

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

Wednesday, September 2, 2020

1

1 The meeting of the Administrative & Judiciary Committee of the City of Onalaska was called to
2 order at 5:30 p.m. on Wednesday, September 2, 2020. 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. Tom Smith, Ald. Diane Wulf,
6 Ald. Steven Nott

7

8 Also Present: City Administrator Eric Rindfleisch, Mayor Kim Smith, City Clerk JoAnn
9 Marcon, City Attorney Amanda Jackson, Financial Services Director/Treasurer Fred Buehler,
10 City Engineer Jarrod Holter, Planning Manager Katie Aspenson, Ald. Dan Stevens

11

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

13

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

16

17 On voice vote, motion carried.

18

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

20

21 Ald. T. Smith called for anyone wishing to provide public input.

22

23 **Nick Roush, Roush Rentals, LLC**

24 **1707 La Crosse Street, Office 102**

25 **La Crosse**

26

27 “I’m just here briefly to speak in favor tonight for legislation relating to Century Place and the
28 change in zoning that we applied for. Very briefly, I think we had a spectacular meeting with
29 neighbors and elected officials. We got some great feedback, and I think we did our best to
30 answer everybody’s questions. I had a good conversation with Jarrod Holter regarding traffic
31 and safety, and I think we arrived at some really good conclusions on how Century Place will
32 relate to the traffic there with East Avenue being a collector, moving traffic toward the arterial at
33 Sand Lake Road, and then on to a commuting route at [County Highway] OT and [U.S.
34 Highway] 53, so I think we came up with great solutions there. I think we’ve got a great project
35 that appears to be going in the right direction. I just thank everybody for their support, and I’m
36 here this evening to see if anybody has any questions.”

37

38 Ald. T. Smith called three times for anyone else wishing to provide public input and closed that
39 portion of the meeting.

40

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

42

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43 **Administrative**

44

45 **Item 4 – Approval of Operator’s Licenses as listed on report dated September 2, 2020**

46

47 Ald. T. Smith noted JoAnn had sent committee members some recent attachments.

48

49 Motion by Ald. T. Smith, second by Ald. Wulf, to approve the Operator’s Licenses as listed on
50 report dated September 2, 2020.

51

52 On voice vote, motion carried.

53

54 **Item 5 – Approval of Special Events Permits for:**

55

- 56 a. First Lutheran Church, 410 Main Street, for outdoor worship on Sunday mornings from
57 August 23rd to October 25th, with permission to close 5th Avenue South from Main Street
58 to Irvin Street

59

60 Motion by Ald. Wulf, second by Ald. Nott, to approve a Special Events Permit for First Lutheran
61 Church, 410 Main Street, for outdoor worship on Sunday mornings from August 23rd to October
62 25th, with permission to close 5th Avenue South from Main Street to Irvin Street.

63

64 Ald. T. Smith asked JoAnn if First Lutheran Church representatives had completed all the
65 necessary requirements for the permit.

66

67 JoAnn said yes and told Ald. T. Smith the permit had been approved prior to this evening’s
68 meeting based on the Emergency Order that Mayor K. Smith had signed. JoAnn also said this
69 item is on this evening’s agenda should any committee members wish to discuss it.

70

71 On voice vote, motion carried.

72

- 73 b. Pineview Street Block Party on September 26, 2020 from 2 p.m.-8:30 p.m.

74

75 Motion by Ald. Wulf, second by Ald. Nott, to approve a Special Events Permit for Pineview
76 Street Block Party on September 26, 2020 from 2 p.m.-8:30 p.m.

77

78 JoAnn noted the applicants had met all the necessary requirements and told committee members
79 Amanda Blair, the event organizer, is available to answer any questions.

80

81 On voice vote, motion carried.

82

83 **Item 6 – Approval of Amendment to the Outdoor Venue License for David Reay’s Modern**
84 **Diner, 214 Main Street, Onalaska**

Reviewed 09/03/2020 by JoAnn Marcon

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85

86 Motion by Ald. Wulf, second by Ald. Nott, to approve Amendment to the Outdoor Venue
87 License for David Reay's Modern Diner, 214 Main Street, Onalaska.

