

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Common Council
DATE OF MEETING: December 8, 2015 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main St. (Common Council Chambers)
TIME OF MEETING: 7:00 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call.
2. Pledge of Allegiance.
3. **PUBLIC INPUT: (limited to 3 minutes/individual)**
4. **REPORT FROM THE MAYOR:**
 - A. Library statistics for November
 - B. Appointments to the La Crosse County Convention and Visitor's Bureau:
 1. Ryan Johnson
 2. Valerie Erickson
 3. Shawn McAlister
 - C. Appointee to the Technology Advisory Committee - Rick Vogel
 - D. Presentation – "Update on Coulee Transportation Study" – Angela Adams – Project Manager, Department of Transportation

RECOMMENDATIONS FOR APPROVAL AND/OR POSSIBLE ACTION FROM THE FOLLOWING COMMITTEES/COMMISSIONS/BOARDS:

All items listed under the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a council member requests removal, in which event the item will be removed from the consent agenda and considered in the order of business in the non-consent agenda.

5. **Consent Agenda**

- A. Approval of minutes from the previous meeting (s)

FINANCE COMMITTEE

- B. Accept Omni Center financials for 2015
- C. Accept City General Fund Financials for 2015
 1. General Fund
 2. Water-Sewer-Storm Water
- D. Acceptance of an Urban Rivers Grant and a Recreational Trail Aids Grant in the amount of \$346,000 from the Wisconsin Department of Natural Resources (50/50 match)
- E. Approval of the Coulee Region Humane Society Inc. contract for 2016

NOTICES MAILED TO:

*Mayor Joe Chilsen

*Ald. Jim Binash

*Ald. Jim Olson

*Ald. Jim Bialecki

*Ald Barry Blomquist

*Ald. Bob Muth

*Ald. Harvey Bertrand

City Attorney Dept Heads

La Crosse Tribune Charter Com.

Onalaska Holmen Courier Life

WIZM WKTY WLXR WKBH

WLSU WKBT WXOW

*Committee Members

Andy LeFebre

Sheila Schabel

Marcus Aumann

Dave Lardmois

Date Mailed & Posted: 12-4-15

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

PERSONNEL COMMITTEE

- F. Approval of out of state travel for Jameson Rau to attend Electrical Aspects of Fire Investigations from January 30, 2016 through February 6, 2016 at Emmitsburg, MD.
- G. Approval of changes to Policy 3.03 Insurance Benefits.
- H. Approval of changes to Policy 4.05 Restricted/Modified Duty.

JUDICIARY COMMITTEE

- I. Approval of **Ordinance No. 1514-2015** to amend Chapter 2 of Title 7, Section 5 of the Code of Ordinances of the City of Onalaska relating to License Fees (Third and Final Reading)
- J. Approval of **Ordinance No. 1515-2015** to amend Chapter 2 of Title 7, Section 16 of the Code of Ordinances of the City of Onalaska relating to Restrictions on Temporary Class "B" Fermented Malt Beverage or Wine Licenses (Third and Final Reading)
- K. Approval of **Ordinance No. 1516-2015** to amend Chapter 2 of Title 7, Section 4 of the Code of Ordinances of the City of Onalaska relating to Classes of Licenses (Third and Final Reading)
- L. Approval of **Ordinance No. 1517-2015** to amend Chapter 1 of Title 9, Section 28 of the Code of Ordinances of the City of Onalaska relating to Service Connections (Third and Final Reading)
- M. Approval of **Ordinance No. 1518-2015** to create Chapter 1 of Title 1, Section 10 of the Code of Ordinances of the City of Onalaska relating to City of Onalaska Fee Schedule (Third and Final Reading)
- N. Approval of **Ordinance No. 1520-2015** to amend Chapter 1 of Title 9, Sections 34 and 35 of the Code of Ordinances of the City of Onalaska relating to Stop Boxes and the installation of Meters and Meter Transceiver Units (Third and Final Reading)
- O. Approval of **Ordinance No. 1525-2015** to create Chapter 3 of Title 2, Section 14 of the Code of Ordinances of the City of Onalaska relating to City Administrator (First and Second Reading)
- P. Approval of **Ordinance No. 1526-2015** to repeal Chapter 3 of Title 2, Section 20 of the Code of Ordinances of the City of Onalaska relating to Land Use and Development Director (First and Second Reading)
- Q. Approval of **Ordinance No. 1527-2015** to amend Chapter 8 of Title 13, Section 4 of the Code of Ordinances of the City of Onalaska relating to Site Plan Permits (First and Second Reading)
- R. Approval of **Ordinance No. 1529-2015** to amend Chapter 8 of Title 13, Section 9 of the Code of Ordinances of the City of Onalaska relating to Rezoning (First and Second Reading)
- S. Approval of **Ordinance No. 1532-2015** to amend Chapter 5 of Title 13, Section 4 of the Code of Ordinances of the City of Onalaska relating to application for Conditional Use Permit (First and Second Reading)
- T. Approval of **Ordinance No. 1533-2015** to amend Chapter 9 of Title 13, Section 76 of the Code of Ordinances of the City of Onalaska relating to Subdivision and Development Fees (First and Second Reading)

ADMINISTRATIVE COMMITTEE

- U. Approval of Operator's Licenses as listed on report dated December 2, 2015
- V. Approval of Special Events Permits:
 - 1. Fleis Nightfall Frolic on April 22, 2016 from 5:30-8pm starting at Rowe Park.
 - 2. 2016 American Cancer Society Hula Hustle 5K, Sunday, April 17, 2016 from 11am-2pm starting at United Health Care, 2700 Midwest Drive, Onalaska.
- W. Approval of Change of Agent for Kwik Trip #822, 950 2nd Avenue North, Onalaska to Gregory D. Bennett.

BOARD OF PUBLIC WORKS

- X. Approval of geotechnical engineering services for Great River Landing Phase I project to Braun Intertec in the amount of \$4,100
- Y. Approval of Wisconsin Department of Natural Resources 2016 Urban Forestry Grant in the amount of \$25,000 (50/50 match) with review of Final Agreement by City Attorney
- Z. Approval of Change Order number one for 2015 Miscellaneous Concrete Project in the amount of \$11,504.50
- AA. Approval of revised 2016 Capital Improvements Public Hearing date to January 5, 2016 at 6:30 p.m.

