

**Administrative & Judiciary Committee
of the City of Onalaska**

Wednesday, June 6, 2018

1

1 The meeting of the Administrative & Judiciary Committee of the City of Onalaska was called to
2 order at 6:00 p.m. on Wednesday, June 6, 2018. It was noted that the meeting had been
3 announced and posted at City Hall.

4
5 Roll call was taken with the following members present: Ald. Jim Binash, Ald. Diane Wulf,
6 Ald. Ron Gjertsen

7
8 Also Present: City Administrator Eric Rindfleisch, Mayor Joe Chilsen, City Clerk Cari
9 Burmaster, City Engineer Jarrod Holter

10
11 **Item 2 – Approval of minutes from the previous meeting(s)**

12
13 Motion by Ald. Wulf, second by Ald. Gjertsen, to approve the minutes from the previous
14 meeting as printed and on file in the City Clerk’s Office.

15
16 On voice vote, motion carried.

17
18 **Item 3 – Public Input (limited to 3 minutes/individual)**

19
20 Ald. Binash called three times for anyone wishing to provide public input and closed that portion
21 of the meeting.

22
23 **Consideration and possible action on the following items:**

24
25 **Administrative**

26
27 **Item 4 – Approval of Operator’s Licenses as listed on report dated June 6, 2018, with**
28 **option to leave the application process open until Monday, June 11, 2018 (day before the**
29 **Common Council meeting)**

30
31 Cari noted she had distributed to committee members a new report listing all the Operator’s
32 Licenses the city has received to date in June. Cari said she is seeking approval on those, and
33 she also said she would like to submit an extended list of the applications received from today
34 (Wednesday) through June 11 as this is a high renewal time due to the fact licenses expire June
35 30.

36
37 Motion by Ald. Gjertsen, second by Ald. Wulf, to approve Operator’s Licenses as listed on
38 report dated June 6, 2018, with option to leave the application process open until Monday, June
39 11, 2018 (day before the Common Council meeting).

40
41 Cari noted this is only for Operator’s Licenses.

42
43 On voice vote, motion carried.

Reviewed 6/8/18 by Cari Burmaster

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44

45 **Item 5 – Review and Consideration of opening grave lots for sale in Onalaska Cemetery**

46

47 Jarrod noted the city had opened another section in the southeast corner of the Onalaska
48 Cemetery approximately 1½ years ago and referred to a copy of the cemetery map included in
49 committee members’ packets. Jarrod said all the graves shown in pink and white either are sold
50 or occupied. Jarrod referred committee members to the large area that used to be called “the new
51 section” and noted it is nearly filled, with perhaps a half-dozen graves remaining. Jarrod said he
52 is proposing to start selling graves, approximately 60 percent of the section, in the next section
53 over. Jarrod told committee members individuals requesting to be buried in the Onalaska
54 Cemetery either wish to be buried on the hill or not on the hill and said a lack of choice is
55 hindering sales in the cemetery. Jarrod said, “The only reason we try not to open up the whole
56 cemetery at once is so we don’t have sporadic gravestones that we have to mow around. But I
57 think we’re at the point where I don’t have a problem opening up more.”

58

59 Motion by Ald. Binash, second by Ald. Gjertsen, to approve opening grave lots for sale in the
60 Onalaska Cemetery.

61

62 Ald. Binash asked how this will affect the veterans’ memorial in the cemetery.

63

64 Jarrod pointed out the veterans’ memorial and the location of the podium (near 12th Avenue
65 South) on the map. Jarrod told Ald. Binash, “This is not down to the memorial area yet.”

66

67 Ald. Binash asked if the sales will go from east to west.

68

69 Jarrod said sales will proceed from east to west.

70

71 Ald. Binash asked if the city has ever considered utilizing either crypts or mausoleums as more
72 people are opting to be cremated.

