

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

Wednesday, December 2, 2015

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 2, 2015. 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. Jim
6 Binash, Ald. Harvey Bertrand

7
8 Also Present: Mayor Joe Chilsen, City Clerk Cari Burmaster, City Engineer Jarrod Holter, Ald.
9 Bob Muth, Human Resource Director Hope Burchell

10
11 **Item 2 – Approval of minutes from the previous meeting**

12
13 Motion by Ald. Binash, second by Ald. Blomquist, 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. Bertrand called three times for anyone wishing to provide public input and closed that
21 portion 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 December 2, 2015**

28
29 Motion by Ald. Binash, second by Ald. Blomquist, to approve Operator’s Licenses as listed on
30 report dated December 2, 2015.

31
32 On voice vote, motion carried.

33
34 **Item 5 – Special Events Permits:**

35
36 a. Fleis Nightfall Frolic on April 22, 2016 from 5:30-8 p.m. starting at Rowe Park.

37
38 Motion by Ald. Bertrand, second by Ald. Blomquist, to approve a Special Events Permit for
39 Fleis Nightfall Frolic on April 22, 2016 from 5:30-8 p.m. starting at Rowe Park.

40
41 Mayor Chilsen noted that a majority of the funds from the Fleis Nightfall Frolic is utilized for
42 scholarships for children who are unable to pay the entry fee for the city’s Parks and Recreation

Reviewed 12/4/15 by Cari Burmaster

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43 Department programs.

44

45 On voice vote, motion carried.

46

47 b. 2016 American Cancer Society Hula Hustle 5K, Sunday, April 17, 2016 from 11 a.m.-2
48 p.m. starting at United Health Care, 2700 Midwest Drive, Onalaska

49

50 Motion by Ald. Bertrand, second by Ald. Binash, to approve 2016 American Cancer Society
51 Hula Hustle 5K, Sunday, April 17, 2016 from 11 a.m.-2 p.m. starting at United Health Care,
52 2700 Midwest Drive, Onalaska.

53

54 Cari noted the route was altered within the last couple years to one that is more acceptable to the
55 Police Department. The route no longer includes East Main Street.

56

57 On voice vote, motion carried.

58

59 **Item 6 – Approval of Change of Agent for Kwik Trip #822, 950 2nd Avenue North,**
60 **Onalaska to Gregory D. Bennett**

61

62 Motion by Ald. Bertrand, second by Ald. Blomquist, to approve Change of Agent for Kwik Trip
63 #822, 950 2nd Avenue North, Onalaska to Gregory D. Bennett.

64

65 On voice vote, motion carried.

66

67 **Item 7 – Miscellaneous licensing reporting**

68

69 Motion by Ald. Bertrand, second by Ald. Binash, to approve the miscellaneous licensing
70 reporting.

71

72 Cari said the Weights and Measures License is an annual license, and Yogurt Lab has not had
73 one in the past.

74

75 Ald. Binash asked if there is an ordinance that allows the city to collect fees for the duration of
76 time a business does not have a license.

77

78 Cari said there is no proration for a Weights and Measures License. The licensing begins July 1,
79 and Yogurt Lab would have paid the same fee on July 1. Cari said Yogurt Lab, which is a newer
80 business, would receive a citation, plus the licensing fee, it failed to obtain a license.

81

82 On voice vote, motion carried.

83

84

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85 **Judiciary**

86

87 **Item 1 – Ordinance No. 1514-2015 – to amend Chapter 2 of Title 7, Section 5 of the Code of**
88 **Ordinances of the City of Onalaska relating to License Fees (Third and Final Reading)**

89

90 Motion by Ald. Bertrand, second by Ald. Binash, to approve Ordinance No. 1514-2015 – to
91 amend Chapter 2 of Title 7, Section of 5 of the Code of Ordinances of the City of Onalaska
92 relating to License Fees (Third and Final Reading).

93

94 Cari noted the license fees have been removed from the ordinance.

95

96 On voice vote, motion carried.

97

98 **Item 2 – Ordinance No. 1515-2015 – to amend Chapter 2 of Title 7, Section 16 of the Code**
99 **of Ordinances of the City of Onalaska relating to Restrictions on Temporary Class “B”**
100 **Fermented Malt Beverage or Wine Licenses (Third and Final Reading)**

101

102 Motion by Ald. Blomquist, second by Ald. Binash, to approve Ordinance No. 1515-2015 – to
103 amend Chapter 2 of Title 7, Section 16 of the Code of Ordinances of the City of Onalaska
104 relating to Restrictions on Temporary Class “B” Fermented Malt Beverage or Wine Licenses
105 (Third and Final Reading).