UTILITIES COMMITTEE/MASS TRANSIT

- BB. Shared Ride Transit:
 - 1. Accept 2015 Financials
- CC. West Salem's involvement in the Shared-Ride Program:
 - 1. Accept/modify the second amendment to the Shared-Ride System regarding ridership statistics

PARKS AND RECREATION BOARD

- DD. Request by Luther High School to use Omni Center as a pickup point in the event of an emergency at their school.
- EE. Authorization to apply for grants to assist with tree purchase and removal from within City Parks
 - 1. Paul E Stry Foundation
 - 2. Coulee Partners for Sustainability

Non-Consent Agenda

6. **RECAP ITEMS PULLED FROM THE CONSENT AGENDA**

7. **FINANCE COMMITTEE**

- A. Vouchers
- B. Review and consideration of tourism related contracts and items to La Crosse County Convention and Visitors Bureau, Inc. (LCCVB)
 - 1. Transferring Assignment of Contracts and Bill of Sale
 - 2. Termination of Onalaska Tourism Website and various other social media/programs

8. **PERSONNEL COMMITTEE**

- A. Approval of part-time Mayor job description.
- B. Approval of full-time City Administrator job description.
- C. Approval of authorization to recruit and hire City Administrator.

9. **JUDICIARY COMMITTEE**

- A. Approval of **Ordinance No. 1528-2015** to amend Chapter 2 of Title 13, Section 2 of the Code of Ordinances of the City of Onalaska relating to Vacation of Streets and Annexation (First and Second Reading)
- B. Approval of **Ordinance No. 1530-2015** to amend Title 10 Chapter 1 of the City of Onalaska Code of Ordinances related to Tow Away Zones (First and Second Reading) (Crittter Court)
- C. Approval of **Ordinance No. 1531-2015** to amend Title 10 Chapter 1 of the City of Onalaska Code of Ordinances related to Parking Restrictions (First and Second Reading) (Crittter Court)

10. **BOARD OF PUBLIC WORKS**

- A. Review and consideration of special assessment for 1841, 1855, 1857, 1859 Sand Lake Road (Parcel #18-4519-002) and 1171 Rolling Oaks Drive (Parcel #18-5822-2), both included in Parcel #18-4519-000 prior to subdivision

11. **PLAN COMMISSION**

- A. Consideration of a Conditional Use Permit filed by Andy LeFebre on behalf of Rivers Harvest Church / Rivers Harvest Inc., 1001 Quincy Street, Onalaska, WI 54650 to allow the operation of a child care center at 1001 Quincy Street, Onalaska, WI 54650 in a Public & Semi-Public (P-1) Zoning District (Tax Parcel #18-697-0).
- B. Consideration of a Conditional Use Permit filed by Sheila Schabel of Heaven's Steps Child Care and Tim Van Eijl & Shelia Schabel on behalf of Lakeview Community Church / International Church of Foursquare Gospel, 1960 State Road 35, Onalaska, WI 54650 to allow the operation of a child care center at 1960 State Road 35, Onalaska, WI 54650, in a Single Family Residential (R-1) Zoning District (Tax Parcel #18-2096-60).

12. **GREAT RIVER LANDING COMMITTEE**

- A. Phase I of the Great River Landing project:
1. Presentation by S.E.H. with updated plans;
 2. Review and consideration of:
 - (i) building architecture and location and
 - (ii) site design for Phase I of the Great River Landing project.

13. **REPORT FROM LAND USE AND DEVELOPMENT DIRECTOR:**

- A. Update on 10-year update of Comprehensive Plan

14. **REPORT FROM CITY CLERK:**

- A. Approval of Nominations for Election Inspectors for 2016-2017 Term

15. **Closed Session**

To consider a motion to convene in Closed Session under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:

- IAFF, International Association of Firefighters, Local 4169
- Discussion related to property purchase being considered by the Community Development Authority.
- Discussion of appraisal and negotiating strategies related to commercial property.

And under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Review of City Administrator Recruitment and Interview Questions
- Review of stipend for Planner/Zoning Inspector for Interim Land Use and Development Director duties

And under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and under Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved related to:

- Chargeback decision of the Wisconsin Department of Revenue.

If any action is required in Open Session, as the result of the Closed Session, the Council will reconvene in Open Session to take the necessary action and/or continue on with the printed agenda.

Adjournment

ORDINANCE NO. 1514-2015

AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 7,
SECTION 5 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO LICENSE FEES

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 7, Chapter 2, Section 5 of the City of Onalaska Code of Ordinances
related to the License Fees is hereby deleted in its entirety and replaced as follows:

Sec. 7-2-5 License Fees.

There shall be the following classes and denominations of licenses which, when issued by the City Clerk under the authority of the Common Council after payment of the fee hereinafter specified shall permit the holder to sell, deal or traffic in intoxicating liquors or fermented malt beverages as provided in Sections 125.04(5), (6); 125.28(1)(a), (b), (d); 125.28(2); 125.31(2)(a); 125.22(1), (2), (4); 125.32(4)(a); 125.31(2)(b); 125.26(2); 125.04(6); 125.17; 125.68(2); 125.32(2); 125.51(2); 125.51(3); or 125.57, Wis. Stats.:

