

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

Wednesday, September 5, 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, September 5, 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, City Clerk Cari Burmaster, City Engineer
9 Jarrod Holter, Financial Services Director/Treasurer Fred Buehler

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 September 5, 2018**

28

29 Cari noted the new handout she had distributed this evening had one additional license. Cari also
30 noted all the applicants had undergone a background check with the Police Department.

31

32 Motion by Ald. Binash, second by Ald. Gjertsen, to approve Operator’s Licenses as listed on
33 report dated September 5, 2018.

34

35 On voice vote, motion carried.

36

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

38

- 39 a. Down Syndrome Awareness Walk on September 15, 2018 from 10 a.m.-2 p.m. starting at
40 the Onalaska Omni Center, 255 Riders Club Road, Onalaska

41

42 Cari said the Certificate of Insurance is on file, and all the city departments have signed off on

Reviewed 9/7/18 by Cari Burmaster

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2

43 the event.

44

45 Motion by Ald. Wulf, second by Ald. Gjertsen, to approve a Special Events Permit for the Down
46 Syndrome Awareness Walk on September 15, 2018 from 10 a.m.-2 p.m. starting at the Onalaska
47 Omni Center, 255 Riders Club Road, Onalaska.

48

49 City Administrator Rindfleisch noted an Internal Revenue System statement for the Down
50 Syndrome Association of Wisconsin, Inc./Children of the Heart – La Crosse has been included,
51 and he asked if the city requires this documentation.

52

53 Cari said it is not required, adding it had been submitted with the application.

54

55 On voice vote, motion carried.

56

57 **Item 6 – Approval of Change of Agent for Kwik Trip #643, 1276 Crossing Meadows Drive,**
58 **Onalaska to Paul Schwartz**

59

60 Motion by Ald. Gjertsen, second by Ald. Binash, to approve a Change of Agent for Kwik Trip
61 #643, 1276 Crossing Meadows Drive, Onalaska to Paul Schwartz.

62

63 Ald. Wulf asked if the agent is the individual in charge of the establishment.

64

65 Cari said it is the manager of the establishment, noting Kwik Trip is required to appoint an agent.

66

67 On voice vote, motion carried.

68

69 **Item 7 – Approval of 2019 Cemetery Budget**

70

71 Fred reported that the city sold 72 graves in 2016, 33 graves in 2017, and 18 graves through July
72 2018. Fred also reported there were 55 grave openings in 2016 (29 ashes, 26 full grave), 48
73 grave openings in 2017 (24 full grave, 24 ashes), and 46 through July 2018 (25 full grave, 21
74 ashes). Fred said this data is utilized to determine the anticipated revenue. Fred said the first
75 page of the budget also shows what was budgeted and the actual activity for 2016 and 2017.
76 Regarding the 2018 budget, \$26,300 was budgeted, and revenue as of August 17 totaled \$27,715.

77

78 Fred next addressed page 2 and said depreciation is starting to skew the financial figures
79 (revenues to expenses). Fred reminded committee members that significant repairs have
80 occurred in the cemetery, and these repairs have depreciation as the cemetery is an enterprise
81 fund. Fred said the depreciation as an expenditure is driving the larger deficit. Fred next
82 addressed page 3 and said the anticipated deficit in the 2019 budget would total \$8,084 when
83 \$22,768 in depreciation is subtracted from \$30,852. By comparison, the anticipated deficit in the
84 2018 budget would be \$13,319 when \$4,720 in depreciation is subtracted from \$18,039.

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3

85

86 Fred addressed page 4 (“Personnel Justification”) and said it contains the following
87 modifications to the following:

88

89

90 **Pct. Allocated to Dept.**

Full-Time Personnel

Job Title

2018 Gross

2019 Prop.

91 55

Cemetery/PW Laborer

\$31,020

\$29,493

92 5

Office Clerical Support

\$2,100

\$2,198

93 5

PW Manager

\$3,693

\$3,963

94

Subtotals

\$37,813

\$36,653

95

96

97 **Pct. Allocated to Dept.**

Part-Time Personnel

Job Title

2018 Gross

2019 Prop.

98 50

Laborer (1,040 hrs.)

\$3,000

\$3,000

99 28

Laborer (1,040 hrs.)

