had attended this evening's Riverland picnic. Staff will begin preparing  
35 for the weekend craft fair on Thursday, and Dan estimated that between 2,000 and 3,000  
36 individuals will attend the craft fair. Dan also reported that staff will set up the new boards and  
37 operate the chiller system. Dan said, “We have a lot of things happening. We're right on  
38 schedule, and I think we're in a position to come out very favorable this year.”

39

40 Ald. Bialecki noted that retained earnings total minus-\$116,288 and asked how this can be  
41 corrected.

42

Reviewed 10/12/15 by Hope Burchell & Fred Buehler

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43 Fred noted that over time funds have been advanced from the City of Onalaska to the Omni  
44 Center. Fred said that quarterly journal entries are made, noting that room tax comes in monthly.  
45 Fred also noted that \$35,000 had been transferred from the Special Projects Fund and said this  
46 occurs quarterly.

47  
48 Motion by Ald. Bialecki, second by Ald. Olson, to accept the Omni Center financials report.

49  
50 On voice vote, motion carried.

51  
52 **Item 5 – City General Fund Financials for 2015**

53  
54 a. General Fund

55  
56 Fred noted that committee members’ packets include revenues and expenditures through August.  
57 Fred said revenues are “on target,” and some areas, such as building permits, are exceeding their  
58 target. Fred also alerted the committee that the Street Department likely will see an increase in  
59 salt and sand costs as winter approaches.

60  
61 Motion by Ald. Bialecki, second by Ald. Olson, to accept the City General Fund Financials  
62 Report.

63  
64 On voice vote, motion carried.

65  
66 b. Water-Sewer-Storm Water

67  
68 Fred noted that a copy of Fund 610 (Water Utility) has been included in committee members’  
69 packets and said the October billing had gone out since the document was created. Fred noted  
70 that revenue has decreased in comparison to past years due to the fact the area experienced  
71 significant rainfall. Fred noted the Sewer Utility costs for October are very similar to the April  
72 costs. Fred also said the Storm Water Utility is “stable.”

73  
74 Motion by Ald. Bialecki, second by Ald. Olson, to accept the Water-Sewer-Storm Water Report.

75  
76 On voice vote, motion carried.

77  
78 **Item 6 – Review and consideration of Phase I of the Great River Landing:**

79  
80 a. Review and consideration of funding sources for Phase I of the Great River Landing  
81 Project

82  
83 Ald. Bialecki said he is unsure if action is required on Item 6a as Tourism has been identified as  
84 the funding source.

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85  
86       b. Review and consideration of a contract for professional consulting services for  
87       construction plans, final bid documents and other services for Phase I of the Great River  
88       Landing Project in an amount not to exceed \$158,900 and funding sources  
89

90 Motion by Ald. Bialecki, second by Ald. Olson, to refer to the Capital Improvements Budget  
91 process review and consideration of a contract for professional consulting services for  
92 construction plans, final bid documents and other services for Phase I of the Great River Landing  
93 Project in an amount not to exceed \$158,900 and funding sources.  
94

95 Ald. Bialecki noted that the Board of Public Works had voted at its Tuesday night meeting to  
96 eliminate \$200,000 for an amphitheater and \$200,000 for a spray garden. Ald. Bialecki also  
97 asked that strong consideration be given to locating a new Tourism facility on the site.  
98

99 Jarrod noted the Board of Public Works had voted to proceed with the final design and said a  
100 revised cost estimate is being secured. Jarrod said he hopes the revised cost estimate, which will  
101 not include the amphitheater and the spray park, will be ready by Friday and inserted in the  
102 Common Council packets for the October 13 meeting. Jarrod noted this item will be shown as a  
103 regular item under Board of Public Works for the Common Council meeting and action will be  
104 required if the city chooses to proceed with the final design.  
105

106 Ald. Bialecki acknowledged that the process has been “long and frustrating” for everyone who  
107 has worked on the project. However, Ald. Bialecki added, “The outcome is community-driven,  
108 and that’s where we’re at right now.”  
109

110 On voice vote, motion carried.  
111

112 **Item 7 – Discussion and possible action regarding the usage of capital improvement funds**  
113 **in the Cemetery to hire Paragon Associates to design cemetery fence and retaining wall**  
114 **along 13<sup>th</sup> Avenue South portion of Cemetery not to exceed \$3,000**  
115

116 Motion by Ald. Bialecki, second by Ald. Olson, to approve the usage of capital improvement  
117 funds in the Cemetery to hire Paragon Associates to design cemetery fence and retaining wall  
118 along 13<sup>th</sup> Avenue South portion of Cemetery not to exceed \$3,000.  
119

120 On voice vote, motion carried.  
121

122 **Item 8 – Property Insurance Fund**  
123

124       a. Termination of Local Government Property Insurance fund effective 01/01/16  
125       **Resolution 42-2015**  
126

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127 Motion by Ald. Bialecki, second by Ald. Olson, to approve termination of Local Government  
128 Property Insurance fund effective 01/01/16 – Resolution 42-2015.

