

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

Wednesday, November 4, 2015

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1 The Meeting of the Finance & Personnel Committee of the City of Onalaska was called to order
2 on Wednesday, November 4, 2015. It was noted that the meeting had been announced and a
3 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 Director Hope Burchell, City Engineer Jarrod Holter, Police Chief Jeff Trotnic, Ald.
10 Jim Binash

11

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

13

14 Motion by Ald. Olson, second by Ald. Bialecki, 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 Fred noted that committee members' packets include the Omni Center financials through
31 September. Revenues totaled \$407,711.63, and expenses totaled \$414,252.32. This leaves a
32 deficit of \$6,540.69.

33

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

35

36 On voice vote, motion carried.

37

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

39

40 a. General Fund

41

42 Fred noted that committee members' packets include the General Fund Financials through
Reviewed 11/9/15 by Hope Burchell & Fred Buehler

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43 October (bills through September). Fred referred to the legal expenditures and said the projected
44 contractual for legal will be approximately \$114,000. The budgetary figure was \$117,000.

45

46 b. Water-Sewer-Storm Water

47

48 Fred referred to the “La Crosse Contractual Charges” under “Expenditures” and noted that
49 \$825,000 had been budgeted in 2015 compared to actual budget.

50

51 Jarrod said this figure varies and noted there was an anomaly. The meter pit located by Nutbush
52 City Limits was calibrated in August, and this action is required by the City of La Crosse. Jarrod
53 said the unit was recalibrated 1 inch off, and as a result the bill that was received in September
54 was “excessively high.” Jarrod said a firm different than the one that had calibrated the unit
55 recalibrated it and it returned to its normal setting. Jarrod said there was a six-week period of
56 “high metering,” and as a result the bill was approximately \$35,000 more than what it should
57 have been. Jarrod said he is in the process of speaking to City of La Crosse officials about
58 mitigating this.

59

60 Ald. Bialecki asked Jarrod if he believes City of La Crosse officials will accept what he is
61 saying.

62

63 Jarrod expressed optimism that they will and complimented Jim Prindle and Steve Jackson for
64 compiling critical data. Jarrod also reiterated that the budgeted amount fluctuates yearly even
65 without the anomaly. Jarrod acknowledged that the monthly bills from the City of La Crosse are
66 “quite large” and said staff wondered why they fluctuated. Jarrod said readings are only taken
67 once a week and noted that the City of Onalaska is billed for an extra week when a month has
68 five Fridays. Jarrod said the goal is to install a new metering station as part of the Interstate 90
69 reconstruction project slated for 2017, adding that the current metering unit is utilizing out-of-
70 date technology for calibration.

71

72 Motion by Ald. Bialecki, second by Ald. Olson, to accept the General Fund Financials and
73 Water-Sewer-Storm Water reports.

74

75 On voice vote, motion carried.

76

77 **Item 6 – Gundersen Health Systems Parking Ramp 3rd Quarter 2015**

78

79 Fred noted that committee members’ packets include Gundersen’s 3rd Quarter Report.

80

81 Motion by Ald. Bialecki, second by Ald. Olson, to accept the Gundersen Health Systems Parking
82 Ramp 3rd Quarter 2015 Report.

83

84 On voice vote, motion carried.

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85

86 **Item 7 – Bethany Lutheran Homes refunding the City’s CDA Bonds in November 2015 –**
87 **FIO**

88

89 Fred said the City of Onalaska does not need to take action at this time. However, Fred also said
90 he wanted to notify the committee, adding that he also has notified Community Development
91 Authority Chair Mike Gargaro about Bethany Lutheran Homes’ intent to go through WHEFA
92 (Wisconsin Health and Educational Facilities Authority). Fred said this eventually will no longer
93 show on the city’s financials as a noticeable item.