88

89 On voice vote, motion carried.

90

91 **Item 7 – Approval of 2020 Cemetery Financials**

92

93 Fred's report included the following information:

94

- 95 • Revenues totaled \$48,681.01, with \$76,475 having been budgeted. Expenditures totaled
- 96 \$46,887.02.
- 97 • \$1,500 was budgeted for regular fuel, but expenditures thus far have totaled \$2,064.94.

98

99 Motion by Ald. Wulf, second by Ald. Nott, to approve the 2020 Cemetery Financials.

100

101 On voice vote, motion carried.

102

103 **Item 8 – Approval of 2021 Cemetery Budget**

104

105 Fred presented the 2021 Cemetery Budget:

106

107

Full-Time Personnel

Pct. Allocated to Dept.	Job Title	2020 Gross	2021 Prop.
50	Cemetery/PW Operator	\$27,989	\$28,440
5	Office Clerical Support	\$2,304	\$1,961
5	PW Manager	\$4,152	\$4,252
	Subtotals	\$34,445	\$34,653
	OT	\$1,000	\$1,000
	Other Comp.	--	\$2,000
	Totals	\$35,445	\$37,653

116

117

Part-Time Personnel

Pct. Allocated to Dept.	Job Title	2020 Gross	2021 Prop.
26	Laborer (1,040 hr. pos.)	\$2,750	\$2,813
100	Laborer (1,040 hr. pos.)	\$2,772	\$6,125
	Totals	\$5,522	\$8,938
	Total Salaries	\$40,967	\$46,590

123

124 Fred noted the health insurance rates will not be known until approximately September 14, also
125 noting that the anticipated increase in health insurance is 10 percent.

126

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127 Ald. Wulf referred to the \$3,353 salary increase in 2021 for the part-time laborer and asked if
128 that position will have an increase in hours.

129
130 Jarrod noted 500 part-time hours were budgeted for 2020, whereas 750 hours are being budgeted
131 for 2021. Jarrod noted the full-time position previously was 65 percent and said that while that
132 percentage has since decreased, there has been an increase in part-time hours.

133
134 The line items for the cemetery are as follows:

- 135
- 136 • \$754 for electric and gas (\$350 for veterans' memorial flag light, \$404 for garage)
 - 137 • \$100 for office supplies
 - 138 • \$50 for postage
 - 139 • \$50 for copy usage & paper
 - 140 • \$3,100 for operating supplies (\$1,900 for weed control spraying, \$500 for mole control,
141 \$700 for having a portable toilet at the cemetery seven months of the year)
 - 142 • \$2,000 for building and grounds maintenance & repairs
 - 143 • \$500 for vehicle maintenance & repairs
 - 144 • \$1,500 for regular fuel
 - 145 • \$750 for off-road fuel
 - 146 • \$1,000 for equipment maintenance & repairs
 - 147 • \$1,959 for insurance – workers' comp.
 - 148 • \$197 for insurance – vehicles
 - 149 • \$5,752 for depreciation – general equipment
 - 150 • \$568 for depreciation – building, structure, building improvements
 - 151 • \$19,216 for depreciation – improvements other than land
 - 152 • \$37,496 total
- 153

154 Fred addressed grave openings, noting that through August 2019 there had been 26 ashes and 17
155 full graves. By comparison, there had been 22 ashes and 14 full graves as of August 2020. In
156 addition, 35 lots were sold through August 2020.

157
158 Fred noted there had been an increase in burial costs in 2020, there had been an increase in the
159 sale of lots in 2019, and there had been an increase in graves in 2018. Fred said he believes it is
160 important for the city to rotate each year and modify to a Consumer Price Index so that it
161 attempts to remain at a reasonable pace for rates. Fred said he believes there should be a 2-
162 percent increase in the sale of lots for 2021.

