

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Administrative & Judiciary Committee

DATE OF MEETING: September 4, 2019 (Wednesday)

PLACE OF MEETING: City Hall – 415 Main Street (Room 112)

TIME OF MEETING: 6:00 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call
2. Approval of minutes from the previous meeting(s)
3. Public Input: (limited to 3 minutes/individual)

Consideration and possible action on the following items:

Administrative

4. Approval of Operator’s Licenses as listed on report dated September 4, 2019
5. Approval of Special Events permits for:
 - A. Down Syndrome Awareness Walk on Saturday, September 14, 2019 from 9am-2pm starting at Onalaska Omni Center.
 - B. Neighborhood Block Party on September 21, 2019 from 11am – 8pm on 8th Avenue between Green Bay Street and Wilson Street.
6. Discussion regarding regulations for a new Property Maintenance Ordinance
7. Onalaska Firefighter’s Association request for the City of Onalaska’s support for use of the City’s facility, personnel and equipment for the 9th Annual Firehouse 5K Run/Walk
8. Approval of 2019 Cemetery Financials

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen	Angel Benrud
Ald. Dan Stevens	Jenny Miller
Ald. Jim Olson	
* Ald. Tom Smith - Vice Chair Admin & Chair Jud	
* Ald. Diane Wulf - Chair Admin	
Ald. Kim Smith	
* Ald. Boondi Iyer – Vice Chair Jud	
City Attorney Dept Heads City Administrator	
La Crosse Tribune Coulee Courier	Omni Center
WXOW WKTY WLXR WKBT WLAX FOX	Onalaska Public Library
*Committee Members	

Date Notices Mailed and Posted: 8/28/19

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

9. Approval of 2020 Cemetery Budget
10. Miscellaneous licensing reporting

Judiciary

11. **Ordinance 1651-2019** to amend Article E of Chapter 3 of Title 2 of the Code of Ordinances of the City of Onalaska relating to Joint Municipal Court (Third and Final Reading)
12. **Ordinance 1652-2019** to annex land located in the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ in Section 32, Township 17 North, Range 7 West from the Town of Onalaska to the City of Onalaska (Wessel Annexation) (First and Second Reading)
13. **Ordinance 1653-2019** to amend Section 2-5-4 of the Code of Ordinance of the City of Onalaska relating to specific conflicts of interest (First and Second Reading)

Adjournment

PACKET: 02946 Operators Sept First
SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
02353	8/08/19- 6/30/21	WURZEL	DENNIS	OPRATOR OPERATORS - 2 YEAR
02982	8/26/19- 6/30/21	RIVERA	ISMAEL	OPRATOR OPERATORS - 2 YEAR
05815	8/20/19- 6/30/21	LANDER	SARAH-JEANNE	OPRATOR OPERATORS - 2 YEAR
05885	8/12/19- 6/30/21	RASMUSSEN	KALLI JANE	OPRATOR OPERATORS - 2 YEAR
05904	9/03/19- 6/30/21	RAND	DAMION	OPRATOR OPERATORS - 2 YEAR



CITY OF ONALASKA
 REC#: R00154280 8/13/2019
 TRAN: 30 LICENSES
 OPER: 02 TERM: 2
 TKBY : CASH 02

#5-A
 05886

CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 •
 www.cityofonalaska.com

05886-09/14/19 DOWN SYNDROME AWARENESS
 SPECIAL EVENT 300-499 250.00CR

PAID BY: ANGELINA E BENRUD
 CC 255.00 AUTH: 313164 REF: SW

SPECIAL EVENT PERMIT APPLICATION
GENERAL EVENT INFORMATION

APPLIED 250.00
 INFORMATION 255.00

Official Name of Special Event: Down Syndrome Awareness Walk CHARGE 0.00

Start Date: 9-14-19 End Date: 9-14-19

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup						9:00 AM	
Start						10:00am	
End						1:00PM	
Cleanup						2:00 pm	

Location of Event: Park/Public Property Onalaska Omni Center
 Public Street/Sidewalk/Alley/Right of Way
 Private Property _____
 Other _____

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

Riders Club Road to East Ave to Mason St. No street Closure required

Location of Event Parking: Omni center - overflow across the street at aquatic center

Estimated Attendance Per Day:

0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

10/1/16
 10/2/16
 10/3/16
 10/4/16
 10/5/16
 10/6/16
 10/7/16
 10/8/16
 10/9/16
 10/10/16
 10/11/16
 10/12/16

Type of Event:

- | | |
|--|---|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input checked="" type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input type="checkbox"/> Other _____ | |

Event Will Have:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input checked="" type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | |
| <input type="checkbox"/> Other high-risk activity _____ | |

Permit & Other Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input type="checkbox"/> Non-Food related sales and/or display booths	
<input type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input type="checkbox"/> Cooking Equipment	Fire Dept.
<input type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Restrooms & Hand Washing | <input type="checkbox"/> Tent Heating |
| <input checked="" type="checkbox"/> Event Insurance | <input type="checkbox"/> Public Safety / EMS Services |
| <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Advertising Banners// Signs |
| <input checked="" type="checkbox"/> Drinking Water | <input type="checkbox"/> Grey Water & Grease Removal |
| <input checked="" type="checkbox"/> Weather Contingencies | <input type="checkbox"/> LP Gas |

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:
 Inside the Omni Center

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)
 Angel Benrud - Walk Chair - 608769-2978- angelbenrud@yahoo.com

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

Organization(s) Sponsoring Event:

Name: Down Syndrome Association of Wisconsin
Address: 11709 W Cleveland Ave #2
City: West Allis State Wi Zip 53227

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

Name: _____
Address: _____
City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Angel Benrud
Daytime Phone: 769-2978 Cell #: _____
Email: angelbenrud@yahoo.com
Address: 921 6th ave north
City: onalaska State _____ Zip 54650

Secondary Contact: _____
Daytime Phone: _____ Cell #: _____
Email: _____
Address: _____
City: _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other _____
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

I have reviewed the proposed location for the event and determined suitability for our proposed use.

There are no requested changes, upgrades or safety concerns identified
OR

I am requesting the following changes or upgrades:

I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.

I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.

I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.

I have enclosed the event's Public Safety Site Plan.

I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.

Angel Behrud
(Sign Name)

8-13-19
(Date)

Angel Behrud
(Print Name)

Walk Chair
(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com



CITY OF ONALASKA
INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: Down Syndrome Awareness Walk.

Special Event Location: Omni Center.

Event Organizer(s): Angel Benard - Chair

Jean Ahearns - Co-Chair. - The Down Syndrome assoc. of Wisconsin.

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF ONALASKA

9-14-19

(date)

Angel Beros

(signature)

Angel Beros Chair

(print name)

(title)

(date)

City Clerk

, Mayor

(signature)

(print name)

(title)



CITY OF ONALASKA
Special Event Insurance Requirements.

(a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Onalaska, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the start of the event, provide proof of insurance as follows:

1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.

a. Commercial General Liability.

- (i) \$1,000,000 general aggregate – per event;
- (ii) \$1,000,000 products – completed operations aggregate;
- (iii) \$1,000,000 personal injury and advertising injury;
- (iv) \$1,000,000 each occurrence limit.

b. Insurance must include:

- (i) Premises and operations liability;
- (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
- (iii) Personal injury;
- (iv) Explosion, collapse and underground coverage;
- (v) Products and completed operations;
- (vi) The general aggregate must apply separately to the event and location.

2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

SPECIAL EVENT CONTINGENCY PLAN

For Review Only

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?
Will a first aid station, with trained first aid provider, be provided at the event? Where?
If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?
Who will work the entry gates? Maintain egress and access?
Who will patrol the area to prevent incidents from getting out of control?
Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.
If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.
If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?
Who will conduct clean up?
Remember to maintain fire lanes and access roads.
Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?
Is there adequate safe parking provided? Where?

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>8-16-19</u>
Fire Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>8/19/19</u>
Police Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>MUST CONTACT Sgt. BERRY IF IN RUMBLEWY!</u>	Date: <u>8-20-19</u>
Public Works	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>8-21-19</u>
Planning	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>8/20/19</u>
Parks & Rec	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>8/21/19</u>

Site Diagram Sketch Attached: YES NO

GIS Dept. Map Prepared: ____/____/____

Insurance Required: YES NO Certificate of Insurance on File: YES NO COI Expires: ____/____/____

Special Class B License Required: YES NO Date of Special Class B Application: ____/____/____

Approved By A&J: ____/____/____ Date License Issued: ____/____/____

License No: _____



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 04-19-2013

Employer Identification Number:
46-2581316

Form: SS-4

Number of this notice: CP 575 E

DOWN SYNDROME ASSOCIATION OF
WISCONSIN-CHILDREN OF THE HEART-GR
% RONALD MALLOY
3211 S LAKE DR STE 113
ST FRANCIS, WI 53235

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 46-2581316. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
Form 990-PF, Return of Private Foundation
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to www.irs.gov/990filing for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

Form 1120, U.S. Corporation Income Tax Return
Form 1041, U.S. Income Tax Return for Estates and Trusts
Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.





CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENT PERMIT APPLICATION GENERAL EVENT INFORMATION

Official Name of Special Event: Neighborhood Block Party

Start Date: 9-21-19

End Date: 9-21-19

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup						11:00A	
Start						11:00A	
End						8:00p	
Cleanup						8:00p	

Location of Event: Park/Public Property _____

Public Street/Sidewalk/Alley/Right of Way

8th Avenue South between Green Bay Street + Wilson Street

Private Property _____

Other _____

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

8th Avenue South between Green Bay Street + Wilson Street

Location of Event Parking: _____

Estimated Attendance Per Day:

0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

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(For political purposes)
- Other _____
- Religious / Educational
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- Sport (fishing, soccer, etc.)

Event Will Have:

- Bounce House
- Rock Wall
- Amplified Sound
- Vehicles
- Animals
- Other high-risk activity _____
- Bungee Jump
- Dunk Tank
- Marching Units
- Water Slides

Permit & Other Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
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<input type="checkbox"/> Fires or candles	Fire Dept.
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<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
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- Event Insurance
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- Weather Contingencies
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•
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• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

Organization(s) Sponsoring Event:

Name: N/A

Address: _____

City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

Name: N/A

Address: _____

City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Jenny Miller

Daytime Phone: 507-895-8200 Cell #: 608-792-5870

Email: _____

Address _____

City: _____ State _____ Zip _____

Secondary Contact: Tim Miller

Daytime Phone: 608-792-9785 Cell #: 608-797-9785

Email: _____

Address _____

City: _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other _____
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

I have reviewed the proposed location for the event and determined suitability for our proposed use.

There are no requested changes, upgrades or safety concerns identified
OR

I am requesting the following changes or upgrades:

I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.

I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.

I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.

I have enclosed the event's Public Safety Site Plan.

I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.



(Sign Name)

8-19-19

(Date)

Jennifer Miller

(Print Name)

(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com



CITY OF ONALASKA

INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: Neighborhood Block Party

Special Event Location: 8th Ave S. between Green Bay Street + Wilson Street

Event Organizer(s): Jenny + Tim Miller

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

Form #407 (revised 10/11/16)

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF ONALASKA

8-19-19
(date)

(date)

Jennifer Miller
(signature)

City Clerk

Jennifer Miller
(print name) (title)

Mayor

Tim Miller
(signature)

TIM MILLER
(print name) (title)

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurances carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	Reason: _____	Date: <u>8-26-19</u>
Fire Dept	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	Reason: _____	Date: _____
Site Diagram Sketch Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO						
GIS Dept.	Map Prepared: ____/____/____					
Insurance Required: <input type="checkbox"/> YES <input type="checkbox"/> NO Certificate of Insurance on File: <input type="checkbox"/> YES <input type="checkbox"/> NO COI Expires: ____/____/____						
Special Class B License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Special Class B Application: ____/____/____						
Approved By A&J: ____/____/____			Date License Issued: ____/____/____			
License No: _____						

Christine Hanson
609 8th Ave S
Onalaska, WI 54650
608 792-6656

Mark Gilbertson
627 8th Ave S.

Bob Hasty
616 8th Ave S.
608 397 3054

Kevin & Jen Loos
610 8th Ave S.
715-213-2442

Sue Pedersen
606 8th Ave S
608-311-9226

Hannah Haggerty
602 8th Ave S.
Onalaska, WI 54650

Jeff Miller
601 8th Ave S.
Onalaska, WI 54650

Owen

Toilet



CITY OF ONALASKA

STAFF REPORT

Agenda Item: Discussion regarding regulations for a new Property Maintenance Ordinance.

Section 16-1-2 (2) (b): Long Grass / Weeds

- Agree to enforce where a parcel of land is located within a subdivision where more than 70 percent of the parcels are developed? (*New Language, this has been past practice.*)

Section 16-1-2 (2) (c): Natural Landscapes

- Where a natural landscape abuts a property or right-of-way that does not have a natural landscape, the property owner with the natural landscape shall provide an adequate grass lawn buffer or other acceptable buffer between the natural landscape and the adjacent property or right-of-way so as to prevent the natural landscape from being a nuisance or hazard or encroachment. (*Removes 3 pages of in-depth permitting process from the Code. The City has historically not enforced the Code as written.*)

Section 16-1-2 (2) (g): Brush

- Piles of brush (tree branches, yard waste, etc.) shall not be allowed to accumulate and/or be stored on parcels of residentially-zoned land as said brush becomes habitat for vermin and other associated animals and can become a public nuisance. (*Current City Code for this is not clear, new language is what the City historically enforces.*)

Section 16-1-2 (4): Composting

- Composting shall be allowed in all residential zoning districts subject to the following conditions:
 - Composting shall be conducted within an enclosed container (or containers) not to exceed a sum total of one hundred fifty (150) cubic feet per parcel. A compost container shall be made of durable material such as wood, block, plastic, or sturdy metal fencing and shall have been constructed exclusively for composting.
 - Compost containers shall not present an aesthetic, health, or odiferous nuisance to neighboring properties.
 - Compost containers are prohibited in any front or side yard. Compost containers shall not be located in any drainage swale. Further, compost containers shall be located a minimum of three (3) feet from parcel lines, five (5) feet from an alley right-of-way; ten (10) feet from a principal structure; and three (3) feet from another neighboring accessory structure.
 - Only kitchen wastes or other products labeled “compostable” that break down in compost containers and yard waste (free of logs, large branches, and diseased plants) may be placed in compost containers.
 - Meat, bones, fat, oil, dairy products and other kitchen wastes that do not break down in compost containers, as well as plastic synthetic fibers, and human or pet waste shall not be placed in compost containers.
 - Compost shall be maintained within the container to keep the material aerated, minimize odor, reduce potential rodent harborage, and promote effective decomposition of the material. (*Current City Code does not regulate composting; this is what the City has enforced.*)

Section 16-1-2 (6): Animal feces.

- All animal pens, runs, exercise areas, fenced areas, structures, and enclosures shall comply with the provisions of this Ordinance and shall be kept clean, sanitary, and free from odor, feces, insects, and other unsightly or objectionable matters, which constitute a public nuisance or are otherwise detrimental to public health, safety, or welfare.
- The owner or person in charge of any dog or other animal shall not permit solid fecal matter of such animal to deposit on any street, alley or other public or private property, unless such matter is immediately

CITY OF ONALASKA

removed therefrom by said owner or person in charge. This section shall not apply to a person who is visually or physically handicapped.

- Domestic animal feces shall be removed and properly disposed of within twenty-four (24) hours. (*Current City Code above.*)

(*Proposed Enforcement Language below.*)

- Excrement shall be removed regularly and disposed of properly so not to attract insects or rodents, become unsightly or cause objectionable odors and Prevent the accumulation of your pet's waste. (*This to replace bullet number 3 above.*)

Section 16-1-2 (8): Detached Truck Toppers

- No person may leave or store a detached truck topper in any front yard. All detached toppers shall be stored inside an enclosed structure or they shall be stored in a rear or side yard in a manner that does not create a hazard or an aesthetic nuisance. No detached truck toppers shall be used as a compost container, accessory storage structure, animal enclosure, or any other use that is contrary to the designed and originally intended use customarily associated with a truck topper. (*Current City Code does not regulate truck topper storage, do we want to?*)

Section 16-1-2 (12): Firewood Storage

- Firewood should be neatly stacked and may not be stacked closer than two (2) feet to any lot line and not higher than eight (8) feet from grade, except adjacent to a fence where firewood can be stacked as high as the fence. Fences as used in this section shall not include hedges or other vegetation. (*Current City Code says 6 feet.*)
- Not more than twenty (20) percent of the side and rear yard may be used for storage of firewood at any one (1) time. When a rear yard is used for firewood storage, such storage area shall be counted in computing the rear lot coverage requirements in Section 13-6-7(c) (2) (3). (*Current City Code is listed, do you want to change how much firewood someone can store and do you want to include this in lot coverage (accessory structure maximum coverage)?*)

Section 16-1-2 (13): Fuel tanks.

- Fuel tanks shall not be stored in any front or side yard. (*Current City Code does not regulate fuel tanks, do we want to?*)

Section 16-1-2 (14): Dumping and Littering.