106

107 On voice vote, motion carried.

108

109 **Item 3 – Ordinance No. 1516-2015 – to amend Chapter 2 of Title 7, Section 4 of the Code of**
110 **Ordinances of the City of Onalaska relating to Classes of Licenses (Third and Final**
111 **Reading)**

112

113 Motion by Ald. Blomquist, second by Ald. Binash, to approve Ordinance No. 1516-2015 – to
114 amend Chapter 2 of Title 7, Section 4 of the Code of Ordinances of the City of Onalaska relating
115 to Classes of Licenses (Third and Final Reading).

116

117 On voice vote, motion carried.

118

119 **Item 4 – Ordinance No. 1517-2015 – to amend Chapter 1 of Title 9, Section 28 of the Code**
120 **of Ordinances of the City of Onalaska relating to Service Connections (Third and Final**
121 **Reading)**

122

123 Motion by Ald. Blomquist, second by Ald. Bertrand, to approve Ordinance No. 1517-2015 – to
124 amend Chapter 1 of Title 9, Section 28 of the Code of Ordinances of the City of Onalaska
125 relating to Service Connections (Third and Final Reading).

126

127 On voice vote, motion carried.

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128

129 **Item 5 – Ordinance No. 1518-2015 – to create Chapter 1 of Title 1, Section 10 of the Code**
130 **of Ordinances of the City of Onalaska relating to City of Onalaska Fee Schedule (Third**
131 **and Final Reading)**

132

133 Motion by Ald. Blomquist, second by Ald. Binash, to approve Ordinance No. 1518-2015 – to
134 create Chapter 1 of Title 1, Section 10 of the Code of Ordinances of the City of Onalaska relating
135 to City of Onalaska Fee Schedule (Third and Final Reading).

136

137 On voice vote, motion carried.

138

139 **Item 6 – Resolution No. 1520-2015 – to amend Chapter 1 of Title 9, Section 34 and 35 of the**
140 **Code of Ordinances of the City of Onalaska relating to Stop Boxes and the installation of**
141 **Meters and Meter Transceiver Units (Third and Final Reading)**

142

143 Motion by Ald. Blomquist, second by Ald. Bertrand, to approve Resolution No. 1520-2015 – to
144 amend Chapter 1 of Title 9, Section 34 and 35 of the Code of Ordinances of the City of Onalaska
145 relating to Stop Boxes and the installation of Meters and Meter Transceiver Units (Third and
146 Final Reading).

147

148 On voice vote, motion carried.

149

150 **Item 7 – Resolution No. 1525-2015 – to create Chapter 3 of Title 2, Section 20 of the Code**
151 **of Ordinances of the City of Onalaska relating to City Administrator (First and Second**
152 **Reading)**

153

154 Motion by Ald. Blomquist, second by Ald. Bertrand, to approve Resolution No. 1525-2015 – to
155 create Chapter 3 of Title 2, Section 20 of the Code of Ordinances of the City of Onalaska relating
156 to City Administrator (First and Second Reading).

157

158 On voice vote, motion carried.

159

160 **Item 8 – Resolution No. 1526-2015 – to repeal Chapter 3 of Title 2, Section 20 of the Code**
161 **of Ordinances of the City of Onalaska relating to Land Use and Development Director**
162 **(First and Second Reading)**

163

164 Motion by Ald. Blomquist, second by Ald. Binash, to approve Resolution No. 1526-2015 – to
165 repeal Chapter 3 of Title 2, Section 20 of the Code of Ordinances of the City of Onalaska
166 relating to Land Use and Development Director (First and Second Reading).

167

168 Ald. Bertrand asked if this will be the first time in recent history that the City of Onalaska will
169 not have a Land Use and Development Director.

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170

171 Cari said she believes the Land Use and Development Director position was created after the city
172 had its previous City Administrator.

173

174 Jarrod said the position was created in 1999. Jarrod noted the city had employed a City Planner,
175 but not a Land Use and Development Director. Jarrod said the city has employed a City Planner
176 since approximately 1991.

177

178 On voice vote, motion carried.

179

180 **Item 9 – Resolution No. 1527-2015 – to amend Chapter 8 of Title 13, Section 4 of the Code**
181 **of Ordinances of the City of Onalaska relating to Site Plan Permits (First and Second**
182 **Reading)**

183

184 Motion by Ald. Blomquist, second by Ald. Binash, to approve Resolution No. 1527-2015 – to
185 amend Chapter 8 of Title 13, Section 4 of the Code of Ordinances of the City of Onalaska
186 relating to Site Plan Permits (First and Second Reading).

187

188 Ald. Bertrand asked how often this fee is changed.

189

190 Cari said the city may change it annually upon review, adding that the fee schedule likely will be
191 reviewed yearly. Cari said the fee schedule will be coming back to the committee for approval
192 every year.

