

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

Wednesday, December 4, 2019

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, December 4, 2019. 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. Diane Wulf, Ald. Tom Smith

6

7 Also Present: City Administrator Eric Rindfleisch, City Clerk Cari Burmaster, Assistant Fire
8 Chief Troy Gudie, Ald. Kim Smith, Ald. Dan Stevens

9

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

11

12 Motion by Ald. T. Smith, second by Ald. Wulf, to approve the minutes from the previous
13 meeting as printed and on file in the City Clerk’s Office.

14

15 On voice vote, motion carried.

16

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

18

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

21

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

23

24 **Administrative**

25

26 **Item 4 – Approval of Operator’s Licenses as listed on report dated December 4, 2019**

27

28 Cari noted the handout she had distributed this evening is everything she has received in the last
29 month. Cari also noted the applicants have undergone a background check by the Police
30 Department.

31

32 Motion by Ald. T. Smith, second by Ald. Wulf, to approve the Operator’s Licenses as listed on
33 report dated December 4, 2019.

34

35 On voice vote, motion carried.

36

37 **Item 5 – Approval of City of Onalaska Fee Schedule**

38

39 Cari said the first document is an itemization of the fees that were changed. Cari referred to
40 “Special Fees” and told committee members the first four lines already were listed. The only
41 item that was not listed was “Events – two or more days.”

42

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

Wednesday, December 4, 2019

2

43 Ald. Wulf noted the new Administration Fee is \$75 and asked Cari what it had previously been.

44

45 Cari said it was \$40.

46

47 Ald. Wulf inquired about the Administration Fee.

48

49 Cari said the Administration Fee covers the cost of city staff doing the paperwork behind the
50 scenes, noting the city is billing for the service. Cari said the previous \$40 did not cover what
51 city staff was doing; thus, the fee was increased to \$75.

52

53 Ald. Wulf thanked city staff for giving her and Ald. T. Smith larger font copies.

54

55 Ald. T. Smith inquired about public records, which cost 3 cents over 100, asking if this is a
56 change.

57

58 Cari said the city was charging 25 cents a page and told Ald. T. Smith there has been a new
59 opinion from the Department of Justice that that is an excessive cost. Cari said city staff decided
60 it was more logical to start collecting 3 cents per page until the 100-page level was reached.

61

62 Ald. Wulf addressed the printing fees, asking Cari if she knows when any of them were last
63 adjusted.

64

65 Cari said it has been a few years since they were last adjusted and told Ald. Wulf staff had
66 reviewed the fees and are comfortable with them.

67

68 Motion by Ald. T. Smith, second by Ald. Wulf, to approve City of Onalaska Fee Schedule.

69

70 On voice vote, motion carried.

71

72 **Item 6 – Approval of changes to Fireworks Permit Applications:**

73

74 A. Fireworks Sales Permit Application

75

76 Cari said the sales permit application and the display permit application had been separated and
77 told committee members the sales permit application had undergone minor changes.

78

79 Motion by Ald. T. Smith, second by Ald. Wulf, to approve the changes to the Fireworks Sales
80 Permit Application.

81

82 On voice vote, motion carried.

83

84 B. Fireworks Display Permit Application

Reviewed 12/6/19 by Cari Burmaster

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

Wednesday, December 4, 2019

3

85

86 Cari noted the application now states the applicant is responsible for notifying residents within
87 1,200 feet of a display no less than seven days before an event.

88

89 Ald. Wulf asked how 1,200 feet had been selected.

90

91 Cari told Ald. Wulf the committee had discussed that distance at its November 6 meeting.

92

93 Ald. T. Smith asked if an applicant is responsible for notifying residents within 1,200 feet of a
94 display.

95

96 Cari said yes.

97

98 Ald. T. Smith how applicants know who to notify.

99

100 City Administrator Rindfleisch told Ald. T. Smith applicants are responsible for searching for
101 and finding addresses, and he said the intent was not to create additional work for city staff. City
102 Administrator Rindfleisch also noted the 1,200 feet was based upon the area of most complaints
103 from the fireworks display that had occurred in October during a wedding at the La Crosse
104 Country Club. City Administrator Rindfleisch said, "We're sort of using real-life experience to
105 help designate how far that should be."