- Litter from Conduct of Commercial Enterprise. (*Current City Code does not have detailed regulations; do you like what is proposed?*)
 - Scope. The provisions of this section shall apply to all sales, promotions and other commercial ventures that result in litter being deposited on any street, alley or other public way.
 - Litter to be cleaned up. Any person, firm, corporation or association carrying on an enterprise that results in litter being deposited on any street, alley or other public way shall clean up the same within twelve (12) hours of the time the same is deposited. If any such litter is subject to being blown about, it shall be picked up immediately. If any such litter is likely to attract animals or vermin, such litter shall be picked up immediately.
 - Litter picked up at litterer's expense. If any person, firm, corporation or association fails to pick up any litter as required above within the time specified, the City shall arrange to have the same picked up by City crews or by private enterprise. Applicable bidding procedures shall be used for any arrangement for the use of private enterprise to pick up such litter. The entire expense of picking up such litter, together with an additional charge of twenty (20) percent for administrative expenses, shall be charged to the person, firm, corporation or association that did the littering. If such sum is not promptly paid, steps shall be taken, with the advice of the City Attorney's office, to collect the same. This charge shall be in addition to any forfeiture or other penalty for violation of this section.

CITY OF ONALASKA

Section 16-1-2 (17) (a), (b), (f), (g), (h), & (i): Vehicles.

- Vehicles shall be kept fully operational, licensed and used on a regular basis. Oil and other vehicle fluids shall not be permitted to spill onto the ground, which may create an aesthetic nuisance and/or migrate into the City's right-of-way or utility systems. *(This has been past practice).*
- Parking of vehicles and trailers under twenty-five (25) feet in length. Vehicles and trailers under twenty-five (25) feet in length (not including trailer tongue) not required by the State of Wisconsin to be licensed or registered, including cargo trailers, travel trailers, boats, and other such items, as well as registered and licensed vehicles and trailers used for recreational purposes, including snowmobiles and all-terrain vehicles, shall not be parked on front yards (excluding corner properties) unless parked on a driveway or parking area described pursuant to the provisions of this Ordinance and setback a minimum of fifteen (15) feet from the curb. Such vehicles may be parked in the rear yard and/or in the side yard if the side yard has a minimum twenty-five (25) foot setback. *(This is Current Code. Do we want to change and allow storage of recreational vehicles/boats in side yards? Currently only allowed in driveways and rear yards.)*
- Parking or storage of unregistered, unlicensed, or inoperable vehicles on public property. Except as permitted on State of Wisconsin property, no person shall park any unregistered, unlicensed, or inoperable vehicle upon any public street, alley, highway, or public property. *(New language).*
- Abandoned vehicles. A vehicle is considered abandoned if the vehicle is parked and left unattended in the same place for forty-eight (48) consecutive hours without the permission of the owner of the premises and is in public view. The City of Onalaska Police Department shall be responsible for the removal and disposition of vehicles abandoned on public premises. Vehicles abandoned on public property shall be disposed of per Section §342.40, Wisconsin Statutes. For private properties, the Onalaska Police Department's involvement is limited to issuing appropriate parking tickets and it is the responsibility of the property owner to appropriately remove and dispose of vehicles abandoned on private property. Any person who abandons a vehicle on public or private premises may be punished by imposition of forfeiture as detailed in this Ordinance. *(New language).*
- Storage of machinery, implements and equipment. No person shall park or store or permit any other person to park or store any machinery, implements, or equipment designed for use in agriculture, construction, or other commercial enterprise, unless the machinery, implements, or equipment is stored in an enclosed structure. This Section does not apply to premises for which the Unified Development Ordinance specifically permits outdoor storage, display or sale of machinery, implements, or equipment. *(New language, based on current language in Zoning Ordinance).*
- Responsibility for parking violations on premises. The registered owner of a vehicle shall be responsible for any violations of the parking provisions of this Ordinance. If a vehicle has been abandoned or the owner of the vehicle is unknown, then the owner of the property on which the vehicle is located shall be responsible for any violation of the parking provisions of this Ordinance. *(New language).*



City of Onalaska

Handwritten: Fund 8-23-19

#8
Balance Sheet
Account Summary
As Of 08/23/2019

Account	Name	Balance
Fund: 630 - CEMETERY		
Assets		
630-11100	CASH	-72,183.05
630-11300	INVESTMENTS	70,319.49
630-11500	SPECIAL TRUST INVESTMENT	2,000.00
630-13000	ACCOUNTS RECEIVABLE	0.00
630-13300	INTEREST RECEIVABLE	2.21
630-14202	REIMBURSEMENT FROM STATE	0.00
630-18100	LAND	214,787.45
630-18150	CONSTRUCTION WORK IN PROGRESS	0.00
630-18200	BUILDING	17,036.58
630-18531	EQUIPMENT	71,675.36
630-18927	ACCUM. DEPR. - BLDG.	-5,158.98
630-18928	LAND IMPROVEMENT	404,845.79
630-18929	ACC. DEPR.-LAND IMPROVEMENTS	-73,782.37
630-18930	ACC. DEPR. - EQUIP	-47,132.44
630-19000	WRS NET PENSION ASSET	6,880.00
630-19001	WRS LIFE ASSET	0.00
630-19200	DEF. OUTFLOW-WRS PENSION-CONTRIBL	20,105.00
630-19201	DEFERRED OUTFLOW WRS LRLIF	209.00
	Total Assets:	609,604.04
		609,604.04
Liability		
630-21100	ACCOUNTS PAYABLE	0.00
630-21110	AP PENDING (DUE TO POOL)	8.32
630-21511	FICA W/H	0.00
630-21512	FEDERAL W/H	0.00
630-21513	STATE W/H - WI	0.00
630-21515	FICA W/H - MEDICARE	0.00
630-21520	RETIREMENT W/H	0.00
630-21528	BC/BS HEALTH INS	0.00
630-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
630-21530	HEALTH INS	0.00
630-21531	CANCER INS.	0.00
630-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
630-21534	MEDICAL & DEP CARE - SECT. 125	0.00
630-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
630-21540	UNITED WAY	0.00
630-21560	COMMUNITY CREDIT UNION W/H	0.00
630-21570	UNION DUES	0.00
630-21571	LOCAL 150 UNION DUES W/H	0.00
630-21572	1ST FINANCIAL SVGS.	0.00
630-21573	DEFERRED COMPENSATION	0.00
630-21581	SUPPORT PAYMENTS	0.00
630-21700	ACCRUED WAGES	0.00
630-21800	ACCUMULATED EMPLOYEE BENEFIT (VAC	3,854.64
630-21820	ACCUMULATED EMPLOYEE BENEFIT (SICK	4,789.49
630-22900	CURRENT PORTION OF LONG TERM DEBT	0.00
630-23900	WRS NET PENSION LIAB.	0.00
630-23901	WRS LRLIF LIABILITY	1,449.00
630-25100	DUE TO GENERAL FUND	0.00
630-25200	DEFERRED INFLOW-WRS PENSION	21,891.00
630-25418	DUE TO CAPITAL PROJECTS	59,813.00

Balance Sheet

As Of 08/23/2019

Account	Name	Balance
630-29200	LONG TERM OBLIGATIONS	0.00
	Total Liability:	91,805.45
Equity		
630-31104	CONTRIBUTED CAPITAL	8,350.00
630-32000	INVESTMENT IN CAPITAL ASSETS	0.00
630-33101	PERP. CARE FUND	249,225.41
630-33103	CAPITAL IMPROVEMENTS	146,272.35
630-34100	FUND BALANCE	109,769.49
630-34160	FUND BALANCE - SPEC. TRUST	2,000.00
630-34237	CEMETERY FENCE PROJECT	0.00
630-34300	RESTRICTED FOR WRS PENSION	6,880.00
	Total Beginning Equity:	522,497.25
Total Revenue		46,515.42
Total Expense		51,214.08
Revenues Over/Under Expenses		-4,698.66
	Total Equity and Current Surplus (Deficit):	517,798.59
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>609,604.04</u>