193

194 On voice vote, motion carried.

195

196 **Item 10 – Resolution No. 1528-2015 – to amend Chapter 2 of Title 13, Section 2 of the Code**
197 **of Ordinances of the City of Onalaska relating to Vacation of Streets and Annexation (First**
198 **and Second Reading)**

199

200 Motion by Ald. Blomquist, second by Ald. Bertrand, to approve Resolution No. 1528-2015 – to
201 amend Chapter 2 of Title 13, Section 2 of the Code of Ordinances of the City of Onalaska
202 relating to Vacation of Streets and Annexation (First and Second Reading).

203

204 Ald. Binash noted that the ordinance reads “Application for vacation shall be made pursuant to
205 Wisconsin Statute to the Land Use and Development Director” and asked if this terminology
206 should be changed since the city is eliminating the position.

207

208 Cari promised to send an email Wednesday to City Attorney Sean O’Flaherty and ask if the
209 wording may be changed from Land Use and Development Director to the Planning Department.

210

211 Motion by Ald. Binash, second by Ald. Blomquist, to amend the previous motion and change

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212 “Land Use and Development Director” to wording as directed by City Attorney Sean O’Flaherty.

213

214 Vote on the amendment:

215

216 On voice vote, motion carried.

217

218 Vote on the original motion, as amended.

219

220 On voice vote, motion carried.

221

222 **Item 11 – Ordinance No. 1529-2015 – to amend Chapter 8 of Title 13, Section 9 of the Code**
223 **of Ordinances of the City of Onalaska relating to Rezoning (First and Second Reading)**

224

225 Motion by Ald. Blomquist, second by Ald. Bertrand, to approve Ordinance No. 1529-2015 – to
226 amend Chapter 8 of Title 13, Section 9 of the Code of Ordinances of the City of Onalaska
227 relating to Rezoning (First and Second Reading).

228

229 On voice vote, motion carried.

230

231 **Item 12 – Ordinance No. 1530-2015 – to amend Title 10 Chapter 1 of the City of Onalaska**
232 **Code of Ordinances related to Tow Away Zones (First and Second Reading) (Crittter**
233 **Court)**

234

235 Motion by Ald. Binash, second by Ald. Bertrand, to suspend the rules and give Ordinance No.
236 1530-2015 its First, Second, Third and Final Reading.

237

238 On voice vote, motion carried.

239

240 Motion by Ald. Blomquist, second by Ald. Binash, to approve Ordinance No. 1530-2015 – to
241 amend Title 10 Chapter 1 of the City of Onalaska Code of Ordinances related to Tow Away
242 Zones (First, Second, Third and Final Reading) (Crittter Court).

243

244 On voice vote, motion carried.

245

246 **Item 13 – Ordinance No. 1531-2015 – to amend Title 10 Chapter 1 of the City of Onalaska**
247 **Code of Ordinances related to Parking Restrictions (First and Second Reading) (Crittter**
248 **Court)**

249

250 Motion by Ald. Blomquist, second by Ald. Binash, to suspend the rules and give Ordinance No.
251 1531-2015 its First, Second, Third and Final Reading.

252

253 On voice vote, motion carried.

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254
255 Motion by Ald. Blomquist, second by Ald. Binash, to approve Ordinance No. 1531-2015 – to
256 amend Title 10 Chapter 1 of the City of Onalaska Code of Ordinances related to Parking
257 Restrictions (First, Second, Third and Final Reading) (Crittter Court).

258
259 Jarrod said this ordinance would allow two-hour parking in this vicinity.

260
261 On voice vote, motion carried.

262
263 **Item 14 – Ordinance No. 1532-2015 – to amend Chapter 5 of Title 13, Section 4 of the Code**
264 **of Ordinances of the City of Onalaska relating to application for Conditional Use Permit**
265 **(First and Second Reading)**

266
267 Motion by Ald. Blomquist, second by Ald. Binash, to approve Ordinance No. 1532-2015 – to
268 amend Chapter 5 of Title 13, Section 4 of the Code of Ordinances of the City of Onalaska
269 relating to application for Conditional Use Permit (First and Second Reading).

270
271 On voice vote, motion carried.

272
273 **Item 15 – Ordinance No. 1533-2015 – to amend Chapter 9 of Title 13, Section 76 of the**
274 **Code of Ordinances of the City of Onalaska relating to Subdivision and Development Fees**
275 **(First and Second Reading)**

276
277 Motion by Ald. Blomquist, second by Ald. Bertrand, to approve Ordinance No. 1533-2015 – to
278 amend Chapter 9 of Title 13, Section 76 of the Code of Ordinances of the City of Onalaska
279 relating to Subdivision and Development Fees (First and Second Reading).

280
281 On voice vote, motion carried.

282
283 **Adjournment**

284
285 Motion by Ald. Binash, second by Ald. Bertrand, to adjourn at 6:24 p.m.

286
287 On voice vote, motion carried.

288
289
290 Recorded by:

291
292 Kirk Bey