

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

Wednesday, October 5, 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, October 5, 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. Bob Muth, Ald. Jim Binash

6  
7 Also Present: City Clerk Cari Burmaster, City Engineer Jarrod Holter, Interim Land Use and  
8 Development Director Katie Aspenson, Police Chief Jeff Trotnic, Mayor Joe Chilsen, Ald.  
9 Harvey Bertrand

10  
11 Excused Absence: Ald. Barry Blomquist

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

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

17  
18 On voice vote, motion carried.

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

21  
22 Ald. Muth called three times for anyone wishing to provide public input and closed that portion  
23 of the meeting.

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

26  
27 **Administrative**

28  
29 **Item 4 – Approval of Operator’s Licenses as listed on report dated October 5, 2016**

30  
31 Cari noted that the final report was distributed this evening and said all the operators had  
32 undergone a background check and met approval

33  
34 Motion by Ald. Binash, second by Ald. Muth, to approve the Operator’s Licenses as listed on  
35 report dated October 5, 2016.

36  
37 On voice vote, motion carried.

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

- 40  
41 a. YMCA Winter Walk/Run Series December 31, 2016, January 7, 2017 and February 11,  
42 2017 from 8-10 a.m. starting at the YMCA North, 400 Mason Street, Onalaska

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Motion by Ald. Muth, second by Ald. Binash, to approve Special Event Permit for YMCA Winter Walk/Run Series December 31, 2016, January 7, 2017 and February 11, 2017 from 8-10 a.m. starting at the YMCA North, 400 Mason Street, Onalaska.

On voice vote, motion carried.

**Item 6 – Approval of request for burial of one full body and one set of ashes for Harry and Suzanne Exley in Block 175, Lot 5, Grave 1 in the Onalaska Cemetery**

Motion by Ald. Muth, second by Ald. Binash, to approve a request for burial of one full body and one set of ashes for Harry and Suzanne Exley in Block 175, Lot 5, Grave 1 in the Onalaska Cemetery.

Ald. Binash noted the letter of request asked that Harry Exley’s ashes be placed above Suzanne’s remains and asked if the ashes will be contained in an urn.

Cari said the cemetery requires that remains must be placed in an urn. Cari also noted that Suzanne had passed away since the letter was written and has received a traditional full burial.

On voice vote, motion carried.

**Item 7 – Approval of Fee Schedule**

Cari said committee members had received a copy of the Fee Schedule and noted there is a later agenda item pertaining to Special Events, which have a different fee structure. Cari said the fee needs to be reflected in the Fee Schedule if the rules are suspended and the ordinance is given its First, Second, Third and Final reading and passed this evening.

Motion by Ald. Binash, second by Ald. Muth, to approve the Fee Schedule.

Ald. Muth said he noticed that Bicycle Licenses still are \$2.

Police Chief Trotnic said he is unsure if the city is even charging for Bicycle Licenses, adding he is fairly certain that the fees have been waived.

Cari said the Fee Schedule will be updated in December for 2017 and asked Police Chief Trotnic to let her know if the Bicycle License fee has been waived.

On voice vote, motion carried.

**Item 8 – Update on Special Events Application Form – FIO**

Reviewed 10/7/16 by Cari Burmaster

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85  
86 Cari said the document in front of the committee this evening is the form staff has been working  
87 on to work in conjunction with the city's new ordinance. Cari said this is the form that  
88 committee members will be seeing once it has been approved. The new form requests more data  
89 regarding contact information. It also lays out the fees, which will apply for any event.

90  
91 **Item 9 – Miscellaneous licensing reporting**

92  
93 Cari noted she had distributed a new list of Recreational Burn Permits to committee members. A  
94 Solicitor's Permit also was issued, and there also is a Class "B" Picnic License for St. Patrick's  
95 Church.

96  
97 Motion by Ald. Muth, second by Ald. Binash, to approve the miscellaneous licensing.

98  
99 Ald. Binash asked if a Solicitor's Permit allows an individual to go door-to-door.

100  
101 Cari said yes.

102  
103 On voice vote, motion carried.

104  
105 **Judiciary**

106  
107 **Item 10 – Ordinance 1566-2016 – to amend Title 13, Chapter 3, Part 9, Section 50 through**  
108 **61, of the Code of Ordinances of the City of Onalaska relating to regulations regarding the**  
109 **La Crosse Airport Overlay Zoning District (First and Second Reading)**

110  
111 Cari noted that Katie had included in committee members' packets a copy of a letter from  
112 Dairyland Power Cooperative asking that the rules be suspended and Ordinance 1566-2016 be  
113 given its First, Second, Third and Final Reading.

114  
115 Motion by Ald. Muth, second by Ald. Binash, to suspend the rules and give Ordinance 1566-  
116 2016 its First, Second, Third and Final Reading.

117  
118 On voice vote, motion carried.

119  
120 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1566-2016 – to amend Title  
121 13, Chapter 3, Part 9, Section 50 through 61, of the Code of Ordinances of the City of Onalaska  
122 relating to regulations regarding the La Crosse Airport Overlay Zoning District (First, Second,  
123 Third and Final Reading).

124  
125 Ald. Binash asked if there is a map that shows Zones "A" through "D."

126

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127 Katie said a map is required to be on file in the City of Onalaska's Planning Department. Katie  
128 said there also is a digital copy in the GIS System.

129

130 On voice vote, motion carried.

131

132 **Item 11 – Ordinance 1568-2016 – to amend Title 10 Chapter 1 Section 27 of the City of**  
133 **Onalaska Code of Ordinances related to parking restrictions (Green Coulee Road) (Third**  
134 **and Final Reading)**

135

136 Motion by Ald. Binash, second by Ald. Muth, to approve Ordinance 1568-2016 – to amend Title  
137 10 Chapter 1 Section 27 of the City of Onalaska Code of Ordinances related to parking  
138 restrictions (Green Coulee Road) (Third and Final Reading).

