

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

Wednesday, August 26, 2015

1

1 The Meeting of the Finance & Personnel Committee II of the City of Onalaska was called to
2 order at 4:00 p.m. on Wednesday, August 26, 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 Bialecki, Ald. Bob Muth.
6 Ald. Jim Olson arrived with the meeting in progress.

7
8 Also Present: Mayor Joe Chilsen, City Clerk Cari Burmaster, Financial Services
9 Director/Treasurer Fred Buehler, Human Resource Director Hope Burchell, City Engineer Jarrod
10 Holter

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

13
14 Motion by Ald. Bialecki, second by Ald. Muth, 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 **PERSONNEL**

27
28 **Item 1 – Review and consideration of hiring a full-time City Administrator or City**
29 **Manager and review of options for Mayor position**

30
31 Ald. Bialecki suggested addressing Item 2 first because if a motion to approve Item 2 fails there
32 would be no need to discuss Item 1.

33
34 **Item 2 – Review and consideration of creating a sub-committee to review the possibility of**
35 **hiring a City Administrator**

36
37 Mayor Chilsen noted he had compiled a list of individuals he would like to serve on the
38 subcommittee, pending the Finance and Personnel Committee's approval. The proposed
39 members of the sub-committee are Lori Olson, who works in Human Resources at Western
40 Technical College; Ron Johnson, a member of the Community Development Authority and also
41 a longtime City of Onalaska resident; Third District Alderperson Harvey Bertrand; and Second
42 District Alderperson Bob Muth. Mayor Chilsen said Hope would be the staff member who
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2

43 supports the subcommittee.

44

45 Motion by Ald. Bialecki, second by Ald. Muth, to approve creating a subcommittee, with
46 members suggested by Mayor Joe Chilsen, to review the possibility of hiring a City
47 Administrator.

48

49 Ald. Bialecki asked that the subcommittee's role be clarified in that its members will need to
50 determine whether or not this is the right time to hire a City Administrator. Ald. Bialecki also
51 noted he has offered his assistance to Hope to come up with general job descriptions toward each
52 position. Ald. Bialecki said, "We could still do that if you wish knowing it may or may not pass
53 muster at this committee. The only thing is if you're looking at doing something like that, time
54 may be of essence if it's to impact the next Mayor race next April and more importantly, the
55 budget process because if you do do it, how are you going to pay for it?"

56

57 Ald. Muth noted he has spoken with La Crosse County Administrator Steve O'Malley and said,
58 "I think the public needs to know there is a big difference between a County Administrator
59 versus a City Administrator. It's apples and oranges, so we shouldn't compare. But he did put
60 me in touch with Karl Green from the University of Wisconsin-La Crosse who has done, from
61 my understanding, presentations to the Council before on just getting information. He is more
62 than willing to come in and give us a presentation and answer questions and explain the
63 difference between a City Administrator, a City Manager and the Mayor's position and give us
64 an overall view of what we're looking at so everybody is on the same page and we know what
65 we're considering."

66

67 Ald. Bialecki said, "I would anticipate what should come out of there is that they ought to be
68 well-versed in all facets of city government – programs, staffing patterns, grant writing abilities,
69 internal/external public relations and more importantly, the financing applications of all those
70 different departments ... yet keeping in mind that when this position was created in 1998 that
71 was the intent. Whomever that would be would carry out the duties of Mayor and City
72 Administrator both. If you hire an administrator and if you got the right person and you do your
73 homework, you will have that. If you have an election, I'm not sure. You never know what
74 you're going to get down the road. But on the other hand, I think there's a committee in place to
75 look at that. It's time to step back and let them do their work and see what they come up with."

76

77 Ald. Muth said he had researched whether or not the city had held a referendum when it went
78 from a Mayor to a City Administrator and then back to a Mayor and discovered no referendum
79 had been held. The changes were performed by both the Finance and Personnel Committee and
80 the Common Council.