106

107 Ald. T. Smith asked how the city will know if an applicant has notified neighbors.

108

109 Cari said the applicant will have signed off on doing so and the city will have legal
110 documentation.

111

112 Ald. Wulf asked if the city has a strongly worded ordinance directing applicants to contact the
113 surrounding properties.

114

115 Cari said she believes the city would have the ability to deny any future application requests if
116 someone does not alert his/her neighbors prior to utilizing fireworks after stating on the
117 application he/she would do so.

118

119 Ald. K. Smith asked how this will affect public fireworks displays.

120

121 Cari said, "Notification of the residents within 1,200 feet, we don't specify what type of
122 notification it is. I would expect that the public, the big fireworks event that we have, they're
123 notifying the people by having advertising and postings places. It would relieve them from
124 having to do that physical 'I have to place something on everybody's door' because there's
125 different types of notification that could be used."

126

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

Wednesday, December 4, 2019

4

127 Ald. Wulf said, “With this application, we aren’t saying that ... If it wasn’t anything but the, like
128 the Fourth of July fireworks, we’re not saying that they have to go door to door. We are trusting
129 that they will do some form of advertisement, or somehow they’re going to be notifying
130 residents.”

131
132 Cari said, “I think when you have a small event like this, it’s not like they want to invite the
133 public. They’re not going to do a public announcement. They’re not going to do an
134 advertisement in the newspaper or a radio ad because they only want the people who are invited
135 for the event. They’re going to have to do that physical notification of those properties in the
136 type of event we were dealing with. It’s the difference of dealing with all types of events and
137 how they could be handling the notification.”

138
139 Motion by Ald. T. Smith, second by Ald. Wulf, to approve the changes to the Fireworks Display
140 Permit Application.

141
142 On voice vote, motion carried.

143
144 **Item 7 – Approval of Special Events Permit for:**

145
146 A. 2Brothers Powersports Ugly Sweater Party on December 21, 2019 from 10 a.m. – 4 p.m.
147 at 905 Oak Avenue S., Onalaska

148
149 Cari noted the event, of which she was informed Monday, will be held on the 2Brothers
150 Powersports property and told committee members Pearl Street Brewery will be serving alcohol,
151 which is why this permit has come forward this evening. Cari noted the city departments have
152 signed off on the event and said she still needs to obtain the Certificate of Insurance. Cari said
153 the applicants are aware a permit will not be issued until the COI has been submitted and is on
154 file. Cari asked that that be part of the motion.

155
156 Motion by Ald. T. Smith, second by Ald. Wulf, to approve a Special Events Permit for 2Brothers
157 Powersports Ugly Sweater Party on December 21, 2019 from 10 a.m. – 4 p.m. at 905 Oak
158 Avenue S., Onalaska, contingent upon the city receiving the Certificate of Insurance prior to the
159 event.

160
161 Ald. Wulf said she assumes this item will appear on the Non-Consent Agenda at the December
162 10 Common Council meeting.

163
164 Cari told Ald. Wulf it will appear on the Non-Consent Agenda and said it will need to be part of
165 the motion if she still has not received the COI.

166
167 On voice vote, motion carried.

168
Reviewed 12/6/19 by Cari Burmaster

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

Wednesday, December 4, 2019

5

169 **Item 8 – Miscellaneous licensing reporting**

170

171 Cari said there is no miscellaneous licensing this month.

172

173 **Judiciary**

174

175 No report.

176

177 **Adjournment**

178

179 Motion by Ald. T. Smith, second by Ald. Wulf, to adjourn at 6:16 p.m.

180

181 On voice vote, motion carried.

182

183

184 Recorded by:

185

186 Kirk Bey