73

74 Jarrod said yes, telling Ald. Binash that salespeople attempt to sell the city crypts and
75 mausoleums. Jarrod said he would like to attempt to budget in the 2019 budget for a master plan
76 of what remains in the Onalaska Cemetery, including the street right-of-way and the 2½ acres
77 across the road. The plan consists of future cemetery improvements, including grading and
78 possible lots for cemetery sales across the road. Jarrod said he also will ask if the city wishes to
79 try to incorporate a vault area for ashes only burial. Jarrod reminded committee members the
80 city had changed burial rules within the cemetery in that four cremains may now be buried in one
81 lot.

82

83 For clarification, Ald. Wulf asked Jarrod if he will attempt to include a master plan for the
84 Onalaska Cemetery in the 2019 Capital Improvements Budget.

85

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86 Jarrod said he might attempt to include it in the Operating Budget, depending on the cost. Jarrod
87 added, "It could go either way [between the CIB and the Operating Budget]."

88

89 Ald. Gjertsen asked, "These are the only ones [graves] throughout the whole cemetery that are
90 not sold?"

91

92 Jarrod said the graves marked in blue on the map have not been sold. Jarrod addressed the steep
93 area of the cemetery located near the traffic signal at 12th Avenue South and Main Street and told
94 Ald. Gjertsen those graves were not opened for sale until about 10 to 15 years ago. Jarrod noted
95 the memorial service used to be held at that location for many years and said those sites were
96 reserved not to be sold. Jarrod also said individuals wishing to purchase graves are directed
97 toward the newer area.

98

99 Ald. Gjertsen asked if niches could be placed on the steep area of the cemetery if there is access
100 off First Avenue.

101

102 Jarrod said that although it would be difficult to do so because of the grade, it might be possible
103 to wedge a niche into the hill.

104

105 Ald. Gjertsen said a mausoleum or a niche would stick out like a block of wood if it placed along
106 Hickory Street, whereas it would look like it was designed into the hill if it was placed in the
107 steep grade.

108

109 On voice vote, motion carried.

110

111 **Item 6 – Approval of Licenses for 7/1/2018-6/30/2019**

112

113 A. Class A Liquor Licenses

114

115 Cari said the Class A Liquor Licenses are all straight renewals of what the city had before. The
116 new Kwik Trip located on Abbey Road is the only new applicant. The Kwik Trip is part of the
117 annexation that takes effect July 1. This is consecutive with the liquor licensing.

118

119 B. Class A Beer Only License

120

121 Cari said there are no renewals as there are no Class A Beer Only Licenses.

122

123 C. Class B Liquor Licenses

124

125 Cari said there are renewals for all the Class B Liquor Licenses that were in effect. Class B
126 Liquor Licenses were issued within the last year for David Reay's Modern Diner & Tavern and
127 Senor Villa. The Spillway Pub, which was razed earlier in 2018, is no longer on the list.

Reviewed 6/8/18 by Cari Burmaster

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128

129 D. Class B Beer Only Licenses

130

131 Cari said only beer and malt beverages may be served with a Class B Beer Only License.

132

133 E. Outdoor Venue Licenses – Class B Liquor

134

135 Cari said this license allows alcohol to be served in outdoor patio areas.

136

137 F. Outdoor Venue Licenses – Class B Beer

138

139 Cari noted Burrachos is the only establishment on the list.

140

141 G. Cigarette Licenses

142

143 Cari said these all are straight renewals. The Blue Moon has been removed from the list as it no
144 longer sells cigarettes. The Kwik Trip located on Abbey Road has been added to the list.

145

146 H. Hotel/Motel Licenses

147

148 Cari noted the only hotels or motels up for renewal this year are the Baymont Inn & Suites, the
149 Onalaska Inn, and Stoney Creek Inn of La Crosse/Onalaska. Cari said establishments have the
150 option to either purchase a one-year or a two-year license and noted each establishment listed has
151 purchased a two-year license.

152

153 I. Campground/Mobile Home Licenses

154

155 Cari said the same five mobile home parks all have renewed.

156

157 J. Taxi Licenses

158

159 Cari noted all six taxi companies listed have renewed.

160

161 K. Weights and Measures Licenses

162

163 Cari told committee members Complete Nutrition and The Scrub and Shoe Company still are
164 outstanding. Degen Berglund, Family Video, FedEx, Petco, and TJ Maxx all have submitted
165 since the packet was printed. Cari asked the committee approved what is listed, with the
166 condition that Complete Nutrition and The Scrub and Shoe Company submit their applications
167 by the end of June. If neither establishment submits its license renewal by June 30, the city
168 would move to the citation process starting on Monday, July 2.