81

82 Ald. Bialecki said, "I think one thing that needs to be stressed to this committee and in fact,
83 everybody that has an interest in this, there are a lot of people who ask me about this. It might be
84 a good idea, [but there are questions as to] how are we going to pay for it? [Citizens tell me], 'I
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85 don't want a big tax increase.' What has to be stressed on this is that with any and all changes
86 involved with this, we still have to meet the state mandates in terms of the expenditure restraint
87 program. Through that state program you only have so much money to work with each year, and
88 you have to live within that. If you don't want to do that, then you're going to a referendum and
89 you'll probably get defeated. They have to be sensitive to that, and you have to be creative with
90 all of your human and fiscal resources."

91

92 Ald. Bialecki inquired about the frequency of the subcommittee's meetings.

93

94 Ald. Muth said, "I think we could decide on a cutoff point and then see how much time we have
95 and how many meetings we can fit in. Again, we have to talk to those people about a schedule
96 too because ... it all depends on their schedule as to when we're going to do this. They're
97 willing to do it, but if there's a conflict with their schedules then it would be a problem."

98

99 Ald. Bialecki said he hopes the subcommittee can meet weekly, but added he will respect the
100 decision of its members. Ald. Bialecki asked if Lori and Ron are aware that they are being
101 considered to serve on the subcommittee.

102

103 Mayor Chilsen said he had spoken to Ron.

104

105 Ald. Muth noted he had spoken to Lori and said she is willing to serve, depending on her
106 schedule.

107

108 Ald. Bialecki said, "I only brought that out there before because regardless of what we do here,
109 the general taxpayer ought not to be worried about a major tax increase in any and all changes.
110 Again, we're still under the thumbs of the State of Wisconsin."

111

112 Ald. Bialecki asked, "Since this committee is being pointed by the Finance and Personnel
113 Committee to come back with a recommendation, we're authorized to do that without Council
114 approval?" Ald. Bialecki asked Cari to consult with City Attorney Sean O'Flaherty and said a
115 special meeting could be held on September 1 if Sean believes the Council needs to give its
116 approval. Ald. Bialecki also asked if he and Hope may begin discussing different job
117 descriptions that could be recommended to either the subcommittee, Common Council or
118 Finance and Personnel Committee.

119

120 Ald. Muth and Ald. Olson both said yes.

121

122 On voice vote, motion carried.

123

124 **Item 1 – Review and consideration of hiring a full-time City Administrator or City**
125 **Manager and review of options for Mayor position**

126

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127 Ald. Bialecki said he considers this to be moot until the subcommittee brings forth a
128 recommendation to the Finance and Personnel Committee.

129

130 Mayor Chilsen noted he had just spoken to Sean via telephone and was told Council approval is
131 needed. However, the subcommittee may begin working.

132

133 **FINANCE**

134

135 **Item 1 – Review and consideration of 2016 Water, Sewer and Storm Water budgets**

136

137 **Water**

138

139 Fred noted that the City of Onalaska had been authorized to proceed with a water rate
140 application, which was filed with the Public Service Commission on December 30, 2014. A
141 public hearing for the water rate application was held on May 8. Fred said the rates have been
142 put in place and two tiers (Tier 1 and Tier 2) were established based on the Well No. 9 project.
143 Tier 1 commenced on June 11, and it will be reflected on the October 2015 bills. Fred said the
144 budget before the committee represents a “collision” of Tier 1 and Tier 2 in the 2016 budget.

145

146 Jarrod said Tier 2 will go into effect at the completion of the Well No. 9 project. Tier 1 was the
147 water rate adjustment increase that was necessitated due to operational expenses. Tier 2 will be
148 for the completion of the Well No. 9 project, which is anticipated to be completed by April 1,
149 2016. Jarrod said he expects Tier 2 will be reflected on the October 2016 bills.

150

151 Fred noted that earlier in 2015 the city had taken out a Note Anticipated Note for \$3.55 million.

152

153 Jarrod said the bids had come in under what was anticipated. Jarrod said he is anticipating the
154 Safe Drinking Water Loan, which will replace the NAN, to be approximately \$3.2 million.

