

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

Wednesday, February 3, 2016

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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, February 3, 2016. It was noted that the meeting had been
3 announced and posted at City Hall.

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5 Roll call was taken with the following members present: Ald. Jim Binash. Ald. Harvey
6 Bertrand participated via telephone.

7
8 Also Present: Mayor Joe Chilsen, City Clerk Cari Burmaster, Ald. Bob Muth, Interim Land Use
9 and Development Director Katie Aspenson, Police Chief Jeff Trotnic, Onalaska Public Library
10 Branch Manager Laura Black-Law

11
12 Excused Absence: Ald. Barry Blomquist

13
14 **Item 2 – Approval of minutes from the previous meeting**

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16 Motion by Ald. Bertrand, second by Ald. Binash, to approve the minutes from the previous
17 meeting as printed and on file in the City Clerk’s Office.

18
19 On voice vote, motion carried.

20
21 **Item 3 – Public Input (limited to 3 minutes/individual)**

22
23 Ald. Binash called three times for anyone wishing to provide public input and closed that portion
24 of the meeting.

25
26 **Consideration and possible action on the following items:**

27
28 **Administrative**

29
30 **Item 4 – Approval of Operator’s Licenses as listed on report dated February 3, 2016**

31
32 Motion by Ald. Bertrand, second by Ald. Binash, to approve Operator’s Licenses as listed on
33 report dated February 3, 2016.

34
35 On voice vote, motion carried.

36
37 **Item 5 – Approval of Change of Agent for Kwik Trip #377, 1802 East Main Street,
38 Onalaska to Christopher T. Schaller**

39
40 Motion by Ald. Bertrand, second by Ald. Binash, to approve Change of Agent for Kwik Trip
41 #377, 1802 East Main Street, Onalaska to Christopher T. Schaller.

42
43 On voice vote, motion carried.

Reviewed 2/5/16 by Cari Burmaster

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Item 6 – Approval of Special Events Permit for Three Rivers Roleo/K. Rick, LLC for Log Rolling Tournament on Saturday, July 9, 2016 from 7 a.m.-9 p.m. at the Great River Landing/Waterfront

Motion by Ald. Bertrand, second by Ald. Binash, to approve Special Events Permit for Three Rivers Roleo/K. Rick, LLC for Log Rolling Tournament on Saturday, July 9, 2016 from 7 a.m.-9 p.m. at the Great River Landing/Waterfront.

Cari said she would like to make the approval of the permit conditional upon Three Rivers Roleo/K. Rick, LLC providing the Parks and Recreation Department the location of the dock. Cari said the permit would be held and released once this action has been completed.

Katie Rick said she is able to tell the committee the general location of the dock.

Cari said Parks and Recreation Director Dan Wick must be informed of the exact location and told Katie Rick to work with him. Cari said the physical permit may be released once Dan has all the information he needs and gives his approval to her.

Ald. Binash told Katie Rick there likely will be construction at the Great River Landing this summer and asked that she be aware of this for any future planning. Ald. Binash also noted that Irvin Street might be closed in July.

Ald. Bertrand asked Ald. Binash about the likelihood of the Great River Landing Project being underway by July.

Ald. Binash said the Common Council likely will affirm the go-ahead for the Great River Landing Project at its February 9 meeting. Ald. Binash also said it is very likely construction will begin in April.

Cari said the permit has not yet been issued as final approval is needed by the committee.

Katie Rick said she has been asked to communicate with City Engineer Jarrod Holter about the construction schedule.

Cari said it is unknown what construction will be in July, adding that Jarrod will be able to give Katie Rick an idea of what the construction schedule is.

On voice vote, motion carried.

Item 7 – Approval of Class “B” Picnic License for La Crosse County Library for Saturday, March 5, 2016 for La Crosse Lager Home Brew Club Event

Reviewed 2/5/16 by Cari Burmaster

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86

87 Motion by Ald. Bertrand, second by Ald. Binash, to approve Class “B” Picnic License for La
88 Crosse County Library for Saturday, March 5, 2016 for La Crosse Lager Home Brew Club
89 Event.

