

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

Wednesday, September 7, 2016

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 7, 2016. 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. Barry Blomquist, Ald. Bob Muth,
6 Ald. Jim Binash

7

8 Also Present: City Clerk Cari Burmaster, City Engineer Jarrod Holter, Interim Land Use and
9 Development Director Katie Aspenson, Financial Services Director/Treasurer Fred Buehler,
10 Mayor Joe Chilsen

11

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

13

14 Motion by Ald. Binash, second by Ald. Blomquist, to approve the minutes from the previous
15 meeting as 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. Muth called three times for anyone wishing to provide public input and closed that portion
22 of the meeting.

23

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

25

26 **Administrative**

27

28 **Item 4 – Approval of Operator's Licenses as listed on report dated September 7, 2016**

29

30 Cari told committee members she had given them a new report and said everyone on the list has
31 been through a background check and approved.

32

33 Motion by Ald. Binash, second by Ald. Blomquist, to approve the Operator's Licenses as listed
34 on report dated September 7, 2016.

35

36 On voice vote, motion carried.

37

38 **Item 5 – Approval of Special Event Permit for:**

39

40 a. Down Syndrome Awareness Walk on September 17, 2016 at 10 a.m. starting at the Omni
41 Center, Onalaska

42

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43 Motion by Ald. Binash, second by Ald. Blomquist, to approve a Special Event Permit for Down
44 Syndrome Awareness Walk on September 17, 2016 at 10 a.m. starting at the Omni Center,
45 Onalaska.

46
47 Ald. Binash said his copy of the permit says: "See attached from [Police] Sergeant [Tim] Berg,"
48 but there is no attachment present in the packet.

49
50 Cari said Police Sergeant Berg had written an email stating participants should be safe as long as
51 they remain on the sidewalk.

52
53 On voice vote, motion carried.

54
55 b. Festival Foods Turkey Trot on November 24, 2016 from 8-11 a.m. starting at the Omni
56 Center, Onalaska

57
58 Motion by Ald. Binash, second by Ald. Blomquist, to approve a Special Event Permit for
59 Festival Foods Turkey Trot on November 24, 2016 from 8-11 a.m. starting at the Omni Center,
60 Onalaska.

61
62 Cari said the Certificate of Insurance has been submitted and placed on file.

63
64 Ald. Binash said the Certificate of Liability Insurance states: "*Certificate holder is named as an*
65 *additional insured as respects their interest in the operations of the named insured.*" Ald.
66 Binash asked if the City of Onalaska would have additional exposure because it is listed as an
67 additional insured for the event.

68
69 Cari said she will address Ald. Binash's question with legal counsel on Thursday and asked Ald.
70 Binash if she can provide the answer at the September 13 Common Council meeting.

71
72 Ald. Binash said yes.

73
74 On voice vote, motion carried.

75
76 **Item 6 – Approval of request for burial of cremains with full body burial for Tim and**
77 **Catherine Bulera and family in Block 158, Lot 7, Grave 3 and Grave 4 in the Onalaska**
78 **Cemetery**

79
80 Motion by Ald. Binash, second by Ald. Blomquist, to approve a request for burial of cremains
81 with full body burial for Tim and Catherine Bulera and family in Block 158, Lot 7, Grave 3 and
82 Grave 4 in the Onalaska Cemetery.

83
84 On voice vote, motion carried.

Reviewed 9/9/16 by Cari Burmaster

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85

86 **Item 7 – City of Onalaska Cemetery**

87

88 a. 2016 Cemetery Financials

89

90 Fred noted the committee members' packets include a copy of the cemetery's financials through
91 August 31 and said there is a transfer coming in from the Onalaska Enhancement Foundation.

92 Fred referred to the "Cemetery Project – Cash Flow" handout dated September 7 and said this is
93 the Cemetery Fund's exposure. Fred returned to the cemetery's revenues and noted the city had
94 56 graves and 33 openings through August 31.

95

96 Ald. Binash asked for an explanation regarding exposure.

97

98 Fred explained that "somebody has to pick up the shortfall," which totals \$38,366.68.

99

100 Ald. Binash said, "My understanding was that the Friends of the Cemetery or the Historical
101 Society ..."

102

103 Fred said, "That's a true statement – alone."

104

105 Ald. Binash asked, "So they were going to have a fundraiser to cover all this?"

106

107 Jarrod said, "They are trying to continue to fundraise funds, and they may be coming in in
108 October to discuss that with the Council."