155 Jarrod noted that the project bid had come in at slightly less than \$3 million. There was
156 \$150,000 worth of engineering expenses during the project for construction administration
157 outside the city.

158

159 For clarification, Ald. Bialecki asked Jarrod if the city only needs to borrow \$3.2 million.

160

161 Jarrod told Ald. Bialecki he is correct.

162

163 Fred asked Jarrod when the city will be informed if it has received the Safe Drinking Water
164 Loan.

165

166 Jarrod said the Safe Drinking Water Loan list has been distributed and noted there is
167 approximately \$60 million available. Jarrod noted requests totaled \$55 million and said the city
168 is “in the middle of the pack” for scoring. Jarrod said the city will make the list and obtain the
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169 loan as long as the program is not abolished within the next few months.

170

171 Ald. Bialecki noted there might be questions asked at the September 8 Common Council meeting
172 pertaining to the City of Onalaska going back to allowing wells within the city.

173

174 Jarrod said this will be part of the Board of Public Works' September 1 meeting agenda.

175

176 Ald. Bialecki asked Jarrod if his proposed budget could be distorted if a significant number of
177 wells are allowed in the city.

178

179 Fred said no.

180

181 Jarrod noted there are slightly more than 150 private wells within the city that are left over from
182 annexation. These wells are not hooked up to the city system. Jarrod said he believes the
183 ordinance that will be discussed by the Board of Public Works has been written to read that a
184 citizen must show just cause in order not to utilize the city system. Jarrod said the present top 10
185 users list includes mobile home facilities, the Onalaska School District and likely Gundersen.
186 Jarrod said he does not foresee an industrial or manufacturing facility attempting to put in a well
187 and stated, "If you look at our water rates compared to the PSE report that shows the whole state,
188 even with these water adjustments that we're doing we're still in the bottom half. We've moved
189 up from the bottom quarter. There's still well over half the state that's above us in water rates."

190

191 Ald. Bialecki asked Fred if water and sewer revenues will be impacted if a major industry began
192 utilizing a well.

193

194 Fred said water and sewer rates will be impacted if a major industry comes into the city. Fred
195 said the city would have to adjust accordingly should that happen.

196

197 Jarrod said he has seen a trend toward water conservation over the last decade, noting he has
198 noticed maximum day pumping during the summer months increasing at a slower rate during
199 periods of little to no rain. Jarrod said citizens are conserving water, especially as it pertains to
200 watering their lawns. Jarrod noted that in 2005 the city's peak day was nearly 3½ times its
201 normal day. However, increases such as that one have become less frequent. Jarrod said the city
202 has seen past pumping rates of nearly 7 million gallons a day, but now the city seldom pumps
203 more than 5 million gallons a day. Jarrod said this helps the city's system.

204

205 Ald. Muth inquired about an incoming commercial shrimp-raising operation that will operate on
206 Lester Avenue.

207

208 Jarrod said the business will be connected to the city water system.

209

210 Jarrod referred to the Water and Sanitary Sewer Budget and said he is requesting under

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211 Personnel a half-time (1,040 hours) Utility Billing Assistant. Jarrod noted that there currently is
212 only one Utility Billing staff member and said the workload prevents the employee to focus on
213 the billing. Jarrod said a part-time employee would answer the telephone and perform
214 rudimentary tasks in the Utility Billing Department.

215
216 Fred referred to the Equipment Replacement section of the Water Budget packet distributed to
217 committee members and asked if any of the items in this section are on the Capital Projects.

218
219 Jarrod said the backhoe loader has been included on the Capital Projects list. Jarrod also noted
220 that the Aspen Valley Booster Station Modifications/Updates item has been included within the
221 “New/Replacement” section. However, the Capital Improvements list includes an item entitled
222 “Green Coulee High Service Zone Modifications.” Jarrod said staff is looking into what needs to
223 be addressed in the Green Coulee Area since the city cannot get interconnected with the other
224 side of the high service zone that goes through Elmwood Hills and the La Crosse Country Club.
225 Jarrod said the Water budget item would be for the city performing minor repairs such as pump
226 replacements and not intended for doing projects such as a water reservoir or doing additions
227 such as a water reservoir. Jarrod noted the booster station’s jockey pump functions 24 hours a
228 day and said if the modifications cost more than maintenance the Wisconsin DNR will require
229 the city to address more items at a greater cost to meet the current code as the station opened in
230 1999. Jarrod cited the example of needing a second source of supply such as a booster station or
231 a reservoir if more than 50 homes are hooked up. Jarrod said the city has no means by which to
232 supply this area with water if the booster station shuts down.

