

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

Wednesday, December 2, 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, December 2, 2015. It was noted that the meeting had been
3 announced and 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 Director Hope Burchell, Parks and Recreation Director Dan Wick

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 noted the Omni Center financials consist of revenues for October and expenditures through
30 September. Fred said the \$251.13 surplus is “very, very good compared to past history” and he
31 complimented Dan for his work.

32

33 Dan said, “When I look at the true financials – both the revenue and the expenses through the
34 month of October, [and] I have the expenses in the report Fred gives me – we’re roughly about
35 \$25,000 short. If you compare that to where we were through October of 2014, we were just
36 under \$80,000 short. We ended the year last year at about \$60,000 short. Making up about
37 \$20,000 these last two months, we’re going to be right there. I feel confident that we will finish
38 on the positive side of that zero this year. We have a lot of events going on there now with the
39 hockey seasons going, and we’re still working on other events we can bring up there.”

40

41 Fred asked Dan to brief the committee on the HVAC (chiller) system.

42

Reviewed 12/3/15 by Hope Burchell & Fred Buehler

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43 Dan said the chiller system is functional and operating “very well.” Dan said he is eager to find
44 out if the system is more cost-efficient now that it has been functioning one full month. The
45 system has six compressors, but only two are operating the majority of the time because that is
46 all that is necessary. By comparison, the previous unit only had two compressors that were
47 operating continuously. Dan said he hopes to have a re-grand opening at the Omni Center in
48 January.

49

50 Motion by Ald. Muth, second by Ald. Bialecki, to accept the Omni Center financials for 2015.

51

52 On voice vote, motion carried.

53

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

55

56 a. General Fund

57

58 Fred noted the Aquatic Center took in \$5,136.36 more than anticipated. Fred also noted there
59 has been minimal use of salt so far due to warmer and drier than normal weather conditions.
60 However, Fred also said City Engineer Jarrod Holter will ensure that there is an ample supply of
61 salt in storage to avoid experiencing a negative impact in January and February.

62

63 Motion by Ald. Bialecki, second by Ald. Olson, to approve the General Fund Financials.

64

65 On voice vote, motion carried.

66

67 b. Water-Sewer-Storm Water

68

69 Fred referred to Sewer Account No. 620-58100-290 (La Crosse Contractual Charges) and noted
70 \$825,000 was budgeted of a budget that budgets \$2.1 million as it relates to expenditures for the
71 sewer treatment in the City of La Crosse. Fred referred to the November 4 Finance and
72 Personnel Committee, at which time Jarrod expressed optimism that the city would be credited
73 due to a malfunctioning measuring device. However, Fred said Jarrod had since told him it now
74 appears the City of Onalaska will not receive any credit. Fred said the city will be approximately
75 \$154,000 over budget in this account compared to the anticipated budget. Fred said he
76 anticipated this might happen and stated this is why both the Finance and Personnel Committee
77 and the Common Council approved adjusting the sewer treatment rate for 2016.

78

79 Fred referred to the Water Utility, noting revenue is not as much as anticipated due to a
80 significant amount of precipitation earlier in 2015. As a result, citizens did not need to water
81 their lawns as often. Fred referred to the Storm Sewer Utility and noted there is very little
82 change in the ERUs.

83

84 Motion by Ald. Bialecki, second by Ald. Olson, to approve the Water-Sewer-Storm Water
Reviewed 12/3/15 by Hope Burchell & Fred Buehler

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3

85 report.

86

87 On voice vote, motion carried.

88

89 **Item 6 – Review and consideration of tourism-related contracts and items to La Crosse**
90 **County Convention and Visitors Bureau, Inc. (LCCVB)**

91

92 a. Transferring Assignment of Contracts and Bill of Sale

93

94 Mayor Chilsen said City Attorney Sean O’Flaherty told him the most efficient method would be
95 to transfer the contracts to the LCCVB.