109

110 Ald. Binash asked, "So all the money that they've been able to raise has been used toward the
111 cemetery?"

112

113 Jarrod told Ald. Binash he is correct and referred to the "Cemetery Project – Cash Flow"
114 handout, which shows that \$165,244 has been raised to date. Jarrod said the city has contributed
115 \$45,000 toward the project through various accounts and noted that the project is \$38,366.68 "in
116 the negative."

117

118 Ald. Blomquist said, "If I remember right, Alderman [Jim] Bialecki made a motion – and we all
119 voted for it – what they couldn't raise we would make up the difference."

120

121 Jarrod referred to the March 8 Common Council meeting, at which time the Council voted to
122 approve a loan to the Cemetery Committee in the amount of \$15,000. Jarrod explained that the
123 way the bid award was worded, the project was awarded and the Cemetery Committee was
124 supposed to continue its fundraising efforts to make up the balance. Jarrod said a lower total was
125 inputted for the final bid quantities. However, Change Order No. 2 altered the stonework and the
126 final change order, which the Board of Public Works had discussed at its Tuesday meeting,

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127 added more wall. Jarrod said, “In the end we came out a little more than what we had
128 envisioned. But they were things that actually, as staff, we had input in and authorized because
129 we felt it was going to be a better project in the long run.” Jarrod said he believes the project
130 was \$28,000 or \$29,000 in the negative when the Cemetery Committee first approached the
131 Common Council.

132

133 Ald. Blomquist asked, “This was work the city was going to have to do one way or the other
134 eventually?”

135

136 Jarrod said yes, stating, “When I look at this project, would the city have needed to put in
137 lighting? No. Would the city have needed to put in the wall? I feel the wall would have been
138 needed to be put in – a modular, retaining block wall. I think that’s a big portion of the project.
139 It just helps with the cemetery maintaining its place. It’s just trying to make it easier to
140 maintain.”

141

142 Ald. Binash inquired about the cost of the asphalt for the driveways had been included.

143

144 Jarrod said this is a “pass-through” and referred to a \$23,586.31 entry under “Other Sources.”
145 Jarrod also noted there was a \$23,436 change order for paving. As a result, Jarrod said the city
146 “broke even” on the paving portion of the project. Jarrod pointed out that more area was paved
147 than what was in the original bid, which just had the city tying in 50 feet each way (100 feet on
148 one side, 50 feet on the other). Jarrod said the cemetery’s road network has been stabilized,
149 noting that the roads that were removed were chip seal on dirt.

150

151 Motion by Ald. Muth, second by Ald. Binash, to accept the 2016 Cemetery Financials.

152

153 On voice vote, motion carried.

154

155 b. 2017 Cemetery Budget

156

157 Fred said in the past the city has alternated between increasing the fee on the sale of lots one year
158 and increasing the fee for grave openings the next. Fred said the city last increased the fee for
159 the sale of lots on January 1, 2014. That rate has been \$780 per lot. Fred noted that the fee for
160 grave openings was modified in 2014 and increased in 2016. Grave openings on Monday
161 through Friday increased from \$650 to \$675. Grave openings on Saturday increased from \$815
162 to \$840, and grave openings on Sunday and observed holidays increased from \$925 to \$950.

163

164 Fred addressed expenditures, noting that a percentage of the City Administrator and Mayor’s
165 wages were included in the 2016 Cemetery Budget. Fred asked that this be modified for 2017
166 because “I do not feel comfortable that there be that kind of dollars or hours spent by their
167 position.” Fred said removing the wages for the City Administrator and the Mayor is “pretty
168 close to removing \$8,000 out of the Cemetery Budget and reallocating it to Water, Storm Water

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169 and Sanitary Sewer.”

170

171 Jarrod said he and Fred had added 5 percent of the Street and Storm Water Manager’s time
172 because he either is speaking to staff in the office or supervising and speaking to citizens at the
173 cemetery.