233
234 Ald. Bialecki asked if any agreements had been struck with the developers when they began
235 developing this area. Ald. Bialecki asked if the developers must pay the city for new units in
236 order to fund improvements.

237
238 Jarrod said the high service zone fee has been accumulated with developments beyond Aspen
239 Valley to Clearwater Farm. This paid back the developer for part of the booster station fee.
240 Jarrod said that while there are some funds within the high service zone fee area, it will not be
241 enough to cover what could be needed improvements.

242
243 Fred noted that a certain percentage of the funds in this account must go back.

244
245 Jarrod noted an agreement stating any incoming funds had to try and offset the booster station
246 had been in place for the first 10 years.

247
248 Jarrod highlighted the following items listed under Equipment Replacement for Water:

- 249
250 • **Well No. 10 pump inspection and maintenance:** The well was installed in 2006 and
251 the pump has not been pulled since installation.

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- 252 • **Portable hose ramps:** Utilized for temporary bypass pumping, water service to homes
253 during shutdowns, and temporary service from fire hydrants.
- 254 • **Valve box repair Kerf cutter:** This item will allow the cut and threading of the curb
255 box stands without large excavations.
- 256 • **Floor scrubber:** For the Public Works Facility, but shared by different departments.
- 257 • **Uninterruptible Power Supply (UPS):** Would replace existing units at City Shop that
258 provide emergency backup power to the SCADA computers.
- 259 • **Luminometer water tester:** It might be possible to purchase this item for \$1,000
260 instead of \$4,000.
- 261 • **Alterations to Utility billing area at Public Works Facility:** Work would include a
262 new door and relocation of secondary door. These alterations would make the facility
263 more “customer friendly.”
- 264 • **SCADA system update/evaluation:** The SCADA system is eight years old and utilizes
265 computer technologies that have a five- to 10-year design life. An engineering consultant
266 will give recommendations on what upgrades are needed to keep the system current.
- 267 • **SCADA system remote access update:** This would allow access to the system by the
268 supervisor or on-call staff. This would allow adjustments for monitoring of conditions
269 from a remote site.
- 270 • **Chemical scale displays:** This would replace the existing scale displays and allow more
271 precise tracking of chemical usage.
- 272 • **InfraMap form setup and training:** This would allow the creation of three new forms
273 for use on InfraMap, along with three days of training. Training would be performed at
274 the City of Onalaska will all staff utilizing InfraMap.
- 275 • **Meters:** What is listed is the Water’s Department half.

276

277 Fred inquired about the communication between City Hall and the City Shop.

278

279 Jarrod noted the Public Works Facility is connected to the servers at the City Shop, which is
280 connected via the internet to City Hall. Jarrod said this system is “slow and cumbersome” and
281 noted that staff is currently working on line of sites. An 18-inch diameter radio antenna will be
282 placed by the Fire Department. This antenna will “shoot back” to the Well Street reservoir and
283 then the City Shop. Jarrod said this endeavor will cost \$12,000, but he added that it will operate
284 100 times faster than the system currently in place. Jarrod said that if this endeavor is not
285 successful the city could lay a fiber-optic line between City Hall and the City Shop if this item is
286 approved as part of the 2018 Capital Improvements Budget.

287

288 Ald. Bialecki asked Hope if she has heard from the State of Wisconsin regarding health and
289 dental insurance for 2016.