169

Reviewed 6/8/18 by Cari Burmaster

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5

170 Motion by Ald. Binash, second by Ald. Wulf, to approve the Licenses for 7/1/2018-6/30/2019,
171 Items 'A' through 'K.' The Weights and Measures Licenses will include any of those that may
172 be submitted by Saturday, June 30.

173

174 Ald. Binash addressed the Outdoor Venue Licenses and said it is his understanding there might
175 be a function occurring at David Reay's on June 19. Ald. Binash said that it is "highly unlikely"
176 the City of Onalaska will take ownership of Dash-Park by then.

177

178 Cari asked Ald. Binash if he is referring to the summer concert series that is scheduled.

179

180 Ald. Binash said he is referring to the concert series and added it is his understanding the
181 Onalaska Rotary Club also had scheduled a function on that date.

182

183 Cari noted the Onalaska Rotary Club had held a function in May. Cari also noted the concert
184 series begins Tuesday, June 12 and said it will be held in Dash-Park and not on David Reay's
185 property, per se. Cari noted Dash-Park is privately owned property at this time "until a point in
186 time when things would change."

187

188 On voice vote, motion carried.

189

190 **Item 7 – Approval of Special Events Permits for:**

191

- 192 a. Mini Donut Half Marathon on Saturday, September 15, 2018 from approximately 6-7:30
193 a.m. starting at Riders Club Road and 4th Avenue North, Onalaska

194

195 Cari said this is a repeat event, noting the race covers a small portion of the city.

196

197 Motion by Ald. Binash, second by Ald. Gjertsen, to approve a Special Events Permit for Mini
198 Donut Half Marathon on Saturday, September 15, 2018 from approximately 6-7:30 a.m. starting
199 at Riders Club Road and 4th Avenue North, Onalaska.

200

201 On voice vote, motion carried.

202

- 203 b. American Legion National Legacy Ride on August 22-23, 2018 stopping at American
204 Legion, 731 Sand Lake Road, Onalaska

205

206 Cari said this application has been submitted for the American Legion National Legacy Ride and
207 noted there will be an estimated 300 to 499 attendees. Cari noted this will be the event's first
208 appearance in the city.

209

210 Ald. Binash said it is his understanding the riders will be coming down State Trunk Highway 35,
211 crossing onto Main Street and traveling to the Onalaska Cemetery for a wreath-laying. The

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212 riders will travel to American Legion Post 336 following the ceremony for a dedication for
213 Prisoners of War/Missing in Action.

214

215 Motion by Ald. Binash, second by Ald. Wulf, to approve a Special Events Permit for American
216 Legion National Legacy Ride on August 22-23, 2018 stopping at American Legion, 731 Sand
217 Lake Road, Onalaska.

218

219 On voice vote, motion carried.

220

221 c. Legion Riders Legacy Scholarship Ride on Saturday, June 16, 2018 at approximately 10
222 a.m. leaving the American Legion Post 336 heading North on Sand Lake Road

223

224 Cari said the estimated attendance is between zero and 299.

225

226 Motion by Ald. Binash, second by Ald. Gjertsen, to approve a Special Events Permit for Legion
227 Riders Legacy Scholarship Ride on Saturday, June 16, 2018 at approximately 10 a.m. leaving the
228 American Legion Post 336 heading North on Sand Lake Road.

229

230 Cari noted the Certificate of Insurance is on file.

231

232 On voice vote, motion carried.

233

234 **Item 8 – Approval of Class B Picnic license for:**

235

236 a. Rotary Club of La Crosse – After Hours for Three Rivers Roleo, 111 Irvin Street,
237 Onalaska on July 14, 2018

238

239 Cari said that while the Rotary Club of La Crosse had provided her with a COI, it expires July 1.
240 Cari said the Rotary Club of La Crosse has been asked to provide a COI that includes the date of
241 the event.