90

91 Ald. Bertrand asked if there are any complications associated with this event.

92

93 Cari noted the Certificate of Insurance has come through.

94

95 Ald. Binash asked if this is the first time the La Crosse County Library has held this event.

96

97 Cari said this is the first time for the La Crosse Lager Home Brew Club Event, noting the La
98 Crosse County Library has held similar events at which wine was served.

99

100 Ald. Binash asked if beer will be brewed at the event or if patrons will bring their own.

101

102 Laura said the La Crosse Lager Home Brew Club will be showing beer-making equipment and
103 providing small samples of different varieties of beer.

104

105 On voice vote, motion carried.

106

107 **Item 8 – Onalaska Community Days, American Legion, June 17-18, 2016**

108

- 109 a. Approval of noise variance for Onalaska Community Days on Friday-Saturday, June 17-
110 18, 2016 until 11:30 p.m. for outdoor entertainment

111

112 Motion by Ald. Binash, second by Ald. Bertrand, to approve noise variance for Onalaska
113 Community Days on Friday-Saturday, June 17-18, 2016 until 11:30 p.m. for outdoor
114 entertainment.

115

116 Ald. Bertrand asked Police Chief Trotnic if there had been a discussion about measuring decibel
117 levels at various points.

118

119 Ald. Binash said he believes the discussion pertained to an outdoor event that was held at
120 Applebee’s.

121

122 Cari said the American Legion requests the variance every year, noting that Police Chief Trotnic
123 is made aware of it should any complaints arise.

124

125 Police Chief Trotnic said dispatch is informed and noted that there are very few, if any,
126 complaints.

127

128 On voice vote, motion carried.

Reviewed 2/5/16 by Cari Burmaster

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- b. Approval of amendment to Class “B” Liquor License for the Onalaska American Legion Post 336 for Onalaska Community Days, June 17-18, 2016

Motion by Ald. Binash, second by Ald. Bertrand, to approve amendment to Class “B” Liquor License for the Onalaska American Legion Post 336 for Onalaska Community Days, June 17-18, 2016.

Ald. Bertrand said it was his understanding that the American Legion already had a Class “B” Liquor License.

Cari told Ald. Bertrand that anybody who is issued a liquor license in the City of Onalaska is only issued a license and permitted to serve liquor within the four walls of their building. Cari said anyone who wishes to hold an event and serve liquor outside the building must have their license amended.

On voice vote, motion carried.

Item 9 – Approval of request from Jack Tripp, La Crosse County Club, for waiver to City of Onalaska Code of Ordinance 11-2-9 (noise ordinance) for the following dates to allow mowing of Country Club to start at 5:30 a.m.:

- a. June 1: WIAA Boys Sectional
- b. June 17: Wisconsin Junior PGA Tournament
- c. July 7: Wisconsin State Golf Association Amateur Qualifying
- d. August 19: Onalaska High School Girls Tournament
- e. August 28: Three Rivers Golf Association Championship
- f. August 29: Chamber of Commerce Outing
- g. September 11: Viterbo Women’s Golf Team Invitational
- h. October 3: Viterbo Men’s Golf Team Invitational

Motion by Ald. Bertrand, second by Ald. Binash, to approve request from Jack Tripp, La Crosse County Club, for waiver to City of Onalaska Code of Ordinance 11-2-9 (noise ordinance) for dates ‘a’ through ‘h’ to allow mowing of Country Club to start at 5:30 a.m.

Ald. Binash asked if this is the first time mowing will be allowed to begin at 5:30 a.m.

Jack Tripp said this is the second year that the La Crosse Country Club is requesting the waiver. Jack said the La Crosse Country Club attempted to have the ordinance amended approximately 18 months ago; however, it was not amended. Jack said the La Crosse Country Club will come before the Administrative and Judiciary Committee on a yearly basis and request a waiver for certain dates.