- (a) **Retail Class "A" Intoxicating Liquor License.** To be reviewed annually and accompanied by such fee as set forth on the City of Onalaska Fee Schedule;
- (b) **Retail Class "B" Intoxicating Liquor License.** To be reviewed annually and accompanied by such fee as set forth on the City of Onalaska Fee Schedule. New applications for Retail Class "B" Intoxicating Liquor Licenses shall first be reviewed to see if any "Non-Reserve Class "B" Intoxicating Liquor Licenses are available, if there are no "Non-Reserve Class "B" Intoxicating Liquor Licenses available, applicant will then be reviewed for a Reserve Class "B" Intoxicating Liquor License. Reserve Class "B" Intoxicating Liquor License-Initial/One Time Fee shall be as set forth on the City of Onalaska Fee Schedule. Club licenses as defined in Wisconsin Statutes shall be issued for as set forth on the City of Onalaska Fee Schedule..
- (c) **Class "A" Fermented Malt Beverage Retailer's License.** To be reviewed annually and accompanied by such fee as set forth on the City of Onalaska Fee Schedule;
- (d) **Class "B" Fermented Malt Beverage Retailer's License.** A fee as set forth on the City of Onalaska fee schedule or three-fourths (3/4) of that amount for a six (6) month period to be reviewed annually. Class "B" fermented malt beverage retailer's license for brewers shall be pursuant to Sections 125.31(1)(a) and 125.06(1), Wis. Stats;
- (e) **Special Class "B" Fermented Malt Beverage Retailer's License.** To be reviewed per event and accompanied by such fee as set forth on the City of Onalaska Fee Schedule; Three (3) day fermented malt beverage licenses may be issued to bona fide clubs, chamber of commerce, lodges or societies which have been in existence for more than six (6) months or to organizations of ex-military service personnel authorizing them to sell fermented malt beverages at a particular picnic, gathering or meeting; To be reviewed per event and accompanied by such fee as set forth on the City of Onalaska Fee Schedule.

- (f) Wholesaler's License. To be reviewed annually and accompanied by such fee as set forth on the City of Onalaska Fee Schedule;
- (g) Retail Class "C" Wine License. A fee as set forth on the City of Onalaska Fee Schedule or ¾ of that amount for a period of six (6) months or less to be reviewed annually.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this _____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1514 – 2015

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster

(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1515-2015

AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 7,
SECTION 16 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO RESTRICTIONS ON TEMPORARY CLASS "B" FERMENTED MALT
BEVERAGE OR WINE LICENSES

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 7, Chapter 2, Section 16 of the City of Onalaska Code of Ordinances
related to the Temporary Class "B" Fermented Malt Beverage or Wine Licenses is hereby deleted in
its entirety and replaced as follows:

**Sec. 7-2-16 Restrictions on Temporary Class "B" Fermented Malt Beverage or
Wine Licenses.**

It shall be unlawful for any person or organization on a temporary basis to sell or offer to sell any alcohol beverage upon any City-owned property or privately-owned property within the City of Onalaska, except through the issuance of temporary Class "B" license issued by the Common Council in accordance with Wisconsin State Statutes and as set forth in this Section. A temporary Class "B" license authorizing the sale and consumption of fermented malt beverages or wine on City-owned property or privately-owned property may be authorized by the Common Council provided the following requirements are met, except that the Council may waive or modify certain requirements due to the physical characteristics of the licensed site:

- (a) **Compliance with Eligibility Standards.** The organization shall meet the eligibility requirements of a bona fide club, association, chamber of commerce, lodge or society as set forth in Section 125.26(6) and Section 125.51(1) Wis. Stats. as applicable, and shall fully comply with the requirements of this Section and Section 11-4-1.
- (b) **Posting of Signs and Licenses.** All organizations issued a liquor license shall post in a conspicuous location at the main point of sale and at all remote points of sale a sufficient number of signs stating that no fermented malt beverage shall be served to any under-age person.
- (c) **Fencing.** All organizations shall install a double fence around the main point of sale when the main point of sale is outside or in a temporary structure to control ingress and egress and shall continually station a licensed operator or security guard at the entrance of the main point of sale for the purpose of checking age identification. There shall be only one (1) point of ingress and egress whether the main point of sale is indoors or outdoors. The double fence shall be a minimum of four (4) feet high and a minimum of six (6) feet between fences. A single eight (8) foot chain link fence may be used to meet the fence requirements.
- (d) **Wine Walks and Events with Multiple Locations.** Up to twenty (20) licenses may be issued to the applying organization for the same event if all of the following apply:
 - (1) Each license is issued for the same date and times and the applying organization is the sponsor of an event held at multiple locations within the municipality on the date and times in which the temporary license is applied for.

(2) An admission fee is charged for participation in the event and no additional fee is charged for service of alcohol at the event.

(3) The duration of the event cannot exceed one (1) day.

(4) Within the immediate 12 month period, the applying organization has been issued fewer than 2 temporary class B licenses under this Ordinance.

(5) For purposes of the 2-license limit, each event for which multiple licenses are issued shall count as one license toward the 2-license limit, as set forth in Wis. Stat. 125.51 as may be amended.

(6) No person or organization may serve wine after 9 p.m. on premises covered by a temporary class "B" license issued under this Section.

(d) **Underage Persons Prohibited.** No underage persons as defined by the Wisconsin Statutes shall be allowed to assist in the sale of fermented malt beverage at any point of sale, nor shall they be allowed to loiter or linger in the area of any point of sale.

(e) **Licensed Operators Requirement.** A licensed operator shall be stationed at all points of sales at all times. The Council may require that police officers be employed to monitor the event.

(f) **Permitted Cups or Cans Only.** Intoxicants will be sold outside only in foam or plastic cups, or cans.

(g) **Additional Requirements.** In addition, requesting organizations shall comply with the following:

(1) When the event sponsored by the requesting organization is to take place on City park property, the organization shall work closely with the City officials in locating, setting up and identifying the size of the snow fence area. Such information shall be made part of the temporary Class "B" license application.

(2) When the event sponsored by the requesting organization is to take place on City owned property other than park property and/or privately owned property, the organization shall work closely with the Police Department in locating and setting up the snow fence area. The Chief of Police shall work closely with the requesting organization in identifying the size of the fenced-in area and the exact location. Such information shall be made part of the temporary Class "B" license application. For indoor events, the structure used must have suitable exits and open spaces to accommodate anticipated attendance. It shall contain adequate sanitary facilities to accommodate the size of the group.

(h) **Insurance.** The applicant for a temporary Class "B" fermented malt beverage or wine license may be required to indemnify, defend and hold the City and its employees and agents harmless against all claims, death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant may be required to furnish a Certificate of Comprehensive General Liability insurance with the City of Onalaska. The applicant may be required to furnish a performance bond prior to being granted the temporary Class "B" license.