163
164 Ald. Wulf noted that in 2019 the Administrative and Judiciary Committee had approved a 2-
165 percent for burials in 2020, and she said the committee would be in line if it were to approve a 2-
166 percent increase for 2021 both for plots and infant plots. Ald. Wulf said a 2-percent increase for
167 plots would increase the price to \$877.20, and she suggested rounding the cost either to \$875 or

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168 \$890. Ald. Wulf said a 2-percent increase to infant plots would raise the cost to \$295. Ald.
169 Wulf asked Fred if the cost for a plot should be \$875, and the cost of an infant plot should be
170 \$295.

171
172 Jarrod said it would be ideal to keep it to a \$10 increment, adding he believes the last price
173 increase to plots in 2018 had been 5 percent.

174
175 Ald. Wulf noted the increase was 5.17 percent.

176
177 Jarrod suggesting increasing the cost of plots to \$880.

178
179 Ald. Wulf asked if the cost for plots should be \$880, and if the cost of infant plots should be
180 \$300 or \$295.

181
182 Fred noted Jarrod wishes to purchase a Gator utility vehicle, and he said it will be included in the
183 Capital Projects as there is no funding available via the cemetery. Fred noted the cemetery has
184 had difficulty making its operational expenses, and he explained that any items purchased
185 through the Capital Projects Fund, the debt for these items is through the Debt Service Fund.

186
187 Jarrod said he recommends that the Gator utility vehicle be placed in the 2021 Capital
188 Improvements Budget with the other projects. The Board of Public Works will begin discussing
189 the 2021 CIB at its October 6 meeting.

190
191 Ald. Wulf asked if the cost for plots should be \$880, and if the cost of infant plots should be
192 \$295.

193
194 Jarrod told Ald. Wulf he believes those prices are adequate.

195
196 Motion by Ald. Wulf, second by Ald. T. Smith, to charge the following rates for Onalaska City
197 Cemetery Prices & Fees, effective January 1, 2021: The cost of plots will be \$880, and the cost
198 of infant plots will be \$295.

199
200 On voice vote, motion carried.

201
202 Fred asked that the committee accept the 2021 Cemetery Budget and advance it to the Executive
203 Budget process.

204
205 Ald. Wulf noted the cost of ashes in monument (\$60) and marker & monument fees (\$80 per
206 grave lot) were the same in 2019, and she asked if there is any reason to adjust those fees.

207
208 Jarrod said he believes the fees to which Ald. Wulf had referred are pretty stable, stating he does
209 not believe the city sees many lot transfer fees, which are \$65. Jarrod noted there had been a

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210 price increase in the marker and monument fee in 2018, and he told committee members city
211 staff makes sure the lots are staked correctly before the markers are installed. Jarrod said that
212 while it is important to keep it up to the cost of the CPI, he also said he believes the city is doing
213 fine by charging \$80.

214
215 Ald. T. Smith asked how many graves remain in the Onalaska Cemetery.

216
217 Jarrod told Ald. T. Smith he believes there are 6,000 occupied graves and 1,800 graves open.
218 Jarrod told committee members the Cemetery Master Plan Open House will be presented from 4
219 p.m. to 7 p.m. Thursday, September 24 at the Omni Center. Jarrod said the open house will
220 address the future of the Onalaska Cemetery, as well as what type of projects can be addressed
221 via the Capital Improvements Budget over the next few years, and what is the city's vision for
222 the cemetery. Jarrod cautioned it is possible that no more lots will be available in 25 years if the
223 city does not act now. Jarrod noted there is 2½ acres available on the south side of Hickory
224 Street, and he some questions that need to be answered include how to incorporate Hickory
225 Street, how does the city expand for the future, and how does that affect the city's budget going
226 forward.

227
228 Ald. T. Smith asked Jarrod how many graves could be added on the 2½ acres located on the
229 south side of Hickory Street.