\$2,868

\$2,936

100

Subtotals

\$5,868

\$5,936

101

102 Jarrod said he does not believe part-time laborer Mike Barth, who holds one of the 1,040-hour
103 positions, was previously labeled in the cemetery. However, Jarrod said Mike has been doing
104 more work there, and thus part of his time has been put into the cemetery.

105

106 Fred next addressed page 8 and told committee members they will not see the \$15,000
107 designated for the Master Land Use Plan, which allows for the planned future of city expansion
108 areas, as a line item expenditure. Fred said it would be treated as an asset in the Enterprise Fund.

109

110 Jarrod addressed the Master Use Land Plan and explained the plan would focus on the southern
111 half of the cemetery. Jarrod told committee members this item also is shown as a \$20,000 item
112 in the 2019 Capital Improvements Budget. Jarrod further explained the city would hire a
113 consultant as part of the Master Land Use Plan, and the consultant would determine what the city
114 should do with the cemetery in the future. Jarrod asked what should be done with the 2.4 acres
115 on the south side of Hickory Street, as well as what should be done with Hickory Street. The
116 consultant would provide sketches of what could be done. Jarrod said there has been a demand
117 to install a columbarium in which to inter ashes, and he also said, “This is our last [chance] with
118 this end of the cemetery. This would give us some funds to get it planned, then we would outline
119 our next 20 years of growth in the cemetery and have a plan we would move forward with and
120 have it approved for the future. This budget number does not mean we’re going to spend it right
121 away. We would try to get a couple quotes, get the scope of work, bring that back to this
122 committee or the Board of Public Works for approval, and ultimately the Common Council for
123 approval, to expend any funds.”

124

125 Ald. Binash asked if there are funds available in the Cemetery Fund.

126

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127 Jarrod told Ald. Binash the city had “whittled away” at the funds in the Cemetery Fund because
128 of the cemetery projects. Jarrod noted there were approximately \$160,000 in donations for the
129 reconstruction of the front area of the cemetery. In addition, the city utilized approximately
130 \$40,000 of the Capital Improvements Fund to augment the project.

131
132 Fred said that while it might appear that funds are available, there are not. Fred noted he has
133 been a City of Onalaska employee since 1981 and said there never has been a surplus. Fred also
134 said the cemetery is very similar to the Omni Center in that any capital projects are through the
135 Capital Projects Fund – General Obligation Debt. Fred said, “It’s not sanctioned against the
136 cemetery and/or anything done at the Omni Center. It’s done through the Debt Service Fund.”

137
138 Ald. Binash asked, “We’re actually expecting another deficit for the cemetery for 2019?”

139
140 Jarrod said the deficit for 2019 will be \$8,039.

141
142 Fred noted the city increased the burial rates for 2018 – increasing, for example, full burials from
143 Monday through Friday from \$675 to \$710. Fred said he believes the committee must take a
144 serious look at increasing the price for the sale of lots, noting it has been \$820 for the last two
145 years. Fred said, “If you don’t modify these rates, you’re really going to start falling behind.”

146
147 Jarrod said the deficit in the proposed 2019 Cemetery Budget is not as significant as it was in the
148 past. Jarrod told committee members the Onalaska Cemetery is treated like a park, has “a very
149 high standard of service” as well as “a high standard of the grounds.” Jarrod referred to the line
150 item budget and noted it includes items such as weed control spraying at \$1,100. Jarrod said that
151 while staff does not have to perform weed control, “we try to keep [the cemetery] somewhat
152 presentable.” Jarrod also said it is beneficial to have a portable toilet in the cemetery for both the
153 public and staff even though there is a \$700 cost (seventh months at \$100 per month). Jarrod
154 said, “Those are things that we offer in the cemetery that I think makes it a special place to the
155 citizens. ... But those have budget impacts.”

156
157 Fred noted the budget shows Cemetery/Public Works Laborer Chris Olson at 55 percent, and he
158 also noted he has budgeted a 10-percent increase for health insurance for 2019. Fred said a 10-
159 percent increase would equate to \$18,000 or \$19,000 annually for family coverage, and 55
160 percent of that is charged to the cemetery.

161
162 Ald. Gjertsen said the committee cannot adjust the rates at this meeting.

163
164 Cari said the committee may discuss the rates as part of the budget discussion.

165
166 Ald. Gjertsen asked Fred when the rates were last increased.