129

130 Fred noted he had spoken with a representative from Cities & Villages and said the termination  
131 has been changed to December 31, 2015. Fred noted he had changed Resolution 42-2015 and  
132 said a correction resolution will be sent to the Common Council. Fred said the contract will be  
133 terminated on December 31, 2015, and the new contract will take effect January 1, 2016.

134

135 Ald. Muth said the motion will be revised to state the termination of the Local Government  
136 Property Insurance fund will take effect December 31, 2015.

137

138 On voice vote, motion carried.

139

140 b. Authorization to approve and purchase Property Insurance effective 01/01/16 from  
141 Municipal Property Insurance Company (MPIC)

142

143 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to approve and  
144 purchase Property Insurance effective 01/01/16 from Municipal Property Insurance Company  
145 (MPIC).

146

147 On voice vote, motion carried.

148

149 **Item 9 – Authorization to use the Wisconsin Department of Revenue State Debt Collection**  
150 **Services effective immediately for any unpaid outstanding payments due to the City of**  
151 **Onalaska**

152

153 Motion by Ald. Olson, second by Ald. Bialecki, to approve authorization to use the Wisconsin  
154 Department of Revenue State Debt Collection Services effective immediately for any unpaid  
155 outstanding payments due to the City of Onalaska.

156

157 Fred said outstanding bills will be rerouted to the State of Wisconsin Department of Revenue  
158 using the same procedure we use now when the listing goes to Credit Bureau Data. Fred noted  
159 that there will be no commission and said the Department of Revenue adds an upcharge to the  
160 fine. This is paid by the individual who owes the money.

161

162 On voice vote, motion carried.

163

164 **Item 10 – Modifications to the 2016 Humane Society Contract between the City of**  
165 **Onalaska and the Coulee Region Humane Society, Inc. Animal Control Department**

166

167 Fred said he, City Clerk Cari Burmaster and City Attorney Sean O’Flaherty have been working  
168 with the Coulee Region Humane Society on reducing costs. Fred said the agreement included in  
Reviewed 10/12/15 by Hope Burchell & Fred Buehler

**Finance & Personnel Committee  
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169 committee members' packets is only a draft and that more will be seen during the Executive  
170 Budget process. Fred said the Coulee Region Humane Society had requested a 35-percent  
171 increase during the early stages of the budget process and stated this was unacceptable. Fred  
172 said alternative methods are being sought to cover animal control in the city.

173  
174 Ald. Muth asked Fred if the Coulee Region Humane Society was seeking \$54,000 a year.

175  
176 Fred said the Coulee Region Humane Society had given Mayor Chilsen a price of \$72,000.

177  
178 **Item 11 – City Hall repairs and funding sources regarding Heating Ventilation Air**  
179 **Conditioning and water heater and authorization to approve vendors**

180  
181 Dan noted four different items are in need of repair and said they need to be addressed. Dan  
182 noted he had spoken with Fred and said there still are funds available in the 1998 Building Fund.  
183 Dan said the air handler variable frequency drive must be replaced, as must the hot water heater  
184 in the City Hall basement, condensing unit No. 2, and the condensing unit for the Fire  
185 Department.

186  
187 Ald. Bialecki asked Dan and Brian if the repairs are worth addressing now, and if they will  
188 sufficiently extend the life of the malfunctioning equipment. Ald. Bialecki also asked if the city  
189 would be better served to replace the equipment now.

190  
191 Brian said the variable frequency drive on the air handler has been on the unit for 16 years.  
192 Brian said the current VFD would be replaced with a new one, and the current water heater also  
193 would be replaced by a new unit. Brian noted the water heater serves a holding tank, which was  
194 punctured five to six years ago, and said the water heater has sprung a leak on the bottom. Brian  
195 said condensing unit No. 2, which is located outside, is a constant concern and has been repaired  
196 multiple times during his three years of employment with the city. Brian said one of the  
197 condensers in the unit had been replaced when new condensing fans were installed and noted  
198 that another condenser has malfunctioned. Brian noted the lead condensing unit on both sides of  
199 the unit has been replaced on the 40-ton unit that serves both the Police Department and the Fire  
200 Department. Brian noted that the Fire Department's condensing unit handles the upstairs  
201 sleeping area and said it is necessary to circulate cold air in this space as the building is sealed.  
202 Brian noted the unit is dual-headed (two 5-ton units) and said this unit would be removed and  
203 replaced by two new units.