94

95 **Item 8 – Authorizations to purchase three Watch Guard in-car video systems not to exceed**
96 **\$17,760 for the police department and fund will be the usage of a \$4,000 grant and the sale**
97 **of police cars and equipment totaling \$13,760.00**

98

99 Police Chief Trotnic said his department utilized an in-car video system called Digital Ally.
100 Police Chief Trotnic said the system has experienced several technical difficulties, and as a result
101 the Police Department is converting to the Watch Guard System. Police Chief Trotnic described
102 this system as being “much more reliable” and said he wishes to remove the Digital Ally cameras
103 as quickly as possible. Police Chief Trotnic said corrupt files have hampered his department,
104 and data has been lost. Police Chief Trotnic said it is “embarrassing” to be unable to fulfill an
105 open records request because a file is corrupt. Police Chief Trotnic said he is requesting to
106 purchase three Watch Guard systems. This would put the Police Department to within one, and
107 the vehicle that is being purchased and will not have Watch Guard will be replaced in 2016.
108 Police Chief Trotnic said at that point the entire fleet will have the Watch Guard System. The
109 Police Department has received a \$4,000 grant from the State of Wisconsin, and Police Chief
110 Trotnic said the department will be able to purchase three cameras by combining the grant and
111 the sale of police cars and equipment.

112

113 Motion by Ald. Bialecki, second by Ald. Olson, to approve the purchase of three Watch Guard
114 in-car video systems not to exceed \$17,760 for the Police Department.

115

116 Fred asked if Information Technology will need to be consulted.

117

118 Police Chief Trotnic said IT Specialist Mike DeLine is “on board” and noted it will be the same
119 system that already is in place, only more reliable.

120

121 Ald. Muth asked Police Chief Trotnic to explain the system.

122

123 Police Chief Trotnic said the in-car video system includes a camera that captures video to be
124 utilized at a later date. The system is typically used when officers pull over vehicles. It also may
125 be utilized for accident scenes. Police Chief Trotnic noted that his officers do not utilize body
126 cameras at this time and said they are asked to activate the camera when they enter a residence

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127 because audio may be captured from inside. Police Chief Trotnic said the Watch Guard System
128 appears to have better range.

129

130 On voice vote, motion carried.

131

132 **Item 9 – Authorizations to purchase a Bellhole bucket for the Cemetery, a non-budgeted**
133 **item not to exceed \$1,313.00**

134

135 Jarrod said Hope has asked his department to work on Personal Protective Equipment for
136 performing various tasks. Shoring is required for digging graves in the Onalaska Cemetery.
137 Jarrod noted that the proposed Bellhole bucket will prevent staff from having to go into the hole
138 and said he believes the Cemetery Fund will fund the purchase.

139

140 Fred said the funds would be taken from the reserves.

141

142 Motion by Ald. Bialecki, second by Ald. Olson, to approve the purchase of a Bellhole bucket
143 from Brooks Tractor at a cost not to exceed \$1,313.00.

144

145 On voice vote, motion carried.

146

147 **Item 10 – Property Insurance Fund:**

148

149 a. Termination of Local Government Property Insurance fund effective 01/01/16
150 **Resolution 42-2015 (revised)**

151

152 Fred said this item, which also appeared on the October 7 Finance and Personnel Committee
153 agenda, is back on the November agenda because he had been advised by CVMIC to change the
154 effective date from January 1, 2016 to December 31, 2015. However, due to a technicality
155 regarding exposure Fred said this item is coming back before both the Finance and Personnel
156 Committee and the Common Council to change the effective date to January 1, 2016.

157

158 Motion by Ald. Bialecki, second by Ald. Olson, to approve termination of Local Government
159 Property Insurance fund effective 01/01/16 – Resolution 42-2015 (revised).

160

161 On voice vote, motion carried.

162

163 **PERSONNEL**

164

165 **Closed Session**

166

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

171

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

173

174 And under Section 19.85(1)(c) for the purposes of considering employment, promotion,
175 compensation or performance evaluation data of any public employee over which the
176 governmental body has jurisdiction or exercises responsibility:

177

- 178 • Discussion of City Administrator and Department Reorganizations

179

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

183

184 Motion by Ald. Bialecki, second by Ald. Olson, to convene in Closed Session at 7:48 p.m.

185

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

188

189

190 Recorded by:

191

192 Kirk Bey