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City of Onalaska

#9

Budget Report Account Summary

For Fiscal: 2019 Period Ending: 08/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 630 - CEMETERY							
Revenue							
630-00000-43693	REVENUE FROM STATE	0.00	0.00	0.00	0.00	0.00	0.00 %
630-00000-46540	OPENING GRAVES	38,000.00	38,000.00	1,050.00	20,670.00	-17,330.00	45.61 %
630-00000-46541	SALE OF LOTS	20,992.00	20,992.00	0.00	18,576.00	-2,416.00	11.51 %
630-00000-46544	MISC. INCOME	0.00	0.00	0.00	0.00	0.00	0.00 %
630-00000-46545	TRANSFER FEES	0.00	0.00	0.00	130.00	130.00	0.00 %
630-00000-46546	MONUMENT/MARKRS	2,200.00	2,200.00	0.00	1,785.00	-415.00	18.86 %
630-00000-46547	PERP. CARE MATCHING REVENUES	2,124.00	2,124.00	0.00	2,322.00	198.00	109.32 %
630-00000-46548	CAPITAL IMPROVEMENTS	2,124.00	2,124.00	0.00	2,322.00	198.00	109.32 %
630-00000-48100	INTEREST INCOME	50.00	50.00	0.00	205.42	155.42	410.84 %
630-00000-48534	CEMETERY DONATIONS	0.00	0.00	0.00	505.00	505.00	0.00 %
630-00000-49120	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00 %
630-00000-49201	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
630-00000-49400	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00 %
630-00000-49401	LOSS ON DISPOSAL OF FIXED ASSET	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	65,490.00	65,490.00	1,050.00	46,515.42	-18,974.58	28.97 %
Expense							
630-53981-110	SALARIES - REGULAR	3,963.00	3,963.00	308.28	2,421.13	1,541.87	38.91 %
630-53981-120	WAGES - REGULAR	31,690.00	31,690.00	2,577.30	19,812.72	11,877.28	37.48 %
630-53981-121	OVERTIME - REGULAR	1,000.00	1,000.00	23.44	1,771.92	-771.92	-77.19 %
630-53981-124	WAGES - PERM PT	5,936.00	5,936.00	1,711.89	6,730.46	-794.46	-13.38 %
630-53981-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
630-53981-126	WAGES - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
630-53981-127	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00 %
630-53981-150	FICA	3,258.00	3,258.00	336.09	2,208.30	1,049.70	32.22 %
630-53981-151	RETIREMENT (WRS)	2,598.00	2,598.00	190.56	1,572.48	1,025.52	39.47 %
630-53981-152	HEALTH INSURANCE	11,844.00	11,844.00	986.96	7,895.68	3,948.32	33.34 %
630-53981-153	DENTAL INSURANCE	735.00	735.00	59.03	472.24	262.76	35.75 %
630-53981-154	LIFE INSURANCE	20.00	20.00	2.74	17.12	2.88	14.40 %
630-53981-221	ELECTRIC & GAS	644.00	644.00	67.13	391.96	252.04	39.14 %
630-53981-225	PHONE/INTERNET/CABLE	0.00	0.00	0.00	0.00	0.00	0.00 %
630-53981-310	OFFICE SUPPLIES	100.00	100.00	0.00	14.50	85.50	85.50 %
630-53981-311	POSTAGE	50.00	50.00	0.00	0.00	50.00	100.00 %
630-53981-312	COPY USAGE & PAPER	50.00	50.00	0.00	0.00	50.00	100.00 %
630-53981-340	OPERATING SUPPLIES	2,450.00	2,450.00	0.00	805.27	1,644.73	67.13 %
630-53981-350	BLDG & GRDS MAINT & REPAIRS	2,000.00	2,000.00	0.00	3,231.34	-1,231.34	-61.57 %
630-53981-360	VEHICLE MAINT. & REPAIRS	500.00	500.00	0.00	46.41	453.59	90.72 %
630-53981-361	REGULAR FUEL	1,500.00	1,500.00	147.55	1,297.19	202.81	13.52 %
630-53981-362	OFF ROAD FUEL	750.00	750.00	26.40	122.16	627.84	83.71 %
630-53981-363	EQUIPMENT MAINT & REPAIRS	1,000.00	1,000.00	81.92	802.20	197.80	19.78 %
630-53981-510	INS - WORKERS COMP	1,904.00	1,904.00	0.00	1,428.00	476.00	25.00 %
630-53981-512	INS - VEHICLES	173.00	173.00	0.00	173.00	0.00	0.00 %
630-53981-516	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00 %
630-53981-540	DEPR - GENERAL EQUIPMENT	6,900.00	6,900.00	0.00	0.00	6,900.00	100.00 %
630-53981-543	DEPR BLDG, STRUCTURE, BLDG IM	568.00	568.00	0.00	0.00	568.00	100.00 %
630-53981-544	DEPR - IMPROV OTHER THAN LAND	15,300.00	15,300.00	0.00	0.00	15,300.00	100.00 %
630-53981-620	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 %
630-53981-686	ALLOCATED - WRS	0.00	0.00	0.00	0.00	0.00	0.00 %



Budget Report

For Fiscal: 2019 Period Ending: 08/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
6. 600-699						
PRIOR PERIOD ADJUSTMENT-LRILF	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	94,933.00	94,933.00	6,519.29	51,214.08	43,718.92	46.05 %
Fund: 630 - CEMETERY Surplus (Deficit):	-29,443.00	-29,443.00	-5,469.29	-4,698.66	24,744.34	84.04 %
Report Surplus (Deficit):	-29,443.00	-29,443.00	-5,469.29	-4,698.66	24,744.34	84.04 %



CITY OF ONALASKA

GIS
[]

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-953 www.cityofonalaska.com

CEMETERY DEED OR BURIAL PERMIT FORM

Burial Permit (Final Disposition must be attached)

Deceased's Last Name:			First Name:	Middle Initial:	Date of Death:
Cemetery Block #	Lot #	Grave #	Date of Burial	Time of Burial AM / PM	
Funeral Home			Address		
Phone ()			City	State	Zip

Fees:	
<u>Burial Grave Openings</u>	
Mon-Fri (7am - 3 pm)	710.00
Outside Business Hrs, Saturday Sun/Holiday	1000.00
<u>Infant Grave Openings</u>	
Mon-Fri (7am - 3pm)	290.00
Outside Business Hrs, Saturday, Sun./Holiday	420.00
<u>Ashes in Urn Only</u>	
Mon-Fri (7 am - 3 pm)	340.00
Outside Business Hrs., Saturday Sun/Holidays	475.00
<u>Ashes in Monument</u>	
	60.00
<u>Plots</u>	
Plot	860.00
Infants	290.00
Transfer	65.00

The undersigned does hereby request a burial permit for interment in the Onalaska cemetery:

Dated this _____ day of _____

Signature: _____

All fees shall be paid at the office of the City Treasurer no later than 5:00 pm on the two(2) days prior to the day of the opening or the grave will not be opened.

Sale or Transfer of Plot

Last Name: (Current Owner if a Transfer) please print			First Name:	Middle Initial:	Phone
Address			City	State	zip
If Transfer - Last Name of New Owner			First	Middle Initial	Phone
Address of new owner			City	State	zip
Cemetery Block #	Lot #	Grave #	Cemetery Block #	Lot #	Grave #
Cemetery Block #	Lot #	Grave #	Cemetery Block #	Lot #	Grave #

[Office Use Only]
Street Shop Notification

Fax Street Shop
(and copy of cemetery layout)

Cemetery Sexton

City Clerk References:

Final Disposition Attached

Card _____

Book _____

Deed: _____

Volume: _____ Page: _____

Register Receipt Verification



City of Onalaska

Handwritten: Fund 8.27-19

Budget Worksheet Account Summary

For Fiscal: 2019 Period Ending: 08/31/2019

	2017 Total Budget	2017 Total Activity	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 YTD Activity	Defined Budgets				
							2020 2020 DEPT	2020 2020 ADMIN	2020 2020 ADOPTED		
Fund: 630 - CEMETERY											
Revenue											
Department: 00000 - NON DEPARTMENTAL											
630-00000-43693		REVENUE FROM STATE	0.00	0.00	0.00	0.00	0.00				
630-00000-46540	24,505.00	OPENING GRAVES	25,035.00	26,300.00	42,305.00	38,000.00	20,670.00	31,000.00			
630-00000-46541	26,000.00	SALE OF LOTS	21,648.00	26,000.00	28,428.00	20,992.00	18,576.00	30,000.00			
630-00000-46544	0.00	MISC. INCOME	400.00	0.00	410.00	0.00	0.00				
630-00000-46545	150.00	TRANSFER FEES	0.00	0.00	190.00	0.00	130.00				
630-00000-46546	2,200.00	MONUMENT/MARKRS	1,820.00	2,200.00	2,880.00	2,200.00	1,785.00	2,200.00			
630-00000-46547	2,600.00	PERP. CARE MATCHING REVEN	2,706.00	2,600.00	3,553.50	2,124.00	2,322.00	3,000.00			
630-00000-46548	2,600.00	CAPITAL IMPROVEMENTS	2,706.00	2,600.00	3,553.50	2,124.00	2,322.00	3,000.00			
630-00000-48100	175.00	INTEREST INCOME	160.19	150.00	331.26	50.00	205.42	275.00			
630-00000-48534	0.00	CEMETERY DONATIONS	24,474.86	0.00	100.00	0.00	505.00				
630-00000-49120	0.00	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00				
630-00000-49201	0.00	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00				
630-00000-49400	0.00	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00				
630-00000-49401	0.00	LOSS ON DISPOSAL OF FIXED A	0.00	0.00	0.00	0.00	0.00				
Department: 00000 - NON DEPARTMENTAL Total:			58,230.00	78,950.05	59,850.00	81,751.26	65,490.00	46,515.42	69,475.00	0.00	0.00
Revenue Total:			58,230.00	78,950.05	59,850.00	81,751.26	65,490.00	46,515.42	69,475.00	0.00	0.00