242

243 Motion by Ald. Wulf, second by Ald. Gjertsen, to approve Class B Picnic License for Rotary
244 Club of La Crosse – After Hours for Three Rivers Roleo, 111 Irvin Street, Onalaska on July 14,
245 2018, contingent upon providing satisfactorily dated insurance.

246

247 On voice vote, motion carried.

248

249 b. Taste of Summer Event at Clearwater Farms, 760 Green Coulee Road, Onalaska on
250 September 8, 2018

251

252 Cari noted this is a repeat event and said the COI is on file. The Police Department also has
253 signed off on the event.

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254
255 Motion by Ald. Binash, second by Ald. Wulf, to approve a Class B Picnic License for Taste of
256 Summer Event at Clearwater Farms, 760 Green Coulee Road, Onalaska on September 8, 2018.

257
258 On voice vote, motion carried.

259
260 **Item 9 – Approval of Fireworks Display Permit for La Crosse Skyrockers, Inc. for the**
261 **Festival Foods Fireworks Display at Celebrate Onalaska Event on June 23, 2018 from**
262 **approximately 9:45-10:25 p.m., with alternate date of June 24, 2018**

263
264 Cari said this is the Fireworks Display Permit for Celebrate Onalaska and noted it is the same
265 event at the same location.

266
267 Motion by Ald. Binash, second by Ald. Gjertsen, to approve Fireworks Display Permit for La
268 Crosse Skyrockers, Inc. for the Festival Foods Fireworks Display at Celebrate Onalaska Event
269 on June 23, 2018 from approximately 9:45-10:25 p.m., with alternate date of June 24, 2018.

270
271 On voice vote, motion carried.

272
273 **Item 10 – Approval of Record Retention Administrative Policy**

274
275 Cari said this is a follow-up policy to what has been done in the past when the city adopted the
276 State of Wisconsin standards for records retention. Cari noted a resolution has been passed and
277 said this is the final piece of an administrative policy that states the city will be following those
278 for recordkeeping. Cari said this is a formality to put it in place.

279
280 Motion by Ald. Gjertsen, second by Ald. Wulf, to approve Record Retention Administrative
281 Policy.

282
283 Ald. Binash inquired about the following sentence in the policy: *“Records are held by*
284 *designated custodians. A list of the city’s designated custodians shall be held by the City Clerk’s*
285 *office and shall be made available to the public on the city’s website.”*

286
287 Cari said she believes there is a listing under Title III (“Public Records”). Cari also said this is
288 the city’s policy regarding record retention.

289
290 On voice vote, motion carried.

291
292 **Item 11 – Miscellaneous licensing reporting**

293
294 Cari noted she had distributed a handout listing Recreational Burning Permits. Cari also noted a
295 Special Events Permit and a Special Class B Picnic License was issued to the Onalaska Rotary

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296 Club for a May event. There also is a Special Events Permit for SkogenHeim, LLC for a
297 summer concert series at Dash-Park. The first concert is scheduled for Tuesday, June 12, and the
298 last concert is scheduled for Tuesday, September 11. Concerts are scheduled to begin at 6 p.m.
299 and end at 8 p.m.

300
301 Motion by Ald. Binash, second by Ald. Wulf, to approve the miscellaneous licensing.

302
303 Cari noted Recreational Burning Permits are two-year licenses. However, Cari also noted they
304 are a calendar year and said a permit purchased today would expire at the end of 2019. Cari said
305 it is not two consecutive years and noted the Recreational Burning Permits started as one-year
306 licenses.

307
308 On voice vote, motion carried.

309

310 **Judiciary**

311

312 **Item 12 – Ordinance 1607-2018 – to amend Title 10 Chapter 1 Section 27 of the Code of**
313 **Ordinances of the City of Onalaska relating to Parking Restrictions (Mason Street) (Third**
314 **and Final Reading)**

315

316 Motion by Ald. Wulf, second by Ald. Binash, to approve Ordinance 1607-2018 – to amend Title
317 10 Chapter 1 Section 27 of the Code of Ordinances of the City of Onalaska relating to Parking
318 Restrictions (Mason Street) (Third and Final Reading).