174

175 Fred said there would be a deficit of \$26,095 if the 2017 Cemetery Budget remains as-is.
176 However, removing \$8,000 for the City Administrator and Mayor’s salaries (\$6,000 and \$900,
177 respectively) as well as making modifications to Retirement, Health and Dental will reduce the
178 deficit to \$18,095. The deficit in the 2016 Cemetery Budget was \$19,999.

179

180 Ald. Binash inquired about the final total for the budget.

181

182 Fred said the budget will be sent to the Common Council if the committee agrees to the proposed
183 modifications.

184

185 Ald. Binash asked if the 2017 budget would total \$58,025.

186

187 Fred explained that \$58,025 is the revenue.

188

189 Jarrod asked if the Street and Storm Water Manager should be left out, noting approximately
190 \$4,000 will be regained if this position is included. Jarrod referred to the line items in the 2017
191 budget, noting \$2,000 has been budgeted for black dirt and sod for grave restoration. Jarrod said
192 there is nothing that can be removed from the line items unless employee hours are reduced,
193 which would mean the cemetery is not mowed as often as it currently is. Jarrod noted the two
194 employees (one full-time, one part-time) who worked in the cemetery this summer had put forth
195 a tremendous effort to maintain it.

196

197 Fred told committee members that for every lot that is sold 10 percent is put into Capital
198 Improvements, and 10 percent is put into Perpetual Care. The remaining 80 percent is supplied
199 to the revenue. Fred said staff anticipated \$23,200 would be collected for the sale of lots in 2016
200 and noted that \$30,576 had been collected as of August 31. Meanwhile, \$24,250 was expected
201 to be collected for grave openings in 2016, and \$18,640 had been collected as of August 31.

202

203 Jarrod said the city no longer will have income when all the lots in the cemetery are eventually
204 filled. Jarrod said, “At some point it either goes away or it become a City General Fund-run
205 expense at some point. The city did buy the extra 2.3 acres on the other side of Hickory Street,
206 so I think there is a future for the cemetery well into the future. There are going to be things that
207 can be done.” Jarrod noted that there were budget deficits of \$10,505 in 2014; \$13,903 in 2015;
208 and \$19,999 in 2016. Jarrod said the city has opened up a piece of the new section of the
209 cemetery, and he predicted that more individuals will begin purchasing lots.

210

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211 Cari noted that the city already has sold as many lots in 2016 as it did in all of 2015.

212

213 Fred said 15 lots were sold in June, and 17 were sold in July.

214

215 Jarrod said, “Unless you really price yourself out of the market, we’re going to talk about, do you
216 increase the price of lots? If you increase the price of lots – we had discussed with Fred \$25 –
217 that ends up being like 3.85 percent, but you haven’t raised it for three years.”

218

219 Fred said \$30.

220

221 Jarrod noted that this is slightly more than 1.33 percent per year and said employee wages are
222 increasing more rapidly than the lot prices are being increased. This leads to a negative balance
223 sheet. Jarrod said that while the city will be “fine” for 2017, he also said decisions will need to
224 be made in the future regarding level of service.

225

226 Ald. Blomquist inquired about the supply of lots.

227

228 Jarrod said an analysis estimated that based on the current lot sale rate, there would have been
229 very few lots available in 20 years if the city had not purchased the 2.3-acre section. Jarrod
230 estimated that the city “can go close to 40 years” with the new land. Jarrod also pointed out
231 there have been more cremains being placed in multiple lots and said individuals who might
232 have purchased four lots for their family years ago are now only buying one or two lots and
233 placing multiple cremations in it.

234

235 Ald. Binash asked, “If we run at a deficit, where does the money come ...?”

236

237 Fred said it comes out of the Perpetual Care Fund Balance, noting there is \$237,193.91 in this
238 fund balance.

239

240 Mayor Chilsen asked if surpluses are placed in the Perpetual Care Fund Balance.

241

242 Jarrod said 10 percent is placed in the Perpetual Care Fund Balance and noted this account is not
243 being increased. Jarrod said, “What you’re doing is you’re basically taking that 10 percent and
244 you’re still running [a deficit].”

245

246 Mayor Chilsen said he believes it should be converted into an endowment mode in the future.

247

248 Fred said one of the proposals for the budget is to modify the wages on the expenditure side by
249 eliminating both the City Administrator and the Mayor. Another proposal is to modify the sale
250 of lots by 3.85 percent, or a \$30 increase, and a \$10 increase on infant lots.