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172 Ald. Binash asked Jack if he has been told by citizens that 5:30 a.m. is too early to begin
173 mowing.
174

175 Jack said the La Crosse Country Club has not heard any complaints, but The Golf Club at Cedar
176 Creek has. Jack said this is where the enforcement through the Police Department came into
177 effect in approximately 2014. Jack said concerns were raised when the ordinance was brought
178 up, and this is why the ordinance was not amended. Jack pointed out that the events for which
179 the La Crosse Country Club is seeking the waiver are non-club member events and said that the
180 La Crosse Country Club must begin mowing operations earlier in the day in order to provide
181 access for the events. Beginning mowing operations earlier in the day will allow club members
182 to play golf in the afternoon. Jack noted that many of the events bring in individuals from out of
183 town, and these individuals stay in city hotels and motels.
184

185 Ald. Binash asked Jack if mowing operations began at 5:30 a.m. in 2015.
186

187 Jack said yes, noting that there were only seven events. Jack said the only event that has been
188 added to the seven for 2016 is the Wisconsin State Golf Association Amateur Qualifying.
189

190 Ald. Binash asked at what time do mowing operations typically begin.
191

192 Jack said the noise ordinance states mowing cannot begin before 7 a.m. Jack noted that two-
193 thirds of the golf course is located in the Town of Medary and said a majority of the golf course
194 is not affected by the City of Onalaska's noise ordinance.
195

196 Police Chief Trotnic said this agreement is a compromise to the ordinance.
197

198 Jack said La Crosse Country Club staff makes every effort to stay away from homes during the
199 mornings when mowing operations begin early.
200

201 Ald. Binash asked if the eight events are being held on weekends or weekdays.
202

203 Jack said the Three Rivers Golf Association Championship is scheduled for Sunday, August 28.
204 The remaining seven events are scheduled during the week. Jack added that the La Crosse
205 Country Club has had no complaints since the noise ordinance went into effect.
206

207 On voice vote, motion carried.
208

209 **Item 10 – Miscellaneous licensing reporting**
210

211 Motion by Ald. Bertrand, second by Ald. Binash, to approve the miscellaneous licensing
212 reporting.
213

214 On voice vote, motion carried.

Reviewed 2/5/16 by Cari Burmaster

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Judiciary

Item 1 – Ordinance No. 1535-2016 – to amend Chapter 2, Section 8 of Title 13 of the Code of Ordinances of the City of Onalaska relating to R-MMH Mobile Home District (First and Second Reading)

Motion by Ald. Binash, second by Ald. Bertrand, to approve Ordinance No. 1535-2016 – to amend Chapter 2, Section 8 of Title 13 of the Code of Ordinances of the City of Onalaska relating to R-MMH Mobile Home District (First and Second Reading).

Katie Aspenson gave the committee a brief overview of some of the changes that were made:

- The name of the ordinance was changed.
- References to the Mobile Home Park License Fee were removed, and language was inserted so that it was within the proper section of the Code of Ordinances. There also is a reference to the Fee Schedule.
- Definitions were updates to be in line with State of Wisconsin Statutes.
- The minimum acreage for new developments was increased from 10 to 15 acres.
- The permitting process was changed from a Mobile Home Developers Permit to a Commercial Site Plan Permit.

Katie Aspenson also noted that the Plan Commission had approved the amendment following a public hearing at its January 26 meeting.

On voice vote, motion carried.

Item 2 – Ordinance No. 1536-2016 – to amend Article D of Chapter 1 of Title 15 of the Code of Ordinances of the City of Onalaska relating to Electrical Code (Third and Final Reading)

Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1536-2016 – to amend Article D of Chapter 1 of Title 15 of the Code of Ordinances of the City of Onalaska relating to Electrical Code (Third and Final Reading).

On voice vote, motion carried.