Cross Reference: Section 11-4-1.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this _____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1516-2015

AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 7,
SECTION 4 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO CLASSES OF LICENSES

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 7, Chapter 2, Section 4 of the City of Onalaska Code of Ordinances

related to the Classes of Licenses is hereby deleted in its entirety and replaced as follows:

Sec. 7-2-4 Classes of Licenses.

- (a) **Retail Class "A" Intoxicating Liquor License.** A retail Class "A" intoxicating liquor license, when issued by the City Clerk under the authority of the Common Council, shall permit its holder to sell, deal and traffic in intoxicating liquors only in original packages or containers and to be consumed off the premises so licensed.
- (b) **Retail Class "B" Intoxicating Liquor License.** A retail Class "B" intoxicating liquor license, when issued by the City Clerk under authority of the Common Council, shall permit its holder to sell, deal and traffic in intoxicating liquors to be consumed by the glass only on the premises so licensed and in the original package or container in multiples not to exceed four (4) liters at any one (1) time, to be consumed off the premises, except that wine may be sold in the original package or otherwise in any other quantity to be consumed off the premises.
- (c) **Class "A" Fermented Malt Beverage Retailer's License.** A Class "A" retailer's fermented malt beverage license, when issued by the City Clerk under the authority of the Common Council, shall entitle the holder thereof to possess, sell or offer for sale fermented malt beverages only for consumption away from the premises where sold and in the original packages, containers or bottles.
- (d) **Class "B" Fermented Malt Beverage Retailer's License.** A Class "B" fermented malt beverage retailer's license, when issued by the City Clerk under the authority of the Common Council, shall entitle the holder thereof to possess, sell or offer for sale, fermented malt beverages, either to be consumed upon the premises where sold or away from such premises. The holder may also sell beverages containing less than one-half (1/2) of a percentum of alcohol by volume, without obtaining a special license to sell such beverages.
- (e) **Class "B" Outdoor Venue License.** A Class "B" Outdoor Venue License, when issued by the City Clerk under authority of the Common Council, as provided for in Sec. 125.26, Wis. Stats., shall entitle the holder of a Class B Fermented Malt Beverage Retailer's License to keep, maintain, conduct or operate any outdoor venue. All requirements set forth in Sec. 7-2-18 must be satisfied prior to a Class "B" Outdoor Venue License being issued.
- (f) **Temporary Class "B" Fermented Malt Beverage or Wine License.**
 - (1) **License.** A temporary Class "B" fermented malt beverage or wine license, when issued by the City Clerk under authority of the Common Council, as provided for in Sec. 125.26(6) and Sec. 125.51(10), Wis. Stats., shall entitle the holder thereof to possess, sell or offer for sale fermented malt beverages, wine or both at a particular picnic, post

meeting, fair or similar gathering. Such license may be issued only to bona fide clubs, state, county or local fairs, chamber of commerce, associations or agricultural societies, lodges or societies that have been in existence for not less than six (6) months prior to the date of application for such license or to posts of ex-servicemen's organizations now or hereafter established. Such license is valid for dates as approved by the Common Council. Irrespective of other Sections of this Chapter, the Common Council is hereby authorized to issue a fermented malt beverage or wine license to any local civic, or any local religious or any local not-for-profit organization pursuant to this Section.

- (2) **Application.** Application for such license shall be signed by the president or corresponding officer of the organization making such application and shall be filed with the City Clerk together with the appropriate license fee as set forth on the City of Onalaska Fee Schedule. Such application shall clearly specify whether the application is for fermented malt beverages, wine or both. Any person fronting for any group other than the one applied for shall, upon conviction thereof, be subject to a forfeiture of Two Hundred Dollars (\$200.00) and will be ineligible to apply for a special Class "B" license for one (1) year. The license shall specify the hours and dates of license validity. The application for an event lasting more than four (4) days shall be filed a minimum of fifteen (15) days prior to the meeting of the Common Council at which the application will be considered. The application for an event lasting four (4) days or less shall be filed a minimum of five (5) days prior to the meeting of the Common Council at which the application will be considered. If the application is for a license to be used in a City park, the applicant shall specify the main point of sale facility.
- (3) **Issuance by City Clerk.** Any license under this Subsection may be issued directly by the City Clerk without approval of the Common Council in the event that the City Clerk determines that all criteria for the issuance of such license are met and the person or entity seeking such license has previously been issued a Temporary Class "B" Fermented Malt Beverage or Wine License by the City of Onalaska within three (3) years prior to the date of application for the current license. In the event such person or entity has not previously been issued a license as set forth hereunder, the application for the license currently being sought must be approved by the Common Council before issuance.
- (4) **Limitation on Number of Licenses.** An organization may not be issued more than 2 licenses for a temporary class "B" license for Fermented Malt Beverages or Wine in any 12-month period except as provided in Section 7-2-16(d).
- (g) **Wholesaler's License.** A wholesaler's fermented malt beverage license, when issued by the City Clerk under authority of the Common Council, shall entitle the holder thereof to possess, sell or offer for sale fermented malt beverages only in original packages or containers to dealers, not to be consumed in or about the premises of said wholesaler.
- (h) **Retail Class "C" Wine License.** A retail Class "C" wine license, when issued by the City Clerk under the authority of the Common council, shall permit its holder to sell, deal, and traffic in wine to be consumed by the glass or in an opened original container for consumption on the premises where sold.

Cross Reference: Section 7-2-17.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this _____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Cari Burmaster, City Clerk

C. Burmaster
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1517-2015

**AN ORDINANCE TO AMEND CHAPTER 1 OF TITLE 9,
SECTION 28 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO
SERVICE CONNECTIONS**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Title 9, Chapter 1, Section 28, subsection (d) of the City of Onalaska Code of Ordinances related to the Service Connections (or Water Laterals) is hereby deleted in its entirety and replaced as follows:

(d) Water service from the main to the curb stop shall use type "K" copper for three-fourths (3/4) inch to two (2) inch diameter pipe. The type of pipe for installations in excess of two (2) inches shall be determined by the City of Onalaska. All water services from the main to the meter stops for new construction shall be a minimum of one (1) inch. All water services from the curb stop to the meter, whether new or replacement, shall be one (1) inch.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1517 - 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace 10/27/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrold Holter, City Engineer

C. Holter 10-27-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 10-29-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1518-2015

**AN ORDINANCE TO CREATE CHAPTER 1 OF TITLE 1,
SECTION 10 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO CITY OF ONALASKA FEE SCHEDULE**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 1, Chapter 1, Section 10 of the City of Onalaska Code of Ordinances
related to the Classes of Licenses is hereby deleted in its entirety and replaced as follows:

Sec. 1-1-10 City of Onalaska Fee Schedule.