230
231 Jarrod said it would depend on the option, noting that there has been a significant increase in the
232 number of ashes being interred in the cemetery compared to full grave openings. Jarrod said the
233 master plan will examine options such as a columbarium, a mausoleum, how the cemetery is laid
234 out, how to address the veterans' memorial, and discussing whether to keep Hickory Street open
235 or to close it. Jarrod said all of those factors will determine the cemetery's future capacity, and
236 he told Ald. T. Smith staff will have a clearer picture once the master plan has been completed.
237 Jarrod also said he hopes actions may be taken to increase the number of ashes being interred.

238
239 Ald. T. Smith said he had been told the city charges Legion Post 336 \$400 a year for the
240 veterans' section of the cemetery.

241
242 Jarrod said that is correct and told Ald. T. Smith the city charges Legion Post 336 for the light
243 that lights the flag. Jarrod noted Legion Post 336 pays a monthly fee, and that the Xcel Energy
244 bill is approximately \$35 per month. Jarrod said part of the original agreement with Legion Post
245 336 stated that the legion would pay that fee to the city for the flag at the veterans' memorial.
246 Jarrod told Ald. T. Smith he will be attending a meeting at Legion Post 336 at 7 p.m. on Monday,
247 September 14, noting that the veterans' memorial is a significant part of the cemetery. Jarrod
248 said the memorial could be relocated or rotated, noting that also is part of the master plan.

249
250 Motion by Ald. Wulf, second by Ald. Nott, to approve 2021 Cemetery Budget and include the
251 Gator utility vehicle in the 2021 Capital Improvements Budget.

Reviewed 09/03/2020 by JoAnn Marcon

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252

253 On voice vote, motion carried.

254

255 Ald. Nott told committee members he must excuse himself to attend another meeting and asked
256 Ald. T. Smith to serve as Chair of the Judiciary Committee portion of this meeting.

257

258 **Item 9 – Miscellaneous licensing reporting**

259

260 Motion by Ald. Wulf, second by Ald. T. Smith, to place on file the miscellaneous licensing
261 reporting dated September 2, 2021.

262

263 On voice vote, motion carried, 2-0.

264

265 **Judiciary**

266

267 **Item 10 – Ordinance 1676-2020 – to rezone parcel located in Sections 29 and 33, Township**
268 **17, Range 7 in the City Of Onalaska, La Crosse County, Wisconsin from Light Industrial**
269 **(I-1) to Multi-Family (R-4) (Century Place)**

270

271 Motion by Ald. Wulf, second by Ald. T. Smith to approve Ordinance 1676-2020 – to rezone
272 parcel located in Sections 29 and 33, Township 17, Range 7 in the City Of Onalaska, La Crosse
273 County, Wisconsin from Light Industrial (I-1) to Multi-Family (R-4) (Century Place).

274

275 On voice vote, motion carried, 2-0.

276

277 **Item 11 – Ordinance 1680-2020 – to Amend Title 10 of the Code Of Ordinances of the City**
278 **Of Onalaska Relating to Motor Vehicles and Traffic Code**

279

280 Motion by Ald. Wulf, second by Ald. T. Smith, to approve Ordinance 1680-2020 – to Amend
281 Title 10 of the Code Of Ordinances of the City Of Onalaska Relating to Motor Vehicles and
282 Traffic Code.

283

284 On voice vote, motion carried.

285

286 **Item 12 – Ordinance 1681-2020 – to Amend Title 11 of the Code Of Ordinances of the City**
287 **Of Onalaska Relating to Offenses**

288

289 Motion by Ald. Wulf, second by Ald. T. Smith, to approve Ordinance 1681-2020 – to Amend
290 Title 11 of the Code Of Ordinances of the City Of Onalaska Relating to Offenses.

291

292 On voice vote, motion carried.

293

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294 **Adjournment**

295

296 Motion by Ald. Wulf, second by Ald. T. Smith, to adjourn at 6:01 p.m.

297

298 On voice vote, motion carried.

299

300

301 Recorded by:

302

303 Kirk Bey