Item 3 – Ordinance No. 1537-2016 – to amend Chapter 4 of Title 7, Section 4 of the Code of Ordinances of the City of Onalaska relating to Registration of Direct Sellers (First and Second Reading)

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256 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1537-2016 – to
257 amend Chapter 4 of Title 7, Section 4 of the Code of Ordinances of the City of Onalaska relating
258 to Registration of Direct Sellers (First and Second Reading).

259

260 Cari said the only change in Items 3 through 8 is that the fees have been separated. The
261 ordinances are not being reworded or changed.

262

263 On voice vote, motion carried.

264

265 **Item 4 – Ordinance No. 1538-2016 – to amend Chapter 2 of Title 7, Section 11 of the Code**
266 **of Ordinances of the City of Onalaska relating to Transfer and Lapse of License (First and**
267 **Second Reading)**

268

269 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1538-2016 – to
270 amend Chapter 2 of Title 7, Section 11 of the Code of Ordinances of the City of Onalaska
271 relating to Transfer and Lapse of License (First and Second Reading).

272

273 On voice vote, motion carried.

274

275 **Item 5 – Ordinance No. 1539-2016 – to amend Chapter 3 of Title 7, Section 2 of the Code of**
276 **Ordinances of the City of Onalaska relating to Cigarette License (First and Second**
277 **Reading)**

278

279 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1539-2016 – to
280 amend Chapter 3 of Title 7, Section 2 of the Code of Ordinances of the City of Onalaska relating
281 to Cigarette License (First and Second Reading).

282

283 On voice vote, motion carried.

284

285 **Item 6 – Ordinance No. 1540-2016 – to amend Chapter 6 of Title 7, Section 1 of the Code of**
286 **Ordinances of the City of Onalaska relating to Regulation of Taxicabs (First and Second**
287 **Reading)**

288

289 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1540-2016 – to
290 amend Chapter 6 of Title 7, Section 1 of the Code of Ordinances of the City of Onalaska relating
291 to Regulation of Taxicabs (First and Second Reading).

292

293 On voice vote, motion carried.

294

295 **Item 7 – Ordinance No. 1541-2016 – to amend Chapter 2 of Title 7, Section 18 of the Code**
296 **of Ordinances of the City of Onalaska relating to Class “A” and Class “B” Outdoor Venue**
297 **License (First and Second Reading)**

Reviewed 2/5/16 by Cari Burmaster

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299 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1541-2016 – to
300 amend Chapter 2 of Title 7, Section 18 of the Code of Ordinances of the City of Onalaska
301 relating to Class “A” and Class “B” Outdoor Venue License (First and Second Reading).

302

303 On voice vote, motion carried.

304

305 **Item 8 – Ordinance No. 1542-2016 – to amend Chapter 5 of Title 7, Section 4 of the Code of**
306 **Ordinances of the City of Onalaska relating to Hotel/Motel Permits (First and Second**
307 **Reading)**

308

309 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1542-2016 – to
310 amend Chapter 5 of Title 7, Section 4 of the Code of Ordinances of the City of Onalaska relating
311 to Hotel/Motel Permits (First and Second Reading).

312

313 On voice vote, motion carried.

314

315 **Item 9 – Ordinance No. 1543-2016 – to amend Title 10 Chapter 1 Section 37 of the Code of**
316 **Ordinances of the City of Onalaska related to School Zone Parking (Northern Hills School)**
317 **(First and Second Reading)**

318

319 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1543-2016 – to
320 amend Title 10 Chapter 1 Section 37 of the Code of Ordinances of the City of Onalaska related
321 to School Zone Parking (Northern Hills School) (First and Second Reading).

322

323 Police Chief Trotnic asked that the rules be suspended and Ordinance No. 1543-2016 be given its
324 First, Second, Third and Final Reading. Police Chief Trotnic said he is making this request to
325 attempt to find a solution that will alleviate the parking challenges near Northern Hills
326 Elementary.

327

328 Motion by Ald. Binash, second by Ald. Bertrand, to suspend the rules and give Ordinance No.
329 1543-2016 its First, Second, Third and Final Reading.