Handwritten signature: SK

Handwritten circled number: 1

Budget Worksheet

For Fiscal: 2019 Period Ending: 08/31/2019

								Defined Budgets		
		2017	2017	2018	2018	2019	2019	2020	2020	2020
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2020 DEPT	2020 ADMIN	2020 ADOPTED
Expense										
Department: 53981 - CEMETERY										
<u>630-53981-110</u>	SALARIES - REGULAR	0.00	0.00	3,693.00	3,778.07	3,963.00	2,421.13	4,142.00		
<u>630-53981-120</u>	WAGES - REGULAR	36,769.00	36,396.54	33,120.00	32,756.16	31,690.00	19,812.72	30,220.00		
<u>630-53981-121</u>	OVERTIME - REGULAR	1,000.00	164.17	1,000.00	1,197.40	1,000.00	1,771.92	1,000.00		
<u>630-53981-124</u>	WAGES - PERM PT	9,600.00	0.00	3,000.00	2,426.14	5,936.00	6,730.46	5,648.00		
<u>630-53981-125</u>	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00			
<u>630-53981-126</u>	WAGES - TEMP/SEAS	0.00	4,212.00	2,868.00	6,350.62	0.00	0.00			
<u>630-53981-127</u>	OVERTIME - TEMP/SEAS	0.00	0.00	0.00	0.00	0.00	0.00			
<u>630-53981-150</u>	FICA	3,623.00	2,955.11	3,342.00	3,292.75	3,258.00	2,208.30	3,137.00		
<u>630-53981-151</u>	RETIREMENT (WRS)	3,221.00	2,771.21	2,734.00	2,639.84	2,598.00	1,572.48	2,387.00		
<u>630-53981-152</u>	HEALTH INSURANCE	5,171.00	5,720.13	11,761.00	11,768.28	11,844.00	7,895.68	12,026.00		
<u>630-53981-153</u>	DENTAL INSURANCE	681.00	684.35	727.00	724.97	735.00	472.24	687.00		
<u>630-53981-154</u>	LIFE INSURANCE	7.00	6.81	21.00	15.36	20.00	17.12	30.00		
<u>630-53981-221</u>	ELECTRIC & GAS	500.00	746.58	644.00	821.86	644.00	391.96	644.00		
<u>630-53981-225</u>	PHONE/INTERNET/CABLE	144.00	0.00	0.00	0.00	0.00	0.00			
<u>630-53981-310</u>	OFFICE SUPPLIES	100.00	0.00	100.00	0.00	100.00	14.50	100.00		
<u>630-53981-311</u>	POSTAGE	50.00	0.00	50.00	0.00	50.00	0.00	50.00		
<u>630-53981-312</u>	COPY USAGE & PAPER	50.00	45.29	50.00	44.63	50.00	0.00	50.00		
<u>630-53981-340</u>	OPERATING SUPPLIES	1,925.00	834.73	2,039.00	1,159.29	2,450.00	805.27	3,100.00		
<u>630-53981-350</u>	BLDG & GRDS MAINT & REPAIR	2,000.00	2,178.79	2,000.00	2,987.98	2,000.00	3,231.34	2,000.00		
<u>630-53981-360</u>	VEHICLE MAINT. & REPAIRS	500.00	543.80	500.00	8.95	500.00	46.41	500.00		
<u>630-53981-361</u>	REGULAR FUEL	1,500.00	1,621.22	1,500.00	1,904.28	1,500.00	1,297.19	1,500.00		
<u>630-53981-362</u>	OFF ROAD FUEL	750.00	44.20	750.00	150.68	750.00	122.16	750.00		
<u>630-53981-363</u>	EQUIPMENT MAINT & REPAIRS	1,000.00	842.07	1,000.00	815.65	1,000.00	802.20	1,000.00		
<u>630-53981-510</u>	INS - WORKERS COMP	2,170.00	2,248.00	2,170.00	1,788.00	1,904.00	1,428.00	1,830.00		
<u>630-53981-512</u>	INS - VEHICLES	100.00	147.00	100.00	155.00	173.00	173.00	186.00		
<u>630-53981-516</u>	EMPLOYEE BENEFITS	0.00	5,106.98	0.00	1,721.78	0.00	0.00			
<u>630-53981-540</u>	DEPR - GENERAL EQUIPMENT	2,145.00	6,805.35	2,145.00	6,501.88	6,900.00	0.00	6,502.00		
<u>630-53981-543</u>	DEPR BLDG, STRUCTURE, BLD	568.00	567.88	568.00	567.88	568.00	0.00	568.00		
<u>630-53981-544</u>	DEPR - IMPROV OTHER THAN L	2,007.00	15,243.87	2,007.00	17,222.56	15,300.00	0.00	17,223.00		
<u>630-53981-620</u>	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00			

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Budget Worksheet

For Fiscal: 2019 Period Ending: 08/31/2019

	2017		2018		2019		Defined Budgets		
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2020 DEPT	2020 ADMIN	2020 ADOPTED
630-53981-686									
ALLOCATED - WRS	0.00	2,656.00	0.00	1,544.00	0.00	0.00			
Department: 53981 - CEMETERY Total:	75,581.00	92,542.08	77,889.00	102,344.01	94,933.00	51,214.08	95,280.00	0.00	0.00

Budget Worksheet

For Fiscal: 2019 Period Ending: 08/31/2019

							Defined Budgets			
		2017	2017	2018	2018	2019	2019	2020	2020	2020
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2020 DEPT	2020 ADMIN	2020 ADOPTED
Department: 57600 - ADMINISTRATION & GENERAL										
630-57600-699	PRIOR PERIOD ADJUSTMENT-L	0.00	0.00	0.00	1,108.00	0.00	0.00			
Department: 57600 - ADMINISTRATION & GENERAL Total:		0.00	0.00	0.00	1,108.00	0.00	0.00	0.00	0.00	0.00
Expense Total:		75,581.00	92,542.08	77,889.00	103,452.01	94,933.00	51,214.08	95,280.00	0.00	0.00
Fund: 630 - CEMETERY Surplus (Deficit):		-17,351.00	-13,592.03	-18,039.00	-21,700.75	-29,443.00	-4,698.66	-25,805.00	0.00	0.00
Report Surplus (Deficit):		-17,351.00	-13,592.03	-18,039.00	-21,700.75	-29,443.00	-4,698.66	-25,805.00	0.00	0.00

OK

Fund Summary

Fund	2017		2018		2019		Defined Budgets		
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2020 DEPT	2020 ADMIN	2020 ADOPTED
630 - CEMETERY	-17,351.00	-13,592.03	-18,039.00	-21,700.75	-29,443.00	-4,698.66	-25,805.00	0.00	0.00
Report Surplus (Deficit):	-17,351.00	-13,592.03	-18,039.00	-21,700.75	-29,443.00	-4,698.66	-25,805.00	0.00	0.00

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**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Cemetery

Budget Year 2020

PERSONNEL JUSTIFICATION

I. FULL-TIME PERSONNEL

Current Position (X)	Proposed New (X)	Percent Allocated to Dept	Job Title	Employee Name <small>(write "vacant" if currently vacant, write "new" if newly proposed)</small>	2019 Gross Salary/Wages <small>(excluding O.T. etc)</small>	2020 Proposed Salary/Wages	
X	X	50%	Cemetery/ PW Operator	Olson, Chris	\$ 55,841.08	\$29,493	
		5%	Office Clerical Support	Wilk, Stacy	\$ 45,970.79	\$2,198	
	X	5%	PW Manager	Prindle, Jim	\$ 82,831.58	\$3,963	
Sub-Totals						\$35,654	\$34,361
Overtime (Approx. Hours: _____)						\$1,000	\$1,000
Other Compensation (On Call/Nite Pay)							
Total Salaries for Full-time Personnel						<i>OK</i> \$36,654	<i>OK</i> \$35,361