251

252 Jarrod said the price of plots would increase from \$780 to \$810, and infant lots would increase

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253 from \$260 to \$270. Jarrod noted revenue would only increase by \$1,500 if 50 lots are sold in
254 one year. Jarrod said the city looked into privatizing the cemetery in 2008 or 2009, and city staff
255 also examined grave opening prices and lot prices at various cemeteries in this area. Jarrod said
256 the city “was about in the middle at the time.”

257

258 Ald. Blomquist asked if perhaps the city “should be at the high end of the spectrum” due to the
259 quality and all the improvements made at the cemetery.

260

261 Jarrod told Ald. Blomquist he agrees with him, but also said, “The one thing I would temper that
262 with is we are a municipal city cemetery. I understand it; we’re offering a better product. ...
263 Now, if you run [the cemetery] like a business, you either say you should increase your prices 20
264 percent or you lower your level of service. ... Where is the balance? That’s the reason that we’re
265 discussing it. ... Maybe it should be 5 percent or 6 percent or some number that gets you closer
266 to that point where you compress your losses in order to be able to sustain something.”

267

268 Cari said increasing the price of plots from \$780 to \$825 would be an increase of more than 5
269 percent, while raising the price of infant lots from \$260 to \$275 would be an increase of
270 approximately 5 percent.

271

272 Jarrod noted the city did not raise rates either on lot sales or grave openings in 2015. Jarrod also
273 noted there is a finite supply of available lots.

274

275 Cari noted that a price increase would not take effect until January 1 and said individuals who
276 are considering purchasing lots will do so before the end of 2016 because they do not want to
277 pay the additional costs.

278

279 Fred noted there have not been any changes to Monument and Marker Fees “for quite some
280 time.”

281

282 Ald. Blomquist asked what action the committee is taking.

283

284 Fred said he and Jarrod are asking the committee to take action on the modification to the
285 expenditures, as previously discussed, and also make any rate modifications effective January 1,
286 2017.

287

288 Jarrod said they also are seeking approval of the 2017 Cemetery Budget once the modifications
289 have been made.

290

291 Fred said he will make the modifications to the budget and they will be seen on the budget at the
292 September 13 Common Council meeting.

293

294 Ald. Muth said he believes the lot fee needs to be increased “at a regular rate.”

Reviewed 9/9/16 by Cari Burmaster

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295

296 Motion by Ald. Muth, second by Ald. Blomquist, to remove the Mayor's salary and the City
297 Administrator's salary, as well as all benefits and rollups, from the 2017 Cemetery Budget.

298

299 Fred said Health, Dental, Life and Retirement Insurance for the Mayor and City Administrator
300 all will be removed.

301

302 Ald. Binash asked to which account these funds will be transferred.

303

304 Fred said the Mayor will be modified to the General Fund, and the City Administrator will be
305 reallocated into Water, Sewer and Storm Water.

306

307 Jarrod said the 5 percent allocated for Water, Sewer and Storm Water (each account) all will be
308 increased for the City Administrator.

309

310 On voice vote, motion carried.

311

312 Ald. Muth asked if there is a proposal to increase the lot sale fee by \$30.

313

314 Jarrod said it can be for \$30 or more.

315

316 Cari noted there would be a \$30 increase on regular plots and a \$10 increase on infant plots.

317

318 Jarrod said a \$50 increase would equal 6.4 percent, and a \$40 increase (\$780 to \$820) would
319 equal 5.1 percent. There would be a 5.8-percent increase on infant plots if the price is increased
320 from \$260 to \$275.

321

322 Ald. Blomquist asked if the committee is voting to increase lot prices for only 2017.

323

324 Jarrod said the increases would be for 2017.

325

326 Fred noted that the price of grave openings increased by \$25 across the board for 2016.

327

328 Jarrod reminded the committee that no rates were adjusted for 2015.

329

330 Fred said he believes the monument and markers fee, which has not been increased in several
331 years, should increase if the committee decides against voting in favor of increasing lot fees.

332 Fred also noted the city expected to collect \$2,400 in monument and markers fees in 2016 and
333 said \$1,350 had been collected as of August 31.

