

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

Wednesday, October 21, 2015

1

1 The Meeting of the Finance & Personnel II Committee of the City of Onalaska was called to
2 order at 6:00 p.m. on Wednesday, October 21, 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, Ald. Harvey Bertrand, Ald. Jim Binash, Ald. Barry
9 Blomquist, Financial Services Director/Treasurer Fred Buehler, Police Chief Jeff Trotnic, Parks
10 and Recreation Director Dan Wick, Human Resource Director Hope Burchell, Land Use and
11 Development Director Brea Grace

12

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

14

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

17

18 On voice vote, motion carried.

19

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

21

22 Ald. Bialecki called three times for anyone wishing to provide public input and closed that
23 portion of the meeting.

24

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

26

27 **FINANCE**

28

29 **Item 4 – 2016 Proposed Executive Budget, including Budgets for General Fund, Special**
30 **Revenue Funds, Debt Service Funds, Enterprise Funds, Capital Project Funds, Community**
31 **Development Authority Funds and Tax Incremental District #4**

32

33 Ald. Bialecki said he will go through each tab and he welcomed any questions or concerns to be
34 brought up while doing so. Ald. Bialecki said he has no questions about the proposed budget
35 and called it “practically a duplicate” of the 2015 Executive Budget. While most expenditures
36 remain unchanged, the cost of some items such as health insurance and elections has increased,
37 and some revenue categories such as revenue from the Town of Onalaska Fire Department have
38 decreased.

39

40 Ald. Bialecki opened the budget discussion.

41

42

Reviewed 10/27/15 by Hope Burchell & Fred Buehler

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2

43 **Revenue**

44

45 Ald. Muth noted there are three different areas that indicate playground material.

46

47 Ald. Bialecki pointed out that the item to which Ald. Muth had referred is part of the 2016
48 Capital Improvements Budget and will be discussed at the November 3 Board of Public Works
49 meeting.

50

51 **Expense Summary**

52 **Common Council**

53

54 No questions were asked regarding proposed expenditures.

55

56 **Police & Fire Commission**

57

58 No questions were asked regarding proposed expenditures.

59

60 **City Attorney**

61

62 No questions were asked regarding proposed expenditures.

63

64 **Mayor**

65

66 No questions were asked regarding proposed expenditures.

67

68 **Finance Department**

69

70 No questions were asked regarding proposed expenditures.

71

72 **City Clerk**

73

74 No questions were asked regarding proposed expenditures.

75

76 **Elections**

77

78 Ald. Binash asked if the budget accounts for the 2016 election for President of the United States.

79

80 Ald. Bialecki said yes.

81

82 **Auditors**

83

84 No questions were asked regarding proposed expenditures.

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3

85

86 **Human Resources**

87

88 No questions were asked regarding proposed expenditures.

89

90 **Assessor**

91

92 No questions were asked regarding proposed expenditures.

93

94 **Information Technology**

95

96 No questions were asked regarding proposed expenditures.

97

98 **City Hall**

99

100 No questions were asked regarding proposed expenditures.

101

102 **Insurance and Workers Compensation**

103

104 No questions were asked regarding proposed expenditures.

105

106 **Police Department**

107

108 No questions were asked regarding proposed expenditures.

109

110 **Fire Department**

111

112 No questions were asked regarding proposed expenditures.

113

114 **Hydrant Fees**

115

116 No questions were asked regarding proposed expenditures.

117

118 **Inspections**

119

120 No questions were asked regarding proposed expenditures.

121

122 **Emergency Government**

123

124 No questions were asked regarding proposed expenditures.

125

126

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4

127 **Jail**

128

129 No questions were asked regarding proposed expenditures.

130

131 **Engineering**

132

133 Ald. Bertrand referred to projected growth to the north and asked if the city will have to pay for
134 its engineering services as greater demands are placed on the city.

135

136 Ald. Bialecki said if he correctly understands Ald. Bertrand's question, he believes the only
137 required engineering services are new roads, curb and gutter, and sidewalks. Ald. Bialecki said
138 engineering services in new additions are addressed in development agreements, and also in
139 advance of any construction commencing.