There shall be a City of Onalaska Fee Schedule approved annually by the Common Council
which shall set forth all of the fees charged by the City of Onalaska.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and
prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1518 - 2015

Please route in this order

Cari Burmaster, City Clerk

C. Burmaster

(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1520 -2015

**AN ORDINANCE TO AMEND CHAPTER 1 OF TITLE 9,
SECTIONS 34 AND 35 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO STOP BOXES AND THE INSTALLATION OF METERS AND METER
TRANSCIEVER UNITS**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Title 9, Chapter 1, Section 34 and Section 35 of the City of Onalaska Code of Ordinances related to the Stop Boxes and Installation of Meters and Meter Transceiver Units are hereby deleted in its entirety and replaced as follows:

Sec. 9-1-34 Stop Boxes.

The property owner shall protect the stop box in the terrace and shall keep the same free from dirt and other obstructions. The utility shall not be liable for failure to locate the stop box and shut off the water in case of a leak on the consumer's premises.

Stop box shall be set to flush grade with finished elevations and be operable prior to occupancy of any new structure. If installation falls within concrete or asphalt, stop box must be protected by a Utility provided sleeve.

Sec. 9-1-35 Installation of Meters and Meter Transceiver Unit (MXU)

Meters will be furnished and placed by the utility in replacement applications, meters will be furnished to a licensed plumber for installation in new locations. Meters are not to be disconnected or tampered with by the consumer or property owner. All meters shall be so located that they shall be protected from obstructions and permit ready access, defined as a three foot by three foot clear are, six feet in height, thereto for reading, inspection and servicing, such location to be designated or approved by the Utility. MXU shall have wires to meter securely fastened and MXU shall be installed at highest vertical elevation available. All piping within the building must be supplied by the consumer. (See Section 9-1-15).

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1520 – 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace 10/27/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrold Holter, City Engineer

Jarrold Holter 10-27-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jeff Trotnic, Chief of Police

Jeff Trotnic 10/29/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 10-30-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1525-2015

AN ORDINANCE TO CREATE CHAPTER 3 OF TITLE 2,
SECTION 14 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO CITY ADMINISTRATOR

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 2, Chapter 3, Section 14 of the City of Onalaska Code of Ordinances

is hereby created as follows:

Sec. 2-3-14 City Administrator

(a) **Office and Purpose.** The office of City Administrator is created, to be an officer of the City, pursuant to Wis. Stats. §62.09(1)(a). The City Administrator shall be the chief operating officer of the City, shall administer City departments to implement the policies set by the Council, and shall be responsible for the efficient coordination of all City departments, boards and commissions. The Common Council may adopt a job description for the City Administrator and amend it from time to time, and the City Administrator shall substantially comply with the requirements of the job description. It is the intent that the City Administrator shall have the clear authority to coordinate and administer the day-to-day operations of municipal government as specified in this section.

(b) **Appointment and Termination.** At any time there is a vacancy in the office of City Administrator, a nominee for the office shall be selected by a selection committee, composed of the Common Council and the Mayor. The selection committee may delegate any duties of the selection process to City staff or working groups and may appoint nominating committees or interview panels as necessary. The selection committee shall negotiate the basic terms of the nominee's employment contract, and the final contract shall contain such additional provisions as are determined by the Common Council and Human Resources. The nominee and the proposed terms of the employment contract shall be presented to the Council, which shall then confirm or reject the nominee and the proposed terms of the nominee's employment contract. Confirmation shall be by simple majority vote. Upon confirmation by the Council, the Mayor shall execute the employment contract and the nominee shall assume the office. If the Common Council does not confirm either the nominee or the proposed terms of the employment contract, then the selection committee shall either begin searching for another nominee or attempt to re-negotiate the terms of the employment contract to which the Council objects, and shall continue until a nominee and a contract have been confirmed by the Council and an employment contract has been executed by the Mayor on behalf of the City. Selection and confirmation of the City Administrator shall be based solely on merit, including education, training, general fitness for office and experience in municipal administration and municipal land use, development, planning and zoning.

(c) **Term.** The City Administrator shall hold office for an indefinite term, subject to removal at any time by a two-thirds vote of the Council.

(d) **Contract.** The City Administrator's employment contract shall be in writing, and shall specify that employment is at-will.

(e) **Organizational Level.** The City Administrator, as chief operating officer, is delegated the Mayor's executive authority to administer independently the operations of certain City departments, as defined below, and is therefore subordinate to, and performs duties at the request of, the Mayor and the City Council. The City Administrator is superior to, and has direct authority over, the heads of the City departments which are under the City Administrator's direction. The City Administrator implements policies set by the Common Council, and therefore shall not follow directives which are contrary to such policies.

(f) **Specific Duties.** The City Administrator shall perform the following duties, in addition to the general duties attendant to the office and as specified in the City Administrator's job description:

- (1) Administer the operations of, and have direct authority over the heads of, the following City departments: Assessor; Cemetery; Finance; Information Technology; Parks and Recreation; Public Works; and all other City departments and offices the oversight of which is not given to other City officials
- (2) Coordinate the operations of, and facilitate the cooperation of all City departments, commissions and boards to maximize the efficiency of implementation of policies set by the Council, regardless of whether the City Administrator has direct authority over the departments, commissions or boards.
- (3) Prepare a plan of administration, including an organization chart, which defines the duties and authority of all City positions.
- (4) Stay informed about the availability of federal, state and county funds for local programs; and assist department heads and the Council in obtaining such funds.
- (5) Act as the City's public information officer, to keep the news media informed about the City's operations, and to ensure that open meeting rules and regulations are followed.
- (6) Serve as the Director of Emergency Management and be responsible for the coordination and administration of all operations within the City during an emergency.
- (7) Attend all Council meetings and report all material administrative activities and the City's fiscal position.
- (8) In coordination with the Mayor, the Council, and the City Clerk, ensure that agenda are prepared for all City meetings in compliance with state law.
- (9) Recommend to the Council the appointment, promotion, suspension or termination of department directors and managers, except as otherwise provided by law.
- (10) Assist the Human Resource Director with labor contract negotiations and collective bargaining.
- (11) Appoint interim department directors and managers when vacancies exist. Appointments to vacancies in positions for which the City Administrator