96

97 Fred said the number of contracts being transferred was minimal.

98

99 Ald. Bialecki inquired about the bill of sale.

100

101 Fred said Sean had asked that this wording appear on the agenda and told Ald. Bialecki this item
102 may be placed on the Non-Consent Agenda at the December 8 Common Council meeting.

103

104 Motion by Ald. Bialecki, second by Ald. Muth, to approve transferring assignments of contracts
105 to La Crosse County Convention and Visitors Bureau, Inc. (LCCVB).

106

107 Ald. Bialecki said the Council will ask that “bill of sale” be clarified.

108

109 On voice vote, motion carried.

110

111 b. Termination of Onalaska Tourism Website and various other social media/programs

112

113 Motion by Ald. Bialecki, second by Ald. Olson, to terminate Onalaska Tourism Website and
114 various other social media/programs.

115

116 Fred said he had utilized the words “other social media/programs” because it includes, but is not
117 limited to, items such as Twitter, data storage on The Cloud for Photoshop, Constant Contact
118 (this will require speaking to OABA), and Facebook.

119

120 Ald. Bialecki asked if the city is ending its relationship with Pilch and Barnet.

121

122 Fred said yes.

123

124 On voice vote, motion carried.

125

126 **Item 7 – Acceptance of an Urban Rivers Grant and a Recreational Trail Aids Grant in the**
Reviewed 12/3/15 by Hope Burchell & Fred Buehler

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127 **amount of \$346,000 from the Wisconsin Department of Natural Resources (50/50 match)**

128

129 Motion by Ald. Bialecki, second by Ald. Olson, to approve acceptance of an Urban Rivers Grant
130 and a Recreational Trail Aids Grant in the amount of \$346,000 from the Wisconsin Department
131 of Natural Resources (50/50 match).

132

133 On voice vote, motion carried.

134

135 **Item 8 – Approval of the Coulee Region Humane Society Inc. contract for 2016**

136

137 Motion by Ald. Olson, second by Ald. Bialecki, to approve the Coulee Region Humane Society
138 Inc. contract for 2016.

139

140 Ald. Bialecki asked Fred if all the financial details and which organization (Animal Control or
141 the City of Onalaska Police Department) will respond to calls after midnight have been
142 addressed.

143

144 Fred said yes.

145

146 On voice vote, motion carried.

147

148 **PERSONNEL**

149

150 **Item 1 – Review and consideration of out-of-state travel for Jameson Rau to attend**
151 **Electrical Aspects of Fire Investigations from January 30, 2016 through February 6, 2016**
152 **at Emmitsburg, MD**

153

154 Motion by Ald. Olson, second by Ald. Bialecki, to approve out-of-state travel for Jameson Rau
155 to attend Electrical Aspects of Fire Investigations from January 30, 2016 through February 6,
156 2016 at Emmitsburg, MD.

157

158 On voice vote, motion carried.

159

160 **Item 2 – Review and consideration of part-time Mayor job description**

161

162 Motion by Ald. Bialecki, second by Ald. Olson, to approve part-time Mayor job description.

163

164 Ald. Bialecki asked Hope if the job description includes a requirement for the Mayor to attend
165 Community Development Authority meetings.

166

167 Hope said she believes this is something that the committee would be discussing this evening.
168 Hope promised to add the requirement and have it available for the Common Council meeting.

Reviewed 12/3/15 by Hope Burchell & Fred Buehler

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169

170 Ald. Bialecki said he believes adding this requirement is “essential.”

171

172 Motion by Ald. Bialecki, second by Ald. Olson, to amend the previous motion and include that
173 the Mayor also shall serve on the Community Development Authority.

174

175 Vote on the amendment:

176

177 On voice vote, motion carried.

178

179 Vote on the original motion, as amended.

180

181 On voice vote, motion carried.

182

183 **Item 3 – Review and consideration of full-time City Administrator job description**

184

185 Motion by Ald. Bialecki, second by Ald. Olson, to approve full-time City Administrator job
186 description.

187

188 On voice vote, motion carried.

189

190 **Item 4 – Review and consideration of stipend for Planner/Zoning Inspector for Interim**
191 **Land Use & Developer Director duties**

192

193 Motion by Ald. Bialecki, second by Ald. Olson, to refer to the Common Council without
194 recommendation for Closed Session discussion.