140

141 **Board of Public Works**

142

143 No questions were asked regarding proposed expenditures.

144

145 **Streets**

146

147 No questions were asked regarding proposed expenditures.

148

149 **Street Signs**

150

151 No questions were asked regarding proposed expenditures.

152

153 **Streetlights**

154

155 No questions were asked regarding proposed expenditures.

156

157 **Animal Control**

158

159 Fred noted that the city had a contract with the Coulee Region Humane Society in the 2015
160 budget for \$50,765 and said the Coulee Region Humane Society is seeking a contract of
161 \$72,033.52 in the 2016 budget. Fred said he, Mayor Chilsen, City Clerk Cari Burmaster and
162 City Attorney Sean O'Flaherty had discussed finding more cost-efficient methods than utilizing
163 the individuals on call from the Coulee Region Humane Society. Fred said he, Mayor Chilsen,
164 Cari and Sean had created a contract they believe is "doable" and asked Police Chief Trotnic to
165 comment on how it would affect his department between the hours of 10 p.m. and 7 a.m.

166

167 Police Chief Trotnic said Assistant Police Chief Troy Miller had presented him with a 2015
168 report and noted that to date the department has only utilized the Coulee Region Humane Society

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5

169 once between 10 p.m. and 7 a.m. Police Chief Trotnic said Fred had told him there is a \$20,000
170 difference for those hours. Police Chief Trotnic said he is not expecting a substantial difference
171 once he has obtained and examined the 2014 statistics. Police Chief Trotnic said he does not
172 know if Animal Control is working during hours that he is unaware because its employees self-
173 dispatch. Police Chief Trotnic said the statistics he has received have come directly from
174 dispatch.

175
176 Ald. Bialecki asked Fred if the Coulee Region Humane Society's argument for the proposed
177 increase is due to after-hours calls.

178
179 Fred said yes, noting that another justification for the increase is due to the cost of running a
180 business. Fred said that after discussing the matter with Cari and Sean he would recommend that
181 the city have the ability to opt back to utilizing the Coulee Region Humane Society if the volume
182 of calls overwhelms the Police Department. The city then would need to locate the necessary
183 funding if this occurs.

184
185 Police Chief Trotnic said an accurate statistic could be determined by performing a five-year
186 actuary, noting that Assistant Police Chief Miller had received the information last Friday
187 (October 16).

188
189 For clarification, Ald. Bialecki asked Police Chief Trotnic if his department has received only
190 one call between 10 p.m. and 7 a.m. so far in 2015.

191
192 Police Chief Trotnic said that year to date his department has received one call between those
193 hours.

194
195 Ald. Bialecki asked that an official from the Coulee Region Humane Society be contacted and
196 asked to explain the increase in costs.

197
198 Fred said he can ask the Coulee Region Humane Society official to be very concise when
199 explaining the increased costs.

200
201 Police Chief Trotnic said Assistant Police Chief Miller told him the City of Onalaska and the
202 City of La Crosse are the only agencies in La Crosse County utilizing 24 hours a day, seven day
203 a week coverage. All other entities, including La Crosse County, only utilize services during the
204 times that are being proposed.

205
206 Ald. Muth noted that the Coulee Region Humane Society's services include picking up stray
207 dogs and cats and treating injured animals.

208
209 Police Chief Trotnic said his department has methods of controlling a vicious dog that cannot be
210 placed into a cage, but he added, "They're not ideal."

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211

212 Ald. Bialecki asked Fred to clarify his proposal.

213

214 Fred said the budget, as presented, “has shown it backed up to this level.” Fred also said he is
215 reluctant to commit to a one-year contract and not have a clause that allows the city to utilize a
216 different option should the Police Department be overburdened. Fred said he is not anticipating
217 any challenges occurring.

218

219 **Library**

220

221 No questions were asked regarding proposed expenditures.

222

223 **Parks**

224

225 No questions were asked regarding proposed expenditures.

226

227 **Recreation**

228

229 No questions were asked regarding proposed expenditures.

230

231 **Aquatic Center**

232

233 No questions were asked regarding proposed expenditures.

234

235 **Urban Planning**

236

237 Fred said MPO-LAPC is not the same as LADCO, explaining that the city must be a member of
238 MPO-LAPC based on population. Fred said this allows the city to obtain different grants such as
239 STP Urban Planning.

240

241 **Planning & Zoning**

242

243 No questions were asked regarding proposed expenditures.

244

245 **Water**

246

247 Ald. Bertrand referred to “Metered Sales – Residential” and said he assumes this fluctuates over
248 time according to weather. Ald. Bertrand noted that \$950,000 has been budgeted, and he also
249 noted that there was less precipitation in both 2013 and 2014. Ald. Bertrand asked if the city is
250 attempting to be conservative.

251

252 Ald. Bialecki said he believes Mayor Chilsen’s budget reflects the fact the city recently raised its
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7

253 rates.