139

140 On voice vote, motion carried.

141

142 **Item 12 – Ordinance 1569-2016 – to amend Chapter 2 of Title 6, Section 2 of the Code of**  
143 **Ordinances of the City of Onalaska relating to construction and repair of sidewalks (First**  
144 **and Second Reading)**

145

146 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1569-2016 – to amend  
147 Chapter 2 of Title 6, Section 2 of the Code of Ordinances of the City of Onalaska relating to  
148 construction and repair of sidewalks (First and Second Reading).

149

150 Jarrod said both the Board of Public Works and the Common Council had approved this several  
151 months ago. However, the ordinance never was updated to reflect it.

152

153 On voice vote, motion carried.

154

155 **Item 13 – Ordinance 1570-2016 – to amend Chapter 12 of Title 7 of the Code of Ordinances**  
156 **of the City of Onalaska relating to Special Events Permits (First and Second Reading)**

157

158 Motion by Ald. Muth, second by Ald. Binash, to suspend the rules and give Ordinance 1570-  
159 2016 its First, Second, Third and Final Reading.

160

161 On voice vote, motion carried.

162

163 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1570-2016 – to amend  
164 Chapter 12 of Title 7 of the Code of Ordinances of the City of Onalaska relating to Special  
165 Events Permits (First, Second, Third and Final Reading).

166

167 Ald. Binash asked if individuals who apply for a permit do not have to pay the application fee.

168

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169 Cari said the Common Council is the only body that can waive the fee, noting that individuals  
170 must write a letter and make a request and allow enough time for it to occur. Cari said, “If  
171 they’re going to be having the event and we’re waiting for a decision on that or they haven’t  
172 made a decision they’re going to have to pay it. Then if you waive it, then we’d have to refund  
173 it. They can’t have the event without one or the other in place.”

174

175 Ald. Binash asked, “So they have to pay for the Application Fee and the Permit Fee? And if they  
176 want the Application Fee waived, then they go to the Council?”

177

178 Cari said it is one fee.

179

180 On voice vote, motion carried.

181

182 **Item 14 – Ordinance 1571-2016 – to create Chapter 20 of Title 7 of the Code of Ordinances**  
183 **of the City of Onalaska relating to Marches and Public Assemblies (First and Second**  
184 **Reading)**

185

186 Motion by Ald. Muth, second by Ald. Binash, to suspend the rules and give Ordinance 1571-  
187 2016 its First, Second, Third and Final Reading.

188

189 On voice vote, motion carried.

190

191 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1571-2016 – to create  
192 Chapter 20 of Title 7 of the Code of Ordinances of the City of Onalaska relating to Marches and  
193 Public Assemblies (First, Second, Third and Final Reading).

194

195 On voice vote, motion carried.

196

197 **Item 15 – Ordinance 1572-2016 – to amend Section 3 of Chapter 2 of Title 15 of the Code of**  
198 **Ordinances of the City of Onalaska relating to applicability and jurisdiction of**  
199 **construction sites and excavation erosion control (First and Second Reading)**

200

201 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1572-2016 – to amend  
202 Section 3 of Chapter 2 of Title 15 of the Code of Ordinances of the City of Onalaska relating to  
203 applicability and jurisdiction of construction sites and excavation erosion control (First and  
204 Second Reading).

205

206 Jarrod said this is to add one more exemption for the Solid Waste Department at the La Crosse  
207 County Landfill.

208

209 On voice vote, motion carried.

210

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211 **Item 16 – Ordinance 1573-2016 – to amend Title 13 Chapter 2 of the City of Onalaska**  
212 **Code of Ordinances related to Zoning Districts (First and Second Reading)**

213  
214 Katie said a developer has requested that the rules be suspended and both Ordinance 1573-2016  
215 and Ordinance 1574-2016 be given their First, Second, Third and Final Readings. Katie noted  
216 that all of the changes were approved at the Plan Commission level and said this is to facilitate a  
217 development that would allow conversion of Commercial space to Multifamily space.

218  
219 Motion by Ald. Muth, second by Ald. Binash, to suspend the rules and give Ordinance 1573-  
220 2016 its First, Second, Third and Final Reading.

221  
222 On voice vote, motion carried.

223  
224 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1573-2016 – to amend Title  
225 13 Chapter 2 of the City of Onalaska Code of Ordinances related to Zoning Districts (First,  
226 Second, Third and Final Reading).

227  
228 On voice vote, motion carried.

229  
230 **Item 17 – Ordinance 1574-2016 – to amend Title 13 Chapter 5 of the City of Onalaska**  
231 **Code of Ordinances related to Conditional Uses (First and Second Reading)**

232  
233 Motion by Ald. Muth, second by Ald. Binash, to suspend the rules and give Ordinance 1574-  
234 2016 its First, Second, Third and Final Reading.

235  
236 On voice vote, motion carried.

237  
238 Motion by Ald. Muth, second by Ald. Binash, to approve Ordinance 1574-2016 – to amend Title  
239 13 Chapter 5 of the City of Onalaska Code of Ordinances related to Conditional Uses (First,  
240 Second, Third and Final Reading).

241  
242 On voice vote, motion carried.

243  
244 **Adjournment**

245  
246 Motion by Ald. Muth, second by Ald. Binash, to adjourn at 6:19 p.m.

247  
248 On voice vote, motion carried.

249  
250  
251 Recorded by:

252  
253 Kirk Bey

Reviewed 10/7/16 by Cari Burmaster