195

196 On voice vote, motion carried.

197

198 **Item 5 – Review and consideration of changes to Policy 3.03 Insurance Benefits**

199

200 Hope said the policy will be revised in the following areas:

201

- 202 • As part of the budget process, all city employees who are not under a union contract are
203 being moved to a straight 80/20 for insurance premiums. The city currently pays \$175,
204 and from there it is an 80/20 split. Hope said, “This language cleans that up because it’s
205 already done through the budget process.
- 206 • The Employee Trust Funds sent out an email regarding life insurance. Hope said new
207 employees typically must wait six months to be eligible for life insurance. However, this
208 stipulation is being removed in 2016. Hope said that starting in 2016 employees will be
209 eligible on the first of the month following 30 days of employment.

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210
211 Motion by Ald. Bialecki, second by Ald. Olson, to approve changes to Policy 3.03 Insurance
212 Benefits.

213
214 On voice vote, motion carried.

215
216 **Item 6 – Review and consideration of changes to Policy 4.05 Restricted/Modified Duty**

217
218 Motion by Ald. Olson, second by Ald. Bialecki, to approve changes to Policy 4.05
219 Restricted/Modified Duty.

220
221 Hope noted there had been Employment Practices Liability Training and said one of the
222 discussion points had been modified duty. Hope said CVMIC had suggested making some
223 changes to the policy. Hope noted she had examined this policy as well as other sample policies
224 and said Sean had reviewed and approved of the changes to both Policy 4.05 and Policy 3.03.
225 Hope said Policy 4.05 outlines some consistency with language. The policy also outlines a
226 maximum duration of a certain number of weeks. Employees who are unable to perform their
227 regular duties will be asked to either accept a light-duty or a modified-duty assignment.

228
229 Ald. Bialecki asked if Modified Duty has ever been utilized.

230
231 Hope said this has occurred frequently, particularly in one- or two-person departments. Hope
232 said both the Police and Fire Departments have positions where employees may be either on
233 light or modified duty.

234
235 On voice vote, motion carried.

236
237 **Item 7 – Review and consideration of authorization to recruit and hire City Administrator**

238
239 Motion by Ald. Bialecki, second by Ald. Olson, to approve authorization to recruit and hire City
240 Administrator.

241
242 Ald. Bialecki asked Hope to discuss the date, locations and methods of recruitment.

243
244 Hope asked if the position should be advertised in a couple of newspapers with a large
245 circulation such as the Chicago Tribune and the Milwaukee Journal Sentinel. Hope noted she
246 had received an offer for a free trial from Zip Recruiter and said she can recruit online as long as
247 there is no charge, pending Common Council approval. Hope also said she can begin advertising
248 the position in newspapers in January.

249
250 Ald. Bialecki suggested advertising the position in The League and ICMA.

251
252 On voice vote, motion carried.

Reviewed 12/3/15 by Hope Burchell & Fred Buehler

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253

254 **Closed Session**

255

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

260

- 261 • IAFF, International Association of Firefighters, Local 4169
- 262 • Discussion related to property purchase being considered by the Community
263 Development Authority
- 264 • Discussion of appraisal and negotiating strategies related to commercial property

265

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

269

- 270 • Review of City Administrator Recruitment and Interview Questions

271

272 And under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or
273 negotiating the purchasing of public properties, the investing of public funds or conducting other
274 specified public business whenever competitive or bargaining reasons require a closed session
275 and under Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal
276 counsel for the governmental body who is rendering oral or written advice concerning strategy to
277 be adopted by the body with respect to litigation in which it is or is likely to become involved:

278

- 279 • Chargeback decision of the Wisconsin Department of Revenue

280

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

284

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

286

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

289

290

291 Recorded by:

292

293 Kirk Bey

Reviewed 12/3/15 by Hope Burchell & Fred Buehler