254

255 Fred referred to “Metered Sales – Multifamily” and noted this is a new category where some
256 items originating from Residential and Commercial must now be classified. Fred cited Lake
257 Onalaska and Oakwood as examples of areas reclassified under the new category.

258

259 Ald. Bertrand inquired about “Metered Sales – Irrigation.”

260

261 Fred noted that Irrigation, meaning anyone who has a sprinkler system, used to be classified with
262 Residential, Commercial and Industrial and said the PSE has requested that irrigation be
263 separated.

264

265 **Sewer**

266

267 Fred noted there are two pieces of the Sewer rate: the treatment, and the transmission. The
268 transmission is internally (rate structure), and the Utilities Committee approved an increase from
269 \$1.30 to \$1.33 per 100 cubic feet. Fred said the City of La Crosse was not going to increase its
270 treatment rate for 2016. However, Fred also said an adjustment needed to be made because there
271 were insufficient incoming funds to cover the treatment costs in the City of La Crosse. This led
272 to an increase from \$1.33 to \$1.36 per 100 cubic feet.

273

274 Ald. Binash asked if the budget accounts for the Village of Holmen connecting with the City of
275 Onalaska’s sewer system.

276

277 Fred said no, noting that this will not occur in 2016. Fred said there might be construction
278 through Capital Projects, but added he is unsure if this will occur in 2016. Fred noted this will
279 fall under the “Treatment” category and said there will be a measuring device that will measure
280 flow and be handled through the City of La Crosse charges. The City of La Crosse will
281 reimburse the City of Onalaska for the flow through the system.

282

283 **Cemetery**

284

285 Fred noted that the Administrative and Judiciary Committee had voted to increase grave opening
286 fees effective January 1, 2016 and said the ordinance is currently being modified.

287

288 Ald. Bertrand inquired about a cemetery donation that occurred in 2015 and noted there had been
289 no donations prior. Ald. Bertrand asked if donations were encouraged.

290

291 Fred said the funds had been submitted by Brea and Planner/Zoning Inspector Katie Aspenson
292 for a grant for a fence at the Onalaska Cemetery. Fred noted that the city had received the funds
293 they could not go into the Onalaska Cemetery.

294

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8

295 Ald. Binash asked if the \$20,600 should be part of Capital Improvements.

296

297 Fred said that when the city receives funding through grants it is directly deposited into the
298 Enterprise Funds. Fred noted that an expanded design for the cemetery project has been
299 approved and said these costs will be withdrawn from the cemetery budget. Fred said the
300 remaining funds will be restricted for the ongoing cemetery fence project.

301

302 **Omni Center**

303

304 Ald. Bertrand noted that the Omni Center is aging and asked if expenses will increase over time.

305

306 Ald. Bialecki noted that Dan has identified several areas (e.g. chillers, mechanical systems,
307 roofing) at the facility that need to be addressed and asked Dan if it is correct to say that many of
308 the areas that need to be addressed will be in 2016 if the Capital Improvements Budget is
309 approved as recommended.

310

311 Dan said yes and stated that while the Omni Center is aging improvements are being made to the
312 facility. Dan said he hopes to complete some of the major renovations within the next couple of
313 years.

314

315 Ald. Bertrand asked if the Omni Center's operation maintenance costs will be reduced due to
316 Capital Improvements Projects.

317

318 Dan noted a new boiler system was installed in 2014 and said heating costs are being monitored
319 monthly. Dan said he believes the improvements being made to the Omni Center are assisting
320 with the reduction in operational costs.

321

322 **Tourism**

323

324 No questions were asked regarding proposed expenditures.

325

326 **Stormwater Utility**

327

328 Fred noted the Utilities Committee had voted to increase the ERU rate from \$63.52 to \$64.60
329 and said the revenues reflect the modification.

330

331 **Gundersen Lutheran Parking Ramp**

332

333 Fred noted that the city had called in the bond issue for the Gundersen Lutheran Parking Ramp in
334 2012 and said the city has saved \$963,000 by doing so. Fred noted an agreement had been
335 established stating that Gundersen would cover any shortfalls with P&I payments and said there
336 will be no shortfall in 2016. Gundersen's surplus is \$100,132.