167
168 Fred directed committee members to pages 10, 11, and 12, noting the price of plots (\$820 for

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169 plots, \$275 for infant plots) had remained the same, but the price of burials had increased for
170 2018.

171

172 Ald. Wulf noted there had been a 5.2 percent increase for full burials (\$675 to \$710 Monday
173 through Friday) for 2018.

174

175 Jarrod noted the prices for plots and infant plots in 2016 were \$780 and \$260, respectively.
176 Jarrod said, "Typically we've been going 5 percent every other year, but we round it to the even
177 five-dollar amount."

178

179 Ald. Gjertsen asked how the City of Onalaska's rates compare to the cemetery rates in the
180 Village of Holmen and the Village of West Salem.

181

182 Jarrod said that when he has checked in the past, "we have been below the numbers for the other
183 cemeteries." Jarrod said the rates for Oak Grove Cemetery in the City of La Crosse are higher
184 than those for the City of Onalaska Cemetery.

185

186 Cari noted prices used to be tracked and said the City of Onalaska is in "the right range," noting
187 that while the city's rates are less than the City of La Crosse's rates, Onalaska's rates are higher
188 than the rates in some of the smaller communities that are farther out.

189

190 Ald. Gjertsen noted he had purchased a plot for \$650 in the Village of Bangor and said he does
191 not believe that would be a fair gauge. Ald. Gjertsen asked, "What would be an appropriate
192 number?"

193

194 Jarrod noted he had just looked up the rates for Oak Grove Cemetery and said the price for a
195 single adult grave lot is \$850.

196

197 Cari said there has been some frustration regarding the fees for Sundays and holidays (\$1,000 for
198 full burials, \$420 for infant burials, \$475 for ashes buried in an urn only), and she asked if there
199 has been any discussion about increasing fees for Saturdays and Sundays.

200

201 Jarrod said there is not much of a price difference to dissuade individuals from having a weekend
202 burial even though there is a \$290 difference between a Monday through Friday full burial
203 (\$710) and a Sunday full burial (\$1,000). Jarrod said, "Our real true costs that we have for that
204 are basically the overtime for that burial. Even if you have four hours overtime ... at our time
205 and a half rate and benefits, you're probably only talking a couple hundred dollars or a little
206 over. We are basically breaking even between our \$710 and our \$1,000. That's kind of what our
207 goal was. But Cari is right. We're getting more and more ... That's part of the reason why we
208 offer it. It's the choice of the lot owner. But it's hard on staff."

209

210 Ald. Gjertsen asked if it's part of staff's job description to be doing burials on the weekend.

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211
212 Jarrod said all staff is available for 24-hour service, be it for plowing snow, fixing water leaks or
213 digging graves. Jarrod told Ald. Gjertsen digging graves is not an item where an employee will
214 be contacted late Saturday evening told he will be digging a grave Sunday. Rather, employees
215 are informed Friday. Jarrod said staff attempts to excavate for the graves during the week.
216 Jarrod said staff would not prepare a grave outside of work hours.

217
218 Ald. Wulf asked Jarrod how he determines who will perform the work.

219
220 Jarrod said Chris is offered the opportunity first, and he seeks out another person if Chris is
221 unavailable. Jarrod added the staff is large enough that someone is available to do the work.

222
223 Jarrod told committee members if they wish to raise the rates for plots in 2019, a 5-percent
224 increase would increase the rate for plots from \$820 to \$860, and infant plots from \$275 to \$290.

225
226 Fred asked Jarrod if he is considering increasing the price of full Saturday burials, which is
227 currently \$885.

228
229 Jarrod said, “We’re probably skinning by with what we have for overtime” with the \$885 fee.
230 Jarrod also noted staff is paid the same whether a burial occurs on a Saturday or a Sunday.

231
232 Fred said that perhaps the city could charge \$1,000 for Saturdays, Sundays and holidays.

233
234 Cari suggested combining Saturday with Sunday.

235
236 Jarrod said the city likely would not want to charge \$710 for a 6 p.m. summer burial because it is
237 overtime for city staff.

238
239 Cari asked Jarrod to define his hours.

240
241 Jarrod said 7 a.m. to 3 p.m.

242
243 Ald. Gjertsen asked whose work hours would be utilized.

244
245 Jarrod said it would have to be the employee who does the internments.

246
247 Jarrod said he would recommend increasing the fees 5 percent for both plots and infant plots.
248 Jarrod also suggested charging \$1,000 for full burials that occur Saturdays, Sundays and
249 holidays.