290

291 Hope noted the dental rates will remain unchanged, at least for the portion that the city pays.
292 Hope noted a board meeting regarding health insurance was held on August 25 and said that

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293 while she hopes she will receive rate information by the end of the week it likely will not arrive
294 until the week of August 30-September 5. Hope said the dental paid through the medical portion
295 might be separated an additional cost. Hope said once the rates have been released the Finance
296 and Personnel Committee and the Common Council will have to evaluate at their September
297 meetings whether or not the city will continue with that portion. Hope said that while the health
298 rates are not present, the dental and life insurance rates are.

299

300 Ald. Bialecki noted that the committee can adopt the budget, but he also asked Fred if it will
301 need to be adopted again if the health rates change.

302

303 Fred said this would occur at the Executive Level.

304

305 Fred told committee members that they will be seeing an irrigation line, noting that irrigation
306 revenue is now separated. Fred also noted that "Multifamily" is now listed separately from
307 Commercial.

308

309 Jarrod noted that when the Public Service Commission performed the city's last rate study, it
310 looked at the general user that utilizes the city's system. The general user is utilizing the system
311 constantly over a period of time and they are paying into the system. Meanwhile, irrigation users
312 are using it at peak demand times. Jarrod said that when these individuals turn on their faucets
313 the city must construct more infrastructure to maintain sufficient capacity. Jarrod said the city
314 could mandate that residents water their lawns every other day or not at all. However, the PSC
315 raised these rates and made them a different class. Individuals who have a separate irrigation
316 meter are charged a higher rate than a commercial, residential multifamily customer. Jarrod said
317 the PSC's reasoning for doing so was because individuals are using at peak demand, and it costs
318 the city more for citizens to run it.

319

320 Motion by Ald. Bialecki, second by Ald. Olson, to give the 2016 Water, Sewer, and Storm Water
321 Utility budgets tentative approval, subject to the Executive Budget process.

322

323 Fred noted that the discussion is only about the Water Utility Budget and that changes must be
324 made to the Sewer and Storm Water budgets.

325

326 Motion by Ald. Bialecki, second by Ald. Olson, to give the 2016 Water Utility Budget tentative
327 approval, subject to the Executive Budget process.

328

329 On voice vote, motion carried.

330

331 **Sewer**

332

333 Jarrod noted that in 2014 the wholesale rate the City of La Crosse charged the City of Onalaska
334 was \$1,488 per million gallons of sewerage that went to La Crosse. That rate increased 10

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335 percent to \$1,631 in 2015 per million gallons. Jarrod said he anticipates another 10-percent
336 increase for 2016. Jarrod noted that La Crosse charges the lowest rate in the state, partially
337 because the city carries no debt in its sanitary sewer utility. Jarrod said La Crosse must perform
338 approximately \$6 million of upgrades at its plant over the next few years. As a result, La Crosse
339 is raising its rates to cover those costs. Jarrod noted that \$825,000 was budgeted in 2015 for La
340 Crosse and said \$880,000 is being projected for 2015. Jarrod noted there is more flow coming
341 through and said this total fluctuates from year to year.

342

343 Fred referred to the \$935,000 budgeted for 2016 and said this total will need to be raised to
344 \$975,000.

345

346 Jarrod said this is driven by how much passes through the meter pit.

347

348 Fred said that in order to recoup enough revenue for this account, the sewer treatment rate was
349 increased last year from \$1.23 to \$1.33. Fred said that in order to pick up the 10-percent increase
350 the City of Onalaska will have to increase this total from \$1.33 to \$1.47 effective January 1,
351 2016.

352

353 Motion by Ald. Bialecki, second by Ald. Olson, to increase the sewer treatment rate from \$1.33
354 to \$1.47, and also to change Line Item No. 620-58100-290 from \$935,000 to \$975,000.

355

356 Ald. Bialecki asked if the Village of Holmen is close to being ready to connect its sewer utility.

357

358 Jarrod said the Village of Holmen is working on its plans and noted the village still plans on
359 installing a forced main as part of the 2016 State Trunk Highway 35 project between Holmen
360 and Onalaska. Jarrod noted he has been in contact with the City of La Crosse, which has been
361 working on other contracts with the Town of Shelby and the Town of Campbell. Jarrod noted
362 the City of Onalaska's contract with La Crosse expires on December 31, 2016 and said it is
363 essential to begin negotiations on the city's next 20-year contract. At the same time, that would
364 include the Village of Holmen.