II. PART-TIME PERSONNEL

Current Position	Proposed New	Percent Allocated to Dept	Job Title	Employee Name	Budgeted # of 2019 Hrs	Budgeted 2019 Gross Salary	2020 Proposed Hrs.	2020 Proposed Gross Salary
X		50%	Laborer (1040-hour position)	Hertzfeldt, Tim	11.25	250	250	\$2,813
	X	100%	Laborer (1040-hour position)	DeMorest, Jeff	11.25	252	252	\$2,835
Sub-Totals							\$5,936	\$5,648
Overtime								
Total Salaries for Part-Time Personnel							\$5,936	\$5,648

III. TOTAL SALARIES & WAGES

2019	2020 Proposed
<i>OK</i> \$42,590	<i>OK</i> \$41,008

IV. FRINGE BENEFIT CALCULATION FOR 2020:

	FULL-TIME	PART-TIME
A. FICA	7.65% \$2,705	\$432
B. Retirement - Full	13.5%	n/a
Retirement - Partial	6.75% \$2,387	\$0
C. Insurance-Health	\$12,026	n/a
D. Insurance-Dental	\$687	n/a
E. Insurance-Life	\$30	n/a

Comments / Notes:

Cemetery/PW Operator: Cemetery 50% - Street 40% - Water 10%

PW Mgr.: Water 36.25% - Sewer 36.25% - SW 10% - Street 12.5% - Cemetery 5%

Office Clerical Support: Clerk 25% - Water 15% - Sewer 15% - Storm Water 5% - Cemetery 5%

⑥

**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Cemetery

Budget Year 2020

LINE ITEM DESCRIPTION & JUSTIFICATION

Account Number	Line Item Category #	Justification Detail	Cost Per Each Line Item	Total Cost Per Each Category
630-53981	221	Electric & Gas		\$644
		Veteran's Memorial Flag Light	\$300	
		Garage	\$344	
630-53981	225	Phone/Internet/Cable		\$0
630-53981	310	Office Supplies		\$100
630-53981	311	Postage		\$50
630-53981	312	Copy Usage & Paper		\$50
630-53981	340	Operating Supplies		\$3,100
		Weed & grub control spraying	\$1,900	
		Small tools & supplies	\$500	
		portable toilet at cemtery 7 months @ \$100/month	\$700	
630-53981	350	Bldg & Grds Maint & Repairs		\$2,000
630-53981	360	Vehicle Maint & Repairs		\$500
630-53981	361	Regular Fuel		\$1,500
630-53981	362	Off Road Fuel		\$750
630-53981	363	Equipment Maint & Repairs		\$1,000
630-53981	510	Ins - Workers Comp		\$1,830
630-53981	512	Ins - Vehicles		\$186
630-53981	516	(Former) Employee Benefits		

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REVISED
08/26/2019

ok

**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Cemetery

Budget Year 2020

LINE ITEM DESCRIPTION & JUSTIFICATION

Account Number	Line Item Category #	Justification Detail	Cost Per Each Line Item	Total Cost Per Each Category
630-53981	540	Depr - General Equipment		\$6,502
630-53981	543	Depr - Bldg, Structure, Bldg Improv		\$568
630-53981	544	Depr - Improv Other than Land		\$17,223
TOTAL				\$36,003

ok

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REVISED
08/26/2019

**CITY OF ONALASKA, WISCONSIN
DEPARTMENTAL BUDGET**

Department:

Cemetery

630-18150

Budget Year 2020

NEW / REPLACEMENT EQUIPMENT

Items must exceed \$500.00 per item.

Quantity	Justification Detail	Cost Per Each Line Item	Extension	Total Cost
1	Front mount mower	\$18,000		\$18,000
	This unit would replace an existing 2008 front mount mower. Mower is used on a daily basis for mowing and in fall for leaf pick up.			
TOTAL				\$18,000

Cemetery front mount mower
with bagging system

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Holter, Jarrod

From: Stoner, Shane
Sent: Wednesday, July 24, 2019 11:26 AM
To: Holter, Jarrod
Cc: Prindle, Jim
Subject: FW: F2690 prices

Chris Olson asked if this could be put in the 2020 budget for the cemetery.

From: Olson, Chris
Sent: Wednesday, July 24, 2019 11:24 AM
To: Stoner, Shane
Subject: FW: F2690 prices

FYI

From: kevin@portlandimplement.com [mailto:kevin@portlandimplement.com]
Sent: Tuesday, July 23, 2019 3:31 PM
To: Olson, Chris
Subject: F2690 prices

Hi Chris, Here are some numbers for you to look at.

2019 Kubota F2690 \$15,799.00
26hp Kubota Diesel
4 wheel drive
Turf tires

2019 Kubota RCK60P-F39 \$ 2,912.00
60 inch side discharge
mower deck

2019 Kubota GCK72-F39 \$ 4,466.00
Grass catcher, boot kit,
mount & hydraulic kit

Total \$23,177.00

Trade in

2008 F2880, deck,
Grass catcher **Total** \$ 5,700.00
Cash difference \$17,477.00

∴ USE \$18,000.00
FOR 2020 PRICE

Please note, the above prices include all freight, set up and delivery to your location. The trade value was based on the 2019 Outdoor Power Equipment Official Guide book.

Thanks,
Kevin

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Onalaska City Cemetery Prices & Fees
New rates beginning Jan. 1, 2018

Plots \$820
Infant Plots \$275

Full Burials (including ashes buried in a vault):

Monday-Friday \$710
Saturday \$885
Sunday &
City Observed Holidays \$1000

Infant Burials:

Monday-Friday \$290
Saturday \$370
Sunday &
City Observed Holidays \$420

Ashes Buried in Urn Only (infants & adults):

Monday-Friday \$340
Saturday \$420
Sunday &
City Observed Holidays \$475

Ashes in Monument: \$60

Lot Transfer Fee: \$65

Marker & Monument Fees: \$80 per grave lot

All fees shall be paid at the office of the City Clerk no later than 5:00 P.M. two (2) business days prior to the day of the grave opening or the grave will not be opened.

Onalaska City Cemetery Prices & Fees
New rates beginning Jan. 1, 2019

Plots \$860
Infant Plots \$290

Full Burials (including ashes buried in a vault):

Monday-Friday (7am – 3pm) \$710

**Outside Business Hours,
Saturday, Sunday &
City Observed Holidays \$1000**

Infant Burials:

Monday-Friday (7am – 3pm) \$290

**Outside Business Hours,
Saturday, Sunday &
City Observed Holidays \$420**

Ashes Buried in Urn Only (infants & adults):

Monday-Friday (7am – 3pm) \$340

**Outside Business Hours,
Saturday, Sunday &
City Observed Holidays \$475**

Ashes in Monument: \$60

Lot Transfer Fee: \$65

Marker & Monument Fees: \$85 per grave lot

All fees shall be paid at the office of the City Clerk no later than 5:00 P.M. two (2) business days prior to the day of the grave opening or the grave will not be opened.

9/04/2019 1:26 PM

L I C E N S E M A S T E R R E P O R T

SORTED BY: LICENSE NUMBER

EFFECTIVE
EXPIRATIC
COMMENT:
PAY STATU



LICENSES: ALL
LICENSE CODES: Include: RECBURN-O
CLASSES: All
STATUS: ACTIVE
CITY LIMITS: INSIDE, OUTSIDE

ID	CODE	NAME/ PROPERTY ADDRESS	STATUS	CLASS/ REPORT	ORIG/ RENEW	TERM/ PRINTED
02916	RECBURN-O	GARGARO 451 R STEPHAN PL	MICHAEL ACTIVE	REC BURN REC BURN	4/29/2013	8/16/2019
03105	RECBURN-O	CROWLEY 1933 PINE RIDGE DR	JOHN & ACTIVE	REC BURN REC BURN	6/05/2013	8/09/2019
04031	RECBURN-O	GEBCZYK 508 16TH AVE N	FORRES ACTIVE	REC BURN REC BURN	5/29/2014	8/07/2019
05852	RECBURN-O	GRAFF 2511 THOMAS CT	CECELI ACTIVE	REC BURN REC BURN	8/09/2019	8/16/2019
05883	RECBURN-O	ROMBAOA 212 12TH AVE S	JIMMY ACTIVE	REC BURN REC BURN	8/12/2019	8/16/2019
05884	RECBURN-O	KOLLER 211 KING ST	ERIN ACTIVE	REC BURN REC BURN	8/12/2019	8/16/2019
05892	RECBURN-O	LUECKE 917 6TH AVE N	ROSS ACTIVE	REC BURN REC BURN	8/21/2019	8/27/2019
05896	RECBURN-O	KUZMA 1212 RED CEDAR CT	SCOTT ACTIVE	REC BURN REC BURN	8/23/2019	8/27/2019
05899	RECBURN-O	WALTERS 1296 10TH AVE N D	RHONDA ACTIVE	REC BURN REC BURN	8/23/2019	8/27/2019
05900	RECBURN-O	TWITE 1910 PINE RIDGE DR	WENDY ACTIVE	REC BURN REC BURN	8/23/2019	8/27/2019
05905	RECBURN-O	GERALDSON 205 2ND AVE N	JOSEPH ACTIVE	REC BURN REC BURN	9/03/2019	
05906	RECBURN-O	HELLERUD 115 17TH AVE S	KAREN ACTIVE	REC BURN REC BURN	9/03/2019	