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337

338 **Special Projects & Donations**

339

340 No questions were asked regarding proposed expenditures.

341

342 **Refuse & Recycling**

343

344 Fred referred to a summary of Harter's Quick Clean-Up's tonnage in committee members'
345 packets and noted that the anticipated recycling tonnage for 2015 is 1,515.24. The total
346 recycling tonnage for 2014 was 1,414.01. Fred noted that the tonnage to the La Crosse County
347 Landfill had increased to \$62. Fred referred to the city's seven-year contract with Harter's and
348 noted that there are four years remaining. Fred added that the contract is structured so that it
349 may only be increased by the Consumer Price Index.

350

351 **Shared Ride**

352

353 Fred noted the dollar amounts to the City of Onalaska were projected to be close to the same
354 with or without the Village of West Salem participating in the program. Fred said the figures are
355 "on target" now that the Request for Proposals has been pulled.

356

357 **Equipment Replacement Fund**

358

359 Ald. Binash asked for a definition of this fund.

360

361 Fred noted that the General Fund used to contain capital outlay. Every department had a capital
362 outlay, but Fred said the outlay was moved out of the General Fund and into the Equipment
363 Replacement Fund. Fred explained that this fund is very similar to Capital Projects, but it
364 addresses smaller-scale items.

365

366 **Joint Municipal Court**

367

368 Fred noted that the Town of Holland and the Village of Rockland have joined the Coulee Region
369 Joint Municipal Court.

370

371 **Capital Projects**

372

373 No questions were asked regarding proposed expenditures.

374

375 **TIF #4**

376

377 Ald. Bialecki asked Fred if a negative is being run.

378

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10

379 Fred said yes and noted that the creation of the TIF had been postponed two years. Fred said he
380 told former Land Use and Development Director Jason Gilman the right-of-way that was going
381 to be purchased as part of the State Trunk Highway 35 project would be removed from the TIF
382 District. Fred said he was aware there would be a deficit as a result. Fred also said that certain
383 Charter Communications equipment with a value of nearly \$1 million had to be removed from
384 the personal property roll. Fred noted that The Timbers property is currently on the tax roll, but
385 cautioned that the property might file for exempt status.

386

387 Ald. Binash asked if the TIF District is located within the Great River Landing area.

388

389 Fred referred to the map included in committee members' packets and said it is his
390 understanding the TIF District covers some of this area.

391

392 Brea said she believes it goes a couple of blocks north of Main Street.

393

394 Ald. Bialecki asked if the city should consider pulling out of the TIF District.

395

396 Fred and Brea both said the city should consider doing so. Fred also noted that the TIF District
397 was created in 2010.

398

399 Ald. Bialecki said he does not envision growth occurring in this area. Ald. Bialecki also asked
400 that the Community Development Authority reevaluate the TIF District and said the TIF District
401 and the Great River Landing are separate from each other. Therefore, the Great River Landing
402 would not be impeded.

403

404 Fred told Ald. Bialecki there has been no cost to the taxpayers even though there is a deficit in
405 the TIF District.

406

407 Brea noted that the TIF District was established as a "pay as you go" district and said value may
408 be put back into the district as it is created in the district. Brea said the Great River Landing
409 Project could be funded if the TIF District is profitable in the future. However, Brea also noted
410 that no projects are being funded since there is a deficit.

411

412 Ald. Bialecki asked that the committee be advised on this matter either on a quarterly or a
413 semiannual basis.

414

415 **Community Development Authority Management**

416

417 No questions were asked regarding proposed expenditures.

418

419

420

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11

421 **Debt Service**

422

423 No questions were asked regarding proposed expenditures.

424

425 Motion by Ald. Bialecki, second by Ald. Muth, to refer the 2016 Proposed Executive Budget to
426 the Special Common Council meeting to be held at 6 p.m. on Monday, November 9.

427

428 Ald. Bialecki said adjustments will be made to the proposed budget, one of which is the
429 inclusion of a City Administrator. Ald. Bialecki also said he is unsure if Mayor Chilsen will
430 need to alter the Tourism budget.

431

432 Fred referred to the packets distributed to the committee and said the \$10,879,411 is the budget
433 that was submitted by Mayor Chilsen to the Common Council.

434

435 On voice vote, motion carried.

436

437 **Closed Session**

438

439 To consider a motion to convene in Closed Session under Section 19.85(1)(c) for the purposes of
440 considering employment, promotion, compensation or performance evaluation data of any public
441 employee over which the governmental body has jurisdiction or exercises responsibility:

442

- 443 • Discussion of City Administrator and Department Reorganizations

444

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

448

449 Motion by Ald. Muth, second by Ald. Olson, to convene in Closed Session.

450

451 On voice vote, motion carried.

452

453

454 Recorded by:

455

456 Kirk Bey