204  
205 Motion by Ald. Bialecki, second by Ald. Olson, to authorize WHV to replace Air Handler #2  
206 VFD in an amount not to exceed \$3,870; to authorize Coulee Region Mechanical to replace the  
207 Hot Water Heater in an amount not to exceed \$8,500; to authorize Johnson Controls to replace  
208 Johnson Controls to replace Condensing Unit #2 in an amount not to exceed \$4,733; and to  
209 authorize WHV to replace the Condensing Unit for the Fire Department in an amount not to  
210 exceed \$5,570.

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211

212 Fred said the 1998 Capital Projects will be the funding source.

213

214 Ald. Bialecki asked what the fund balance will be after the expenditures are made.

215

216 Fred said he will have to check on this.

217

218 On voice vote, motion carried.

219

220 **PERSONNEL**

221

222 **Item 1 – Review and consideration of Finance and Personnel Sub-Committee**  
223 **recommendation to change to a full-time City Administrator, part-time Mayor and**  
224 **Common Council form of government**

225

226 Motion by Ald. Bialecki, second by Ald. Olson, to ask the Common Council to accept the  
227 recommendation of the Finance and Personnel Sub-Committee to change to a full-time City  
228 Administrator, part-time Mayor and Common Council form of government.

229

230 Ald. Bialecki asked that a job description for the City Administrator position be written if the  
231 Common Council approves this item on October 13. Ald. Bialecki also said the length of the  
232 Mayor's term in office (currently four years) must be determined. Ald. Bialecki added that both  
233 the Finance and Personnel Committee and the Common Council will be tasked with determining  
234 a funding source for the City Administrator position.

235

236 On voice vote, motion carried.

237

238 **Item 2 – Review and consideration of changes to job descriptions:**

239

- 240 1. Unified Development Code (UDC)/Building Inspector
- 241 2. Commercial Building Inspector
- 242 3. Plumbing/Heating Inspector
- 243 4. Electrical Inspector

244

245 Hope noted there is an opening for one of the aforementioned positions and said she believed it  
246 was necessary to change all four job descriptions so there was consistency. Hope said many of  
247 the changes were updates to the job description, and a majority of them were placed in the new  
248 format. Hope said she also wanted to update the knowledge skills and abilities, training  
249 experience and requirements, and physical requirements. Hope noted there were no significant  
250 changes to the UDC/Building Inspector position. Hope said staff is seeking a title change to the  
251 Commercial Building Inspector position. The Commercial Building Inspector also performs all  
252 the commercial heating inspections, and the changes address some of those items. Hope noted

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253 the Plumbing/Heating Inspector position had not been updated since 2004 and said there is a title  
254 change request because it is a Plumbing and UDC Heating Inspector. The Plumbing Inspector  
255 handles all commercial and residential plumbing, but only the residential heating portion. Hope  
256 said the Electrical Inspector position had minimal changes because it had been updated recently.

257  
258 Motion by Ald. Bialecki, second by Ald. Olson, to accept the job descriptions of Unified  
259 Development Code (UDC)/Building Inspector, Commercial Building Inspector,  
260 Plumbing/Heating Inspector, and Electrical Inspector.

261  
262 On voice vote, motion carried.

263  
264 **Item 3 – Review and consideration of authorization to replace, post, and advertise for**  
265 **UDC/Building Inspector**

266  
267 Hope noted that the current UDC/Building Inspector has given his notice and his last day of  
268 employment with the city will be Friday, October 23. Hope noted starting pay is \$20.18 per hour  
269 and said there is an option to put in either Step 1 or Step 2. Step 2 starting pay is \$20.77 per  
270 hour. Hope said the position would be advertised in the La Crosse Tribune as well as  
271 professional websites and university websites.

272  
273 Ald. Bialecki referred to Item 5 and asked Hope what the city pays the contractor per hour to  
274 perform as-needed services.

275  
276 Brea said the replacement contractor wishes to either be paid \$65 per inspection or \$50 per hour.

277  
278 **Item 4 – Review and consideration of a contract with Jim Webb for as-needed UDC**  
279 **Building Inspection Services through February 2016**

280  
281 Motion by Ald. Bialecki, second by Ald. Olson, to approve a contract with Jim Webb for as-  
282 needed UDC Building Inspection Services through February 29, 2016.

283  
284 On voice vote, motion carried.

285  
286 Ald. Bialecki returned to Item 3.

287  
288 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to replace, post, and  
289 advertise for UDC/Building Inspector.