REPORT TOTALS: 12 LICENSES

**AN ORDINANCE TO AMEND ARTICLE E OF CHAPTER 3 OF TITLE 2
OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO
JOINT MUNICIPAL COURT**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Chapter 3 of Title 2, Section 13 of the City of Onalaska Code of

Ordinances related to is hereby deleted in its entirety and replaced as follows:

Sec. 2-3-13 Joint Municipal Court

- (a) **Established.** Pursuant to Chapter 755 Wisconsin Statutes, there is hereby created and established a municipal court designated "Joint Municipal Court" for the City of Onalaska, Town of Campbell, Town of Holland Town of Shelby, Village of Bangor, Village of Holmen, Village of Rockland and the Village of West Salem, (hereinafter referred to individually as "Member Municipality" and collectively as "Member Municipalities")
- (b) **Municipal Court Committee.** There is hereby created a Municipal Court Committee. The Municipal Court Committee shall be comprised of one representative of each member municipality who shall be appointed by the Mayor, President or Chair of the member municipality, subject to confirmation by the respective governing body, and in addition, one member who shall be a police chief of a member municipality. The Chief's position shall be replaced on a yearly basis by means of rotation among the chiefs. Chiefs will rotate as follows: Onalaska, Campbell, Shelby, Bangor, Holmen, and West Salem. In the event a Member Municipality not listed above has a Police Chief, they shall be added to the rotation In order to assure participation and continuity of representation, each member municipality may appoint an alternate representative who shall act on committee matters in the absence of the representative. The term for each municipal member representative, other than chief, shall be for two (2) years.
- (c) **Creation and Qualification of the Position of Municipal Judge.** Pursuant to Chapter 755, Wis. Stats., the office of municipal judge is hereby created. Eligibility for the office of municipal judge shall be as follows: To be eligible for the office of municipal judge a person must be a qualified elector of a Member Municipality.
- (d) **Election and Term of Municipal Judge.** The position of the municipal judge shall be by election. The municipal judge shall be elected at large at the spring election, for a four (4) year term, commencing on May 1st succeeding his or her election. Electors of the Member Municipalities shall be eligible to vote for the municipal judge of the Joint Municipal Court.
- (e) **Creation of the Position of Clerk of the Municipal Court.** Pursuant to Chapter 755, Wis. Stats., the office of the clerk of the Joint Municipal Court is hereby created. Said Clerk shall take the position upon hire by the City of Onalaska and written appointment by the municipal judge. One member of the Joint Municipal Court Committee, selected by the Chair, shall participate in the interviews for the hiring of the Municipal Court Clerk. Training and compensation of said clerk shall be as determined by the City of Onalaska after consideration of any recommendation by the Municipal Court Committee.

- (f) **Salary of Municipal Judge.** The municipal judge shall receive a fixed salary and municipal judge's training pursuant to Section 755.18, Wis. Stats., the salary to be determined by the City of Onalaska after consideration of the recommendation of the Municipal Court Committee, subject to Sec. 755.04, Wis. Stats., which shall be in lieu of fees and costs. The salary may be increased for a new term prior to the beginning of the term of the judge or for the second year of the term of the judge, but shall not be decreased during the term of the judge. The salary shall be paid in monthly installments. No salary shall be paid to the municipal judge for any time during his or her term for which he or she has not executed and filed the official bond and oath as required by subsection (g) of this section.
- (g) **Bond and Oath of Municipal Judge.** The municipal judge shall, after election to fill a vacancy, take and file the official oath as prescribed in Sec. 755.03, Wis. Stats., with the city clerk of the City of Onalaska. In lieu of an official bond, the Member Municipalities shall collectively maintain the Municipal Court Judge on a dishonesty insurance policy or other appropriate insurance policy that covers the judge and a copy of the policy shall be provided yearly to the Joint Municipal Court Committee.
- (h) **Oath of Municipal Court Clerk.** The municipal court clerk shall, before entering upon the duties of the office take and file the official oath as prescribed in Sec. 19.01 Wis. Stats., with the city clerk of the City of Onalaska. The City of Onalaska shall provide a copy of the sworn oath to the other Member Municipalities.
- (i) **Jurisdiction of Municipal Judge.** The municipal judge shall have jurisdiction as provided in Article VII, §§755.045 and 755.05, Wis. Stats., and as otherwise provided by state law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the agreement and seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.
- (j) **Joint Municipal Court.**
- (1) **Location.** The Joint Municipal Court's location shall be the City of Onalaska City Hall. The time(s) of the municipal court shall be determined by the municipal judge and the Municipal Court Committee.
 - (2) **Vacancies.** If the municipal judge is temporarily absent, sick or disabled, the provisions of Sec. 800.06(1), Wis. Stats., shall apply, and if the municipal judge becomes incompetent, unable or fails to act, or in the event of a vacancy, the provisions of Sec. 800.06(2), Wis. Stats., shall apply. Any substitute municipal judge designated or assigned hereunder shall be compensated as authorized by Wis. Stat. 800.065(3).
 - (3) The municipal judge shall satisfy all continuing education requirements for municipal judges.
 - (4) Upon the proper and timely written request for substitution of the municipal judge, the provisions of Sec. 800.05, Wis. Stats., shall apply.
 - (5) The procedures of the Joint Municipal Court shall be in accord with the applicable Wisconsin Statutes, this ordinance and the Joint Municipal Court Agreement entered into between the Member Municipalities. The Joint Municipal Court shall abide by the Wisconsin Rules of Evidence and shall abide by the Uniform State Traffic Deposit Schedule. In non-traffic matters, each Member Municipality shall draft a bond schedule, which shall become effective upon approval by the Member Municipality's governing body. No bond shall exceed the maximum penalty which could be imposed for the ordinance violation.
- (k) **Fees and Costs.**
- (1) The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the Member

Municipalities that are parties to the agreement. The Treasurer of the City of Onalaska and the Municipal Court Clerk certifies the monthly accounting with the State of Wisconsin. Such reports are available by request to each Member Municipality.

- (2) The municipal judge shall collect a fee for Court Costs on each separate matter, whether it is on default of appearance, a plea of guilty or no contest, on issuance of a warrant or summons or the action is tried as a contested matter. For the purposes of this section, the "Court Costs" for matters adjudicated by the Coulee Region Joint Municipal Court shall be at the maximum rate allowed pursuant to Wis. Stat. Sec. 814.65, or its successor or replacement.
- (l) **Withdrawal from Joint Municipal Court.** Any member municipality may withdraw from this Agreement by giving notice in writing to the Municipal Court Committee no later than September 30th of any year. Upon giving such notice, the member municipality's participation in the joint municipal court shall terminate on December 31st of said year.
- (m) **Statutes Adopted by Reference.** Chapters 755 and 800, Wis. Stats. as may be amended, are hereby adopted by reference.
- (n) **Contempt of Court.** The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose as sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed two-hundred dollars (\$200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this _____ day of _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1651 – 2019

Joint Municipal Court
Eric Rindfleisch, Administrator

Please route in this order

[Signature]
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 7-24-19
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1652-2019**AN ORDINANCE TO ANNEX LAND LOCATED IN THE NORTHEAST ¼ OF THE
SOUTHWEST ¼ IN SECTION 32, TOWNSHIP 17 NORTH, RANGE 7 WEST
FROM THE TOWN OF ONALASKA TO THE CITY OF ONALASKA**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Proper petition for direct annexation by unanimous approval, signed by all the owners of all real property in such territory and all of the electors residing in such territory, having been presented to the Common Council of the City of Onalaska, requesting the annexation of the territories described in Exhibit A which is attached hereto and incorporated herein to the City of Onalaska, Wisconsin from the Town of Onalaska, La Crosse County, Wisconsin. The population of the area annexed is zero (0).