250
251 Ald. Gjertsen said it should be worded “after work hours, weekends, and holidays.”

252

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253 Cari asked if work hours should be defined at 7 a.m. to 3 p.m., and the other costs would apply
254 outside business hours.

255
256 Jarrod noted some internments are taking multiple hours, especially among the Asian population.

257
258 For clarification, Ald. Binash asked if the committee is seeking into increase the price of plots by
259 5 percent, and also charging \$1,000 for full burials that occur Saturday, Sunday and holidays.

260
261 Jarrod said he believes all the internments (full, infant, ashes) should be labeled Saturday,
262 Sunday and observed holidays.

263
264 Ald. Gjertsen said, "We're concentrating on getting the expenditure down. Anything outside of
265 working hours, anything on the weekend, any holiday, so that's clear. Then you have your
266 increases straight across the board that haven't been addressed at 5 percent."

267
268 Fred said he believes the committee also should examine increasing the Marker & Monument
269 Fees, which have been \$80 for two years.

270
271 Ald. Binash again reviewed the proposed changes:

- 272
- 273 • The fees for plots and infant plots would increase 5 percent to \$860 and \$290,
274 respectively.
 - 275 • The fee for a full burial outside working hours (7 a.m.-3 p.m.), Saturday, Sunday or a
276 city-observed holiday would be \$1,000.
 - 277 • The fee for infant burials outside working hours (7 a.m.-3 p.m.), Saturday, Sunday or a
278 city-observed holiday would be \$420.
 - 279 • The fee for ashes buried in an urn only outside working hours (7 a.m.-3 p.m.), Saturday,
280 Sunday or a city-observed holiday would be \$475.
 - 281 • The Marker & Monument Fee would increase from \$80 to \$85.
- 282

283 Motion by Ald. Binash, second by Ald. Gjertsen, to approve increasing the fees for plots from
284 \$820 to \$860, and infant plots from \$275 to \$290; to approve charging \$1,000 for a full burial on
285 Saturday, Sunday, a city-observed holiday, or after working hours for city employees (7 a.m.-3
286 p.m.); to approve charging \$420 for an infant burial on Saturday, Sunday, a city-observed
287 holiday, or after working hours for city employees (7 a.m.-3 p.m.); to charge \$475 for ashes
288 buried in an urn only on Saturday, Sunday, a city-observed holiday, or after working hours for
289 city employees (7 a.m.-3 p.m.); and to increase the Marker & Monument Fee from \$80 to \$85
290 starting January 1, 2019.

291
292 On voice vote, motion carried.

293
294 Motion by Ald. Binash, second by Ald. Wulf, to approve the 2019 Cemetery Budget, as
Reviewed 9/7/18 by Cari Burmaster

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8

295 amended.

296

297 On voice vote, motion carried.

298

299 Ald. Binash referred to page 9 (“Five-Year New/Replacement Projection”) of the 2019 Cemetery
300 Budget and asked if this document is only for review purposes.

301

302 Jarrod said staff attempts to project possible equipment needs, and he told Ald. Binash the items
303 on the list have been identified by user groups and/or what staff members think will be needed.

304 The list includes:

305

- 306 • **2020:** Front mount mower (\$25,000) and the installation of new fencing around the
307 cemetery perimeter (\$75,000)
- 308 • **2021:** Replace trees in existing cemetery (\$10,000) and a Gator utility vehicle (\$10,000)
- 309 • **2022:** Bathroom addition to cemetery (\$50,000)
- 310 • **2023:** Street improvements to existing streets (\$30,000)
- 311 • **2024:** Hickory Street reconstruction/cemetery addition (\$100,000)

312

313 **Item 8 – Miscellaneous licensing reporting**

314

315 Cari noted there are seven solicitor permits, one block party, two parade permits, and a listing of
316 recreational burning permits.

317

318 Motion by Ald. Binash, second by Ald. Gjertsen, to approve the miscellaneous licensing
319 reporting.

320

321 On voice vote, motion carried.

322

323 **Judiciary**

324

325 No report.

326

327 **Adjournment**

328

329 Motion by Ald. Gjertsen, second by Ald. Wulf, to adjourn at 6:36 p.m.

330

331 On voice vote, motion carried.

332

333

334 Recorded by:

335

336 Kirk Bey