- does not have original appointment power shall be made by the City Administrator, subject to the Mayor's approval.
- (12) Prepare the annual City executive budget for presentation to, and approval by, the Mayor and Council.
 - (13) Administer the adopted budget.
 - (14) Perform planning and zoning administrative duties, provide review of development plans and documents, act as staff liaison for the City of Onalaska Plan Commission and perform the duties contained in the Land Use and Development Director job description as adopted by the Common Council.
 - (15) Acts as the Director of Inspections and perform the duties of such job as set forth in 2-3-9 of the City of Onalaska Code of Ordinances.

(g) Annual Review. The City Administrator shall undergo an annual performance review. The review shall be conducted by a committee composed of the Mayor, Common Council President and Human Resources Director. The committee shall prepare a report to the Council of the results of the review, identify specific goals to address performance deficiencies, and recommend other appropriate actions to be taken, including salary adjustments.

(h) Acting City Administrator. The City Administrator may designate a City officer to act as City Administrator in the City Administrator's absence from office for reasons of illness, vacation, business or any other reason for a period of more than three days.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Fred Buehler, Financial Services Director

Fred Buehler 11-17-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1526-2015

**AN ORDINANCE TO REPEAL CHAPTER 3 OF TITLE 2,
SECTION 20 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO LAND USE AND DEVELOPMENT DIRECTOR**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 2, Chapter 3, Section 20, of the City of Onalaska Code of Ordinances related to the Land Use and Development Director is hereby repealed in its entirety.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Fred Buehler, Financial Services Director

Fred Buehler 11-10-15
(signature)

No Fiscal Impact

Tax for due to change in gov't

Budgeted Item

Will need \$ _____ for _____ requirements of this ordinance.

to meet the

ORDINANCE NO. 1527-2015

AN ORDINANCE TO AMEND CHAPTER 8 OF TITLE 13,
SECTION 4 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO SITE PLAN PERMITS

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 13, Chapter 8, Section 4, Subsection (b)(6) of the City of Onalaska Code
of Ordinances related to Site Plan Permit is hereby deleted in its entirety and replaced as follows:

Sec. 13-8-4 Site Plan Permit

(a)(6) A non-refundable application fee for site plan permits as set forth on the City of
Onalaska Fee Schedule shall be due at the time of application.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and
prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1527 – 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace 11/12/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1529-2015

AN ORDINANCE TO AMEND CHAPTER 8 OF TITLE 13,
SECTION 9 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO REZONING

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 13, Chapter 8, Section 9 Subsection (a)(3) of the City of Onalaska Code
of Ordinances related to Procedures for Changes or Amendments for Rezoning is hereby deleted in
its entirety and replaced as follows:

Sec. 13-8-9 Procedures for Changes or Amendments.

(a)(3) Fee receipt from the City Clerk for the non-refundable Petition fee amount as set forth
on the City of Onalaska Fee Schedule.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and
prior to publication although it will be published in due course.

Dated this _____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1529 – 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace 11/12/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1532-2015

AN ORDINANCE TO AMEND CHAPTER 5 OF TITLE 13,
SECTION 4 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO APPLICATION FOR CONDITIONAL USE PERMIT

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 13, Chapter 5, Section 4, Subsection (a)(5) of the City of Onalaska Code of Ordinances related to Application for Conditional Use Permit is hereby deleted in its entirety and replaced as follows:

Sec. 13-5-4 Application for Conditional Use Permit

(a)(5) A non-refundable application fee as set forth on the City of Onalaska Fee Schedule shall be due at the time of application.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1532 - 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace # 11/18/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Please use modified ordinance from Agenda

ORDINANCE NO. 1533-2015

AN ORDINANCE TO AMEND CHAPTER 9 OF TITLE 13,
SECTION 76 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO SUBDIVISION AND DEVELOPMENT FEES

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 13, Chapter 9, Section 76 of the City of Onalaska Code of Ordinances
related to Subdivision/Development Fees is hereby deleted in its entirety and replaced as follows:

Sec. 13-9-76 Subdivision/Development Fees.

- (a) **Certified Survey.** The subdivider shall pay an application fee as set forth on the City of Onalaska Fee Schedule, for each certified survey. The fee shall be paid at the time of application..
- (b) **Aerial Topography Map Fee.** In areas in which the City has undertaken aerial topography, the subdivider may request copies of aerial topography, fee for such copies shall be as set forth on the City of Onalaska Fee Schedule.
- (c) **Preliminary Plat Review Fee.**
 - (1) The subdivider shall pay a fee as set forth on the City of Onalaska Fee Schedule for each dwelling unit within the Preliminary Plat or Certified Survey Map to the City Clerk at the time of first application for approval of any Preliminary Plats or Certified Survey Maps to assist in defraying the cost of review.
- (d) **Final Plat Review Fee.**
 - (1) The subdivider shall pay a fee as set forth on the City of Onalaska Fee Schedule for each dwelling unit within the Final Plat to the City Clerk at the time of first application for Final Plat approval of said plat to assist in defraying the cost of review.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and
prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1533 – 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace
(signature)

11/18/15

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

(see edits attached)