IT IS HEREBY ORDAINED that the above-described properties and the same is hereby annexed to the City of Onalaska, Wisconsin, and it is further ordained that the corporate limits of the City of Onalaska are hereby amended to include the above-described property within the corporate limits of the City of Onalaska, Wisconsin.

SECTION II. Sec. 2-1-3(b) of the Code of Ordinances of the City of Onalaska entitled "Ward and Aldermanic District Boundaries" is hereby amended to include the above-described properties within the boundaries of the First Aldermanic District.

SECTION III. The properties are hereby zoned Single Family Residential (R-1) and all of the provisions of the Code of Ordinances of the City of Onalaska governing said zoning classification shall apply hereto.

SECTION IV. This Ordinance shall take effect and be in force from and after its passage.

Dated this _____ day of _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

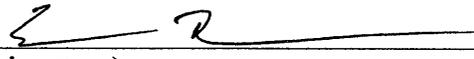
By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1652 – 2019

Please route in this order

Wessel Annexation
Eric Rindfleisch, Administrator



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrold Holter, City Engineer



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Caitlin Hagar, GIS Analyst
check wards, districts and addressing

(signature)

Wards, Districts and Addressing OK

~~Troy Miller~~, Chief of Police
Charles Ashbeck



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

 8-30-19

(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

EXHIBIT A

Part of the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 32, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the North $\frac{1}{4}$ corner of Section 32, thence S $09^{\circ}53'05''$ W 2781.47 feet to the point of beginning of this description:

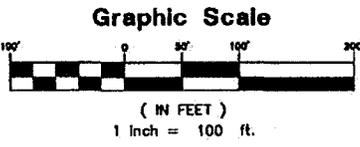
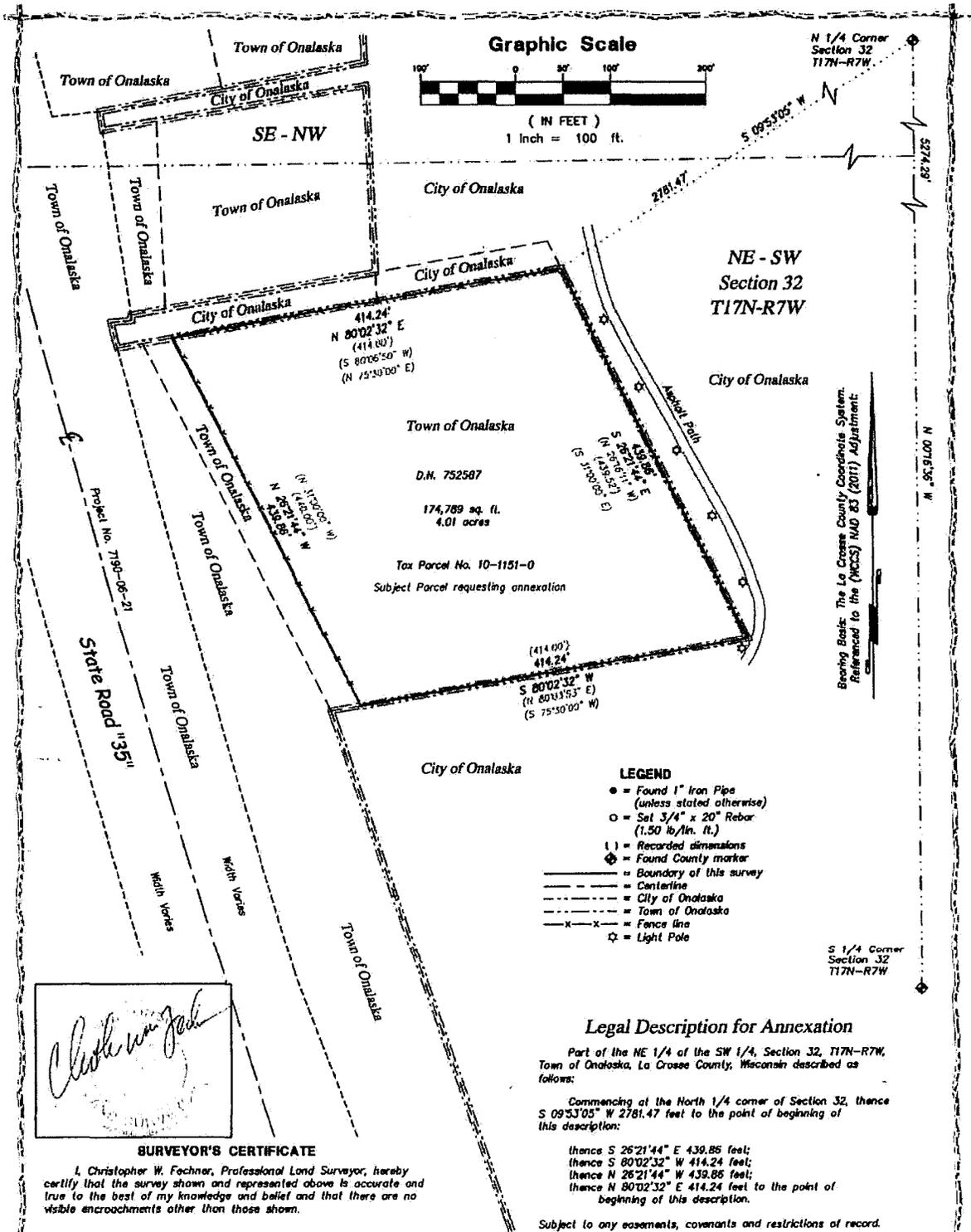
Thence S $26^{\circ}21'44''$ E 439.86 feet;

Thence S $80^{\circ}02'32''$ W 414.24 feet;

Thence N $26^{\circ}21'44''$ W 439.85 feet;

Thence N $80^{\circ}02'32''$ E 414.24 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.



N 1/4 Corner
Section 32
T17N-R7W

Bearing Basis: The La Crosse County Coordinate System.
Referenced to the (NAD 83 (2011) Adjustment)

- LEGEND**
- = Found 1" Iron Pipe (unless stated otherwise)
 - = Set 3/4" x 20" Rebar (1.50 lb/ln. ft.)
 - () = Recorded dimensions
 - ◆ = Found County marker
 - = Boundary of this survey
 - - - = Centerline
 - · - · - = City of Onalaska
 - · - · - = Town of Onalaska
 - x - x = Fence line
 - ☆ = Light Pole

Legal Description for Annexation

Part of the NE 1/4 of the SW 1/4, Section 32, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the North 1/4 corner of Section 32, thence S 09°53'03" W 2781.47 feet to the point of beginning of this description:

- thence S 26°21'44" E 439.85 feet;
- thence S 80°02'32" W 414.24 feet;
- thence N 26°21'44" W 439.85 feet;
- thence N 80°02'32" E 414.24 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

Christopher W. Fochner
Professional Land Surveyor

SURVEYOR'S CERTIFICATE

I, Christopher W. Fochner, Professional Land Surveyor, hereby certify that the survey shown and represented above is accurate and true to the best of my knowledge and belief and that there are no visible encroachments other than those shown.

Christopher W. Fochner PLS 2448

SURVEY FOR	
Broham Investments LLC	
Part of the NE-SW, Section 32, T17N-R7W, Town of Onalaska, La Crosse County, WI State Road "35"	
DRAWN BY: TS CF	DATE: 7/7/2019
REVISED BY:	DATE:
SCALE: 1" = 100'	
SHEET 1 OF 1	PROJECT NO.: S-7512B
	FIELD CREW: RC LF

**Coulee Region
Land Surveyors**

917 SOUTH 4TH STREET - P.O. BOX 1954
LA CROSSE, WISCONSIN 54601
PHONE (608) 784-1614 FAX (608) 784-1408
www.couleeregionlandsurveyors.com

ORDINANCE NO. 1653-2019

AN ORDINANCE TO AMEND SECTION 2-5-4 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO SPECIFIC CONFLICTS OF INTEREST

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Title 2, Chapter 5, Section 4, Subsection (f) related to Gifts and Favors is hereby deleted in its entirety and replaced with

(f) Gifts and Favors. No public officer or employee shall accept anything of value whether in the form of a gift, service loan or promise from any person, who, to their knowledge, has a direct financial interest in any transaction or official business with the City, which may tend to impair their independence of judgment or action in the performance of their official duties. However, it is not a conflict of interest for any public officer or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value, such as a meal, up to Twenty-Five Dollars (\$25.00) in value, and that is not intended to influence the official of employee.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ___ day of _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1653 – 2019

Please route in this order

Eric Rindfleisch, Administrator



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrold Holter, City Engineer



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

~~Troy Miller~~, Chief of Police
Charles Ashbeck



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director



(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.