319

320 On voice vote, motion carried.

321

322 **Item 13 – Ordinance 1608-2018 – to rezone property located in Section 9, Township 16,**
323 **Range 7 in the City of Onalaska, La Crosse County, Wisconsin from Multifamily**
324 **Residential District (R-4) to Public and Semi-Public (P-1) (Luther High Tennis Rezoning)**
325 **(Third and Final Reading)**

326

327 Motion by Ald. Wulf, second by Ald. Binash, to approve Ordinance 1608-2018 – to rezone
328 property located in Section 9, Township 16, Range 7 in the City of Onalaska, La Crosse County,
329 Wisconsin from Multifamily Residential District (R-4) to Public and Semi-Public (P-1) (Luther
330 High Tennis Rezoning) (Third and Final Reading).

331

332 On voice vote, motion carried.

333

334 **Item 14 – Ordinance 1609-2018 – to annex land located in the Southeast ¼ of the Northwest**
335 **¼ in Section 29, Township 17 North, Range 7 West from the Town of Onalaska to the City**
336 **of Onalaska (Kwik Trip Annexation) (Third and Final Reading)**

337

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338 Motion by Ald. Wulf, second by Ald. Binash, to approve Ordinance 1609-2018 – to annex land
339 located in the Southeast ¼ of the Northwest ¼ in Section 29, Township 17 North, Range 7 West
340 from the Town of Onalaska to the City of Onalaska (Kwik Trip Annexation) (Third and Final
341 Reading).

342

343 On voice vote, motion carried.

344

345 **Item 15 – Ordinance 1610-2018 – to rezone property located in Section 29 Township 17,**
346 **Range 7 in the City of Onalaska, La Crosse County, Wisconsin from Single Family**
347 **Residential District (R-1) to Multifamily Residential (R-4) (Weiland/Abbey Road**
348 **Rezoning) (First and Second Reading)**

349

350 Cari said Terry Weiland has asked that the rules be suspended and Ordinance 1610-2018 be
351 given its First, Second, Third and Final Reading this evening.

352

353 City Administrator Rindfleisch said the request is due to the fact Terry is ready to begin
354 construction with the goal of completing the first phase by the end of summer.

355

356 Motion by Ald. Wulf, second by Ald. Binash, to suspend the rules and give Ordinance 1610-
357 2018 its First, Second, Third and Final Reading.

358

359 On voice vote, motion carried.

360

361 Motion by Ald. Wulf, second by Ald. Binash, to approve Ordinance 1610-2018 – to rezone
362 property located in Section 29 Township 17, Range 7 in the City of Onalaska, La Crosse County,
363 Wisconsin from Single Family Residential District (R-1) to Multifamily Residential (R-4)
364 (Weiland/Abbey Road Rezoning) (First, Second, Third and Final Reading).

365

366 On voice vote, motion carried.

367

368 **Item 16 – Ordinance 1611-2018 – to amend Section 2-1-2 of the Code of Ordinances of the**
369 **City of Onalaska relating to the Official Newspaper (First and Second Reading)**

370

371 Cari said this is to reflect the fact the name of the Onalaska/Holmen Courier Life has been
372 changed to the Coulee Courier, which is the City of Onalaska's official newspaper.

373

374 Motion by Ald. Wulf, second by Ald. Binash, to suspend the rules and give Ordinance 1611-
375 2018 its First, Second, Third and Final Reading.

376

377 Ald. Binash noted the city's ordinances are printed when they are updated.

378

379 On voice vote, motion carried.

Reviewed 6/8/18 by Cari Burmaster

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380

381 Motion by Ald. Wulf, second by Ald. Binash, to approve Ordinance 1611-2018 – to amend
382 Section 2-1-2 of the Code of Ordinances of the City of Onalaska relating to the Official
383 Newspaper (First, Second, Third and Final Reading).

384

385 On voice vote, motion carried.

386

387 **Adjournment**

388

389 Motion by Ald. Binash, second by Ald. Wulf, to adjourn at 6:31 p.m.

390

391 On voice vote, motion carried.

392

393

394 Recorded by:

395

396 Kirk Bey