330

331 On voice vote, motion carried.

332

333 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1543-2016 – to
334 amend Title 10 Chapter 1 Section 37 of the Code of Ordinances of the City of Onalaska related
335 to School Zone Parking (Northern Hills School) (First, Second, Third and Final Reading).

336

337 Ald. Bertrand inquired about the parking challenges near Northern Hills Elementary.

338

339 Police Chief Trotnic said Northern Hills has changed the drop-off and pickup location to the

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340 west side of the school, which is off East Avenue and where the circle drive is located. Police
341 Chief Trotnic said parents are attempting to establish a queue line that allows for the drop-off
342 and the pickup. Police Chief Trotnic said the morning drop-off is less problematic than the
343 afternoon pickup. Police Chief Trotnic noted that traffic is going northbound on East Avenue
344 and attempting to go into the circle drive. As motorists exit the circle drive and begin to back up,
345 automobiles are starting to double-park on East Avenue. This leads to congestion on the
346 northbound lane of traffic on East Avenue. As traffic is coming southbound off East Avenue,
347 vehicles are stopping in the southbound lane and waiting to turn left into the circle drive, which
348 is experiencing congestion due to the double-parking. The result is congestion in both the
349 northbound and southbound lanes on East Avenue. Police Chief Trotnic said the Police
350 Department and the Onalaska School District have attempted to find a solution where a queue
351 line may be established that begins in the circle drive, exits the circle drive toward Spruce Street,
352 wraps around Spruce Street along the south edge of the school down to the property line on
353 Spruce Street. Police Chief Trotnic said no left turns will be allowed from East Avenue into the
354 circle drive.

355

356 Ald. Bertrand asked if this plan may be tested first.

357

358 Police Chief Trotnic said no, noting that the signage does not allow it. Police Chief Trotnic said,
359 “If we decided to go ahead and test it, if any citizens complained about us letting cars violate the
360 ordinance then we would have to technically cite for the violation of the ordinances or ignore it.”

361

362 Ald. Bertrand asked if the committee has to pass the ordinance and then either modify it or start
363 over if there are citizen complaints.

364

365 Police Chief Trotnic said this solution is the one that seems most likely to succeed. However,
366 Police Chief Trotnic also said there must be a period of enforcement where parents will have to
367 realize compliance is expected. Police Chief Trotnic said that once the signage is in place, there
368 will be a solution in place that will be enforced.

369

370 Ald. Bertrand asked Police Chief Trotnic if he initially will have an officer at Northern Hills to
371 ensure that the plan succeeds.

372

373 Police Chief Trotnic said yes, noting that Sergeant Keith Roh has assigned an officer to go to
374 Northern Hills and attempt to gain compliance through a police presence. Police Chief Trotnic
375 said, “When we’re down there, we also feel like we have to establish some sort of recipe for
376 success for parents to be able to pick up and drop off.”

377

378 Ald. Bertrand asked if there is parking available on the west side.

379

380 Police Chief Trotnic said no parking is allowed during school hours on the west side of East
381 Avenue from Spruce Street to Troy Street. Police Chief Trotnic said parking has been prohibited

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382 on the west side in an attempt to prevent students from running across East Avenue to their
383 parents if they are parked on the west side of the street.

384

385 Ald. Bertrand asked when the amended ordinance would go into effect.

386

387 Cari said everything approved this evening will go before the Common Council at its February 9
388 meeting. Cari said the amended ordinance would go into effect after passage by the Common
389 Council and prior to publication. Cari said it would become enforceable after the Council passes
390 it, but it will be necessary to obtain signage. Cari said enforcement likely would occur after
391 signage is erected.

392

393 On voice vote, motion carried.

394

395 **Adjournment**

396

397 Motion by Ald. Bertrand, second by Ald. Binash, to adjourn at 6:33 p.m.

398

399 On voice vote, motion carried.

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401

402 Recorded by:

403

404 Kirk Bey