PACKET: 01363 License Packet DEC OPERATORS

SEQUENCE: License #

ID	PERIOD	NAME	LICENSE CODE
01522	11/04/15- 6/30/17	STANLEY	ANGELICA
01523	11/05/15- 6/30/17	GARTMANN	BRIDGET
01525	11/11/15- 6/30/16	BULMAN	BROOKE
01526	11/12/15- 6/30/17	STRUTT	JACQUELINE
01529	11/13/15- 6/30/16	JOHNSON	ARMIN
01530	11/16/15- 6/30/17	ELLIS	KAYLA
01531	11/18/15- 6/30/17	SOLAND	KARLA M
01532	11/18/15- 6/30/17	FORTIER	THOMAS E
01533	11/19/15- 6/30/17	HEPFLER	ELLA
01534	11/20/15- 6/30/17	LUKASAVAGE	EMILY
01535	11/20/15- 6/30/17	FELT	ALISON
01538	11/24/15- 6/30/17	BARNEY	JENNIFER
01539	11/24/15- 6/30/17	BAHR	VINCENT
01546	11/30/15- 6/30/17	TOOKE	TAMARA
03400	11/30/15- 6/30/17	MASHAK	THOMAS
03858	11/19/15- 6/30/17	RAGNER	ANDREW
03860	11/30/15- 6/30/17	HILES	VALERIE

CITY OF ONALASKA

Position: Mayor
Location: City Hall
Page: 1 of 2

Department: Administration
Supervisor: Council
Classification: Elected Part-Time Salaried
(Works less than 1000 hours per year)

Approved by F & P Committee:
Approved by Council:

Under the general direction of the City Common Council, this is an executive position responsible for observing and enforcing City ordinances and state laws. This position is responsible for actively communicating with elected officials to ensure they are continually advised about any measures that may be deemed advantageous to the City. There is frequent interaction with the public and other local officials.

ESSENTIAL JOB FUNCTIONS:

General Mayoral Responsibilities:

- A. The Mayor shall effectuate actions of the City Council and implements executive matters as directed by the City Council.
- B. The Mayor shall serve as a voting member on the Board of Public Works Committee.
- C. The Mayor shall serve as a voting member on the Plan Commission.
- D. The Mayor shall serve as a voting member on the Board of Review.
- E. The Mayor shall serve as a voting member on the La Crosse Area Planning Commission.
- F. The Mayor shall serve as a voting member on the Mass Transit Utility (MTU) in La Crosse.
- G. The Mayor shall serve as a voting member on the Community Development Authority.
- H. The Mayor shall serve as an ambassador of the City.
- I. Develops and maintains positive relationships with the community, media and other members of the public.
- J. Ensures that the Common Council and City Administrator are continually advised on the status of matters advantageous to the City, particularly any event or situation that affects the delivery of municipal services and/or the general health, safety, and welfare of the community.
- K. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.

Mayoral Statutory Responsibilities:

- A. In conjunction with the City Administrator ensures all City ordinances and state laws are observed and enforced, and that all City officers, boards, and commissions discharge their duties.
- B. The Mayor shall from time to time, provide the Council such information and recommend such measures as they may deem advantageous to the City. When present, the Mayor shall preside at the meetings of the City Council.
- C. In accordance with Wisconsin Statutes 62.09(3)(b)(2) the Mayor shall make the following appointments subject to confirmation by the City Council:
 - a. Council standing committee members;
 - b. Council standing committee chairpersons;
 - c. Liaisons to various committees, boards and commissions.
- D. The Mayor shall request the creation and make appointments to ad hoc committees. Appointments would be subject to Council confirmation.
- E. The Mayor shall have the veto power as to all acts of the Council, except such as to which it is expressly or by necessary implication otherwise provided. All such acts shall be submitted to the Mayor by the City Clerk and shall be in force upon approval evidenced by the Mayor's signature, or upon failing to approve or disapprove within 5 days, which fact shall be certified thereon by the City Clerk. If the Mayor disapproves, the Mayor's objections shall be filed with the City Clerk, who shall present them to the City Council at its next meeting. A two-thirds vote of all the members of the City Council shall then make the act effective notwithstanding the objections of the Mayor.

CITY OF ONALASKA

Position: Mayor
Location: City Hall
Page: 2 of 2

Department: Administration
Supervisor: Council
Classification: Elected Part-Time Salaried
(Works less than 1000 hours per year)

Approved by F & P Committee:
Approved by Council:

- F. The Mayor shall be the head of the fire and police departments and shall coordinate with the City Administrator to ensure consistency in the day-to-day administration of the fire and police departments.
- G. The Mayor shall have such other duties and responsibilities as are prescribed in the Wisconsin Statutes.

RELATED JOB FUNCTIONS:

- A. Completes other projects as directed by the City Council.
- B. Reviews the official agenda for the City Council meetings, in coordination with the City Administrator and City Clerk.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- D. Performs other duties as required or assigned.

Signature of Employee

Date

Signature of Employer

Date

ORDINANCE NO. 1528-2015

**AN ORDINANCE TO AMEND CHAPTER 2 OF TITLE 13,
SECTION 2 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA
RELATING TO VACATION OF STREETS AND ANNEXATION**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Title 13, Chapter 2, Section 2 of the City of Onalaska Code of Ordinances
related to Vacation of Streets; Annexations is hereby deleted in its entirety and replaced as follows:

Sec. 13-2-2 Vacation of Streets; Annexations.

(a) Vacation of Streets. Vacation of public streets and alleys shall cause the
land vacated to be automatically placed in the same district as the abutting
side to which the vacated land reverts. Application for vacation shall be made pursuant to
Wisconsin Statute to the Planning Department, a non-refundable application fee pursuant to
the City of Onalaska Fee Schedule shall be due at the time of application.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and
prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1528 – 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace 11/12/15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1530- 2015

AN ORDINANCE TO AMEND TITLE 10 CHAPTER 1 OF THE CITY OF ONALASKA CODE OF ORDINANCES RELATED TO TOW AWAY ZONES

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Subsection (b)(12) of Section 28 of Chapter 1 of Title 10 of the Code of Ordinances of the City of Onalaska is deleted in its entirety and replaced as follows:

(b)

(12) Critter Court:

- a. On the West side from 645 feet south of the right of way of South Kinney Coulee Road to 750 feet south of the right of way of South Kinney Coulee Road.
- b. On the East side from 650 feet south of the right of way of South Kinney Coulee Road to 855 feet south of the right of way of South Kinney Coulee Road.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ___ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Jarrold Holter, City Engineer

C. Holter 11-16-15
(signature)

No Fiscal Impact

Budgeted Item *INSTALL SIGNAGE*

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jeff Trotnic, Chief of Police