290  
291 On voice vote, motion carried.

292  
293 **Item 5 – Review and considerations of options related to the Municipal Services Agreement**  
294 **between the Town of Campbell and the City of Onalaska Providing City Building**

Reviewed 10/12/15 by Hope Burchell & Fred Buehler

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8

295 **Inspection Services to the Town**

296

297 Brea said she is bringing forward a proposal to terminate the City of Onalaska's contract with the  
298 Town of Campbell. The city currently provides inspection services – building, UDC,  
299 commercial, residential, plumbing and electrical. Brea said staff is concerned about its workload  
300 and noted the contract initially was established to perform inspections. Brea said more time is  
301 being spent on questions from the Town of Campbell and property owners, as well as having to  
302 address grievances. Brea said there is more work in the City of Onalaska, higher-value  
303 structures are being constructed, and the amount of incoming revenue has decreased over the  
304 years. Brea said staff also has faced challenges with noncompliance of building codes from  
305 homeowners and contractors. The current contract does not have an enforcement mechanism for  
306 city staff, which does not have citation authority. Brea also noted there are liability concerns for  
307 the city and said the contract would be terminated December 31, 2015.

308

309 Motion by Ald. Bialecki, second by Ald. Olson, to terminate the Municipal Services Agreement  
310 between the Town of Campbell and the City of Onalaska Providing City Building Inspection  
311 Services to the Town of Campbell, effective December 31, 2015.

312

313 On voice vote, motion carried.

314

315 **Item 6 – Review and consideration of an extension of unpaid leave per 7.01 Leave of**  
316 **Absence Policy**

317

318 Hope said a city employee has requested an extension as their current FMLA will be ending in  
319 mid-October. The employee has requested an 80-day extension for medical leave, and wants to  
320 use this time to determine if they will return to the job.

321

322 Ald. Bialecki said he wishes to discuss this matter in Closed Session.

323

324 Motion by Ald. Bialecki, second by Ald. Olson, to refer to the Common Council and discuss in  
325 Closed Session review and consideration of an extension of unpaid leave per 7.01 Leave of  
326 Absence Policy.

327

328 On voice vote, motion carried.

329

330 **Item 7 – Review and consideration of letter of understanding with Onalaska Professional**  
331 **Police Association**

332

333 Hope said this has come up due to staffing shortages in the Police Department. The staffing  
334 shortages are due to retirement, a resignation, and two employees being out on medical leave.  
335 Hope said, "In order to aid the officers and being able to take some additional time off for their  
336 vacations when it might cause overtime, is to allow that overtime. Basically we have a leave of  
Reviewed 10/12/15 by Hope Burchell & Fred Buehler

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9

337 absence unpaid, and we also have vacated salaries. The stipulation allows that if we were to get  
338 close to going over the overtime budget [Police Chief Jeff Trotnic] could say it's not going to be  
339 allowed any more. [It also allows] day trades to go on outside of the month." Hope said Sean  
340 had reviewed the information and given his approval to the agreement. The overtime agreement  
341 would expire at the end of 2015, and the day trades would end on June 30, 2016. Hope noted the  
342 union contract restricts these items and said she is requesting that the letter of understanding be  
343 approved for this year, particularly to give officers the ability to take a day off and find a  
344 replacement, which could lead to overtime. Hope said she also is asking that day trades be  
345 allowed until June 2016, at which time the Police Department hopefully will be fully staffed.

346

347 Ald. Muth asked when the Police Department is expected to return to full staff.

348

349 Hope noted approximately 90 applications had been received and said 72 applicants will advance  
350 to testing, which hopefully will be completed by the end of October. Hope said the goal is to  
351 conduct interviews in early November and hire two officers by early January.

352

353 Ald. Muth inquired about the Police Department's current staffing.

354

355 Hope said there are two vacancies, and two officers are out on leave.

356

357 Motion by Ald. Bialecki, second by Ald. Olson, to approve the letter of understanding with  
358 Onalaska Professional Police Association.

359

360 On voice vote, motion carried.

361

362 **Closed Session**

363

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

368

- 369 • IAFF, International Association of Firefighters, Local 4169

370

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

375

- 376 • Claim arising from water damage at 1134 Aspen Valley Drive

377

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378 To consider a motion to convene in Closed Session pursuant to Wis. Stat. 19.85(1)(c) for the  
379 purposes of considering employment, promotion, compensation or performance evaluation data  
380 of any public employee over which the governmental body has jurisdiction or exercises  
381 responsibility:

382

- 383 • Discussion of City Administrator and Department Reorganizations

384

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

388

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

390

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

393

394

395 Recorded by:

396

397 Kirk Bey