334

335 Motion by Ald. Muth, second by Ald. Blomquist, to increase the sale of lots fee from \$780 to
336 \$820; to increase the sale of lots fee for infants from \$260 to \$275; and to increase the monument

Reviewed 9/9/16 by Cari Burmaster

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337 and markers fee from \$75 to \$80, effective January 1, 2017.

338

339 On voice vote, motion carried.

340

341 Motion by Ald. Binash, second by Ald. Blomquist, to approve the 2017 Cemetery Budget.

342

343 On voice vote, motion carried.

344

345 **Item 8 – Approval of Fee Schedule**

346

347 Cari said the “Additions to Fee Schedule” sheet includes the additional items that have been
348 merged into the document, followed by the entire document itself. Cari said some fees have
349 been missed being placed on there. Cari also said the Airport Overlay Zoning District is
350 forthcoming. Cari told committee members they will be seeing this again at their December 7
351 meeting because it will need to be approved every year.

352

353 Motion by Ald. Muth, second by Ald. Binash, to approve the additions to the Fee Schedule, as
354 listed.

355

356 On voice vote, motion carried.

357

358 **Item 9 – Miscellaneous licensing reporting**

359

360 Cari noted she had distributed a new report containing recreational burning permits. Cari also
361 noted there is a permit for one block party.

362

363 Motion by Ald. Muth, second by Ald. Blomquist, to approve the miscellaneous licensing report.

364

365 Cari said individuals wishing to hold a block party must produce a list of at least 51 percent of
366 the homeowners in the area that will be closed. Street Department employees drop off barricades
367 the morning of the event and pick them up at the conclusion of the event.

368

369 Ald. Muth asked if any thought had been given to charging a fee for such events.

370

371 Cari said city staff has discussed this.

372

373 Ald. Muth noted that city staff is dropping off and picking up the barricades and said, “This is a
374 special event for that group.”

375

376 Jarrod said that while he agrees with Ald. Muth’s reasoning, he asked, “It comes back to, are you
377 running it like a business? Or are you trying to foster community-neighborhood collaboration
378 and interaction?”

Reviewed 9/9/16 by Cari Burmaster

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379
380 Cari said there are only “a couple” of these events a year.

381
382 Jarrod said city staff typically drops off barricades while performing another task.

383
384 On voice vote, motion carried.

385
386 **Judiciary**

387
388 **Item 1 – Ordinance No. 1567-2016 – to amend Chapter 1 of Title 10, Section 15 of the Code**
389 **of Ordinances of the City of Onalaska relating to controlled intersections designated (13th**
390 **and Green Bay Street) (First and Second Reading)**

391
392 Motion by Ald. Muth, second by Ald. Binash, to suspend the rules and give Ordinance No. 1567-
393 2016 its First, Second, Third and Final Reading.

394
395 On voice vote, motion carried.

396
397 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance No. 1567-2016 – to amend
398 Chapter 1 of Title 10, Section 15 of the Code of Ordinances of the City of Onalaska relating to
399 controlled intersections designated (13th and Green Bay Street) (First, Second, Third and Final
400 Reading)

401
402 On voice vote, motion carried.

403
404 **Item 2 – Ordinance No. 1568-2016 – to amend Title 10 Chapter 1 Section 27 of the City of**
405 **Onalaska Code of Ordinances related to parking restrictions (Green Coulee Road) (First**
406 **and Second Reading)**

407
408 Motion by Ald. Muth, second by Ald. Blomquist, to approve Ordinance No. 1568-2016 – to
409 amend Title 10 Chapter 1 Section 27 of the City of Onalaska Code of Ordinances related to
410 parking restrictions (Green Coulee Road) (First and Second Reading).

411
412 Jarrod said this is “cleaning up” some of the parking rules on Green Coulee Road. Jarrod noted
413 that there is a no-parking sign located at Clearwater Farm and said this ordinance will remove
414 any confusion as to what is signed out there.

415
416 On voice vote, motion carried.

417
418
419
420

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421 **Adjournment**

422

423 Motion by Ald. Binash, second by Ald. Muth, to adjourn at 6:53 p.m.

424

425 On voice vote, motion carried.

426

427

428 Recorded by:

429

430 Kirk Bey