365

366 On voice vote, motion carried.

367

368 Fred noted there is a flat fee as well as a sewer transmission rate included in the Sewer Utility
369 operating budget. Fred explained that the flat fee, the sewer transmission rate and the treatment
370 rate were all established in 2009, and they went into effect in 2010. Fred noted that a \$1.30
371 transmission rate was established in 2010 and has remained unchanged. Fred said he and Jarrod
372 believe it is necessary to raise this rate 2 percent from \$1.30 to \$1.33 because operating
373 expenditures have not stayed the same in the last five to six years. Fred also noted that the city's
374 net income last year was \$15,000, which is not sufficient.

375

376 Jarrod said the flat rate would remain the same. Jarrod explained that the treatment rate is used

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377 to pay the City of La Crosse, and the transmission rate pays for all the other costs such as lift
378 stations and sanitary sewer lines.

379

380 Fred noted the flat rate is the meter size.

381

382 Motion by Ald. Bialecki, second by Ald. Olson, to increase the sewer transmission fee rate 2
383 percent from \$1.30 to \$1.33.

384

385 On voice vote, motion carried.

386

387 Jarrod referred to the Equipment Replacement portion of the Sewer Utility budget and said many
388 of these items also appeared in the Water Utility budget because they are shared. Jarrod referred
389 to the sanitary sewer Vactor truck (cleaning truck) under Equipment Replacement and noted it
390 appears in the 2016 CIB, as does the backhoe loader. Jarrod said an emergency bypass pump is a
391 new item as staff it believes it would be prudent to have an emergency bypass pump with a
392 sufficient amount of hose so a lift station could be bypassed if it was necessary to do so. Another
393 new item is smoke testing. This would encompass smoke testing of approximately 60 blocks of
394 sanitary sewer (4 percent of the system). This testing will allow information gathering for illegal
395 connections, cleanouts not sealed, and pipe defects. Less infiltration into the sanitary sewer
396 system will lower costs for treatment at the City of La Crosse wastewater plant.

397

398 Ald. Bialecki asked Fred if the year-to-date activity is based on expenditures through June 30.

399

400 Fred said the year-to-date activity is when he ran the report.

401

402 **Storm Water**

403

404 Jarrod referred to a table included in the Storm Water Utility packet and noted it includes the
405 adopted 2015 Storm Water budget, including the ERU. The table also includes the proposed
406 2016 budget and an estimated 2017 budget. Jarrod noted the 2015 ERU rate was \$63.52 and said
407 the total being proposed for 2016 is \$64.60. Jarrod referred to a memo distributed to committee
408 members that lists the following items that have increased from the 2015 budget:

409

- 410 • Capital Projects increased by \$7,000.
- 411 • Uniforms and safety attire increased by \$750.
- 412 • Building and Grounds increased by \$1,000.
- 413 • Vehicle repairs (street sweeper) and sweeper brooms increased by \$2,000.
- 414 • Storm lift station electricity increased by \$2,000.
- 415 • Employee benefits/wages increased by \$7,000.

416

417 Motion by Ald. Bialecki, second by Ald. Olson, to increase the ERU rate from \$63.52 in 2015 to

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418 \$64.60 effective January 1, 2016.

419

420 On voice vote, motion carried.

421

422 Motion by Ald. Bialecki, second by Ald. Muth, to give the revised 2016 Water, Sewer, and
423 Storm Water Utility budgets tentative approval, subject to the Executive Budget process.

424

425 On voice vote, motion carried.

426

427 **Adjournment**

428

429 Motion by Ald. Bialecki, second by Ald. Olson, to adjourn at 4:58 p.m.

430

431 On voice vote, motion carried.

432

433

434 Recorded by:

435

436 Kirk Bey