AM Miller
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 11-17-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1531- 2015

AN ORDINANCE TO AMEND TITLE 10 CHAPTER 1 OF THE CITY OF ONALASKA CODE OF ORDINANCES RELATED TO PARKING RESTRICTIONS

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Subsection (mm) of Section 27 of Chapter 1 of Title 10 of the Code of Ordinances of the City of Onalaska is deleted in its entirety and replaced as follows:

(mm) Critter Court

- (1) There shall be no parking, standing or stopping on the East side of Critter Court south of the intersection with Kinney Coulee Road South for 650 feet.
- (2) There shall be no parking, standing or stopping on the West side of Critter Court beginning at the intersection with Kinney Coulee Road South for 495 feet.
- (3) There shall be two hour parking on the West side of Critter Court beginning 495 feet south of South Kinney Coulee Road to 645 feet south of South Kinney Coulee Road and from 645 feet south of South Kinney Coulee Road to 750 feet south of South Kinney Coulee Road.
- (4) There shall be no parking on the West Side of Critter Court beginning 855 feet south of the intersection with Kinney Coulee Road continuing around the cul de sac bulb to a point on the East side of Critter Court 855 south of the right of way of South Kinney Coulee Road.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ____ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Jarrold Holter, City Engineer

C. J. G. 11-16-15
(signature)

No Fiscal Impact

Budgeted Item INSTALL SIGNAGE

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jeff Trotnic, Chief of Police

[Signature]
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 11/17-15
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

December 2, 2015.

Dear City of Onalaska Common Council,

This past month Rivers Harvest has pursued approval for a Day Care at our facility at 10th and Quincy. The Day Care will provide a service to the community, provide expanded outreach to those in need, and help stabilize the church's income. Rivers Harvest has consistently reached out to the extended community with our 'Sonfest' events at Copeland Park, years of ministry to inmates at the jail, our River of Recovery addictions program, as well as our weekly services for kids and teens. I am proud to be a part of this community!

At the last meeting November 17, 2015, a Conditional-Use Permit for the day care facility was approved. Rivers Harvest asked for an exception to be made for the fence in the back yard. This request was turned down at the time, citing safety concerns. As to placement of the fence – it was initially going to be 2 - 3 feet from the back side walk, but we ran into water lines. After our sprinkler man said he would come back in the spring to repair the 3 lines that were hit, I suggested that we put the fence closer to the sidewalk for the following reasons:

1. It seemingly worked from a spacing perspective
2. It matched up to the neighbors' fence on the back corner (Brandywine Condos)
3. It kept us from having to build on the sloped hill.

We did not consider there would be a setback required because the neighbors' fence butts up against the sidewalk and that our fence was in our backyard.

Safety Concerns

Two safety concerns were brought up at the meeting November 17:

1. Safety of the Proximity of the Fence to the Sidewalk:

This concern could be equally applied to the safety of multiple fences in the community including the neighbors' (Brandywine). There are also fences along Sand Lake Road that lean into the sidewalk and are right next to it (see pictures). Hilltopper Park and the cemetery are examples of fences with little or no setback.

2. Lighting

In the last meeting, the main concern was about lighting. It was stated to the committee that there was no lighting on the corner across the street from the fence. This was a mis-statement and may have affected the committee's decision. I don't know that the committee members had a lot to go by at the time other than this incorrect statement.

There is in fact a light on the SE Corner of the intersection of Rachel Place and 10th, across the street from the fence. Given the presence of the light, I do acknowledge that the fence being brown and fancier than the typical chain link fence is not as easily seen at night as one of silver.

How This Affects Rivers Harvest

1. The future addition to the church (for which site approval was given in 2006-07) would affect the area in question. The spot near this fence may be the rare green space that we have in the future. A future building goes to the north of the present building to the edge of the present water retention area. We will need all the green space possible on that West side (see picture of model).
2. Time, effort, and costs involved in moving the fence.
3. If the fence is moved it would have to be on a slope, making it difficult for mowing and potentially hazardous for people going in and out of the gate on that west side.

Potential Solutions

Since the main legitimate concern is lighting, besides the existing street light at Rachel Place and 10th, below are additional possible solutions to enhance lighting (see pictures):

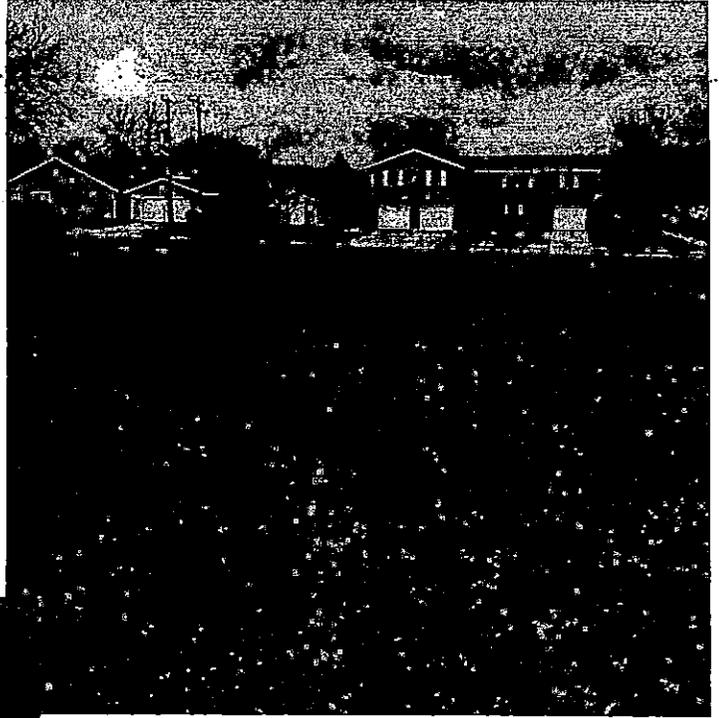
1. Get reflective tape for the corners and some of the sides of the fence.
2. Attach solar lights to the top of the posts and / or inside of the fence. This could also come in the form of a Christmas light if it was white or clear.

Thank you for your contemplation of these matters when considering approval of the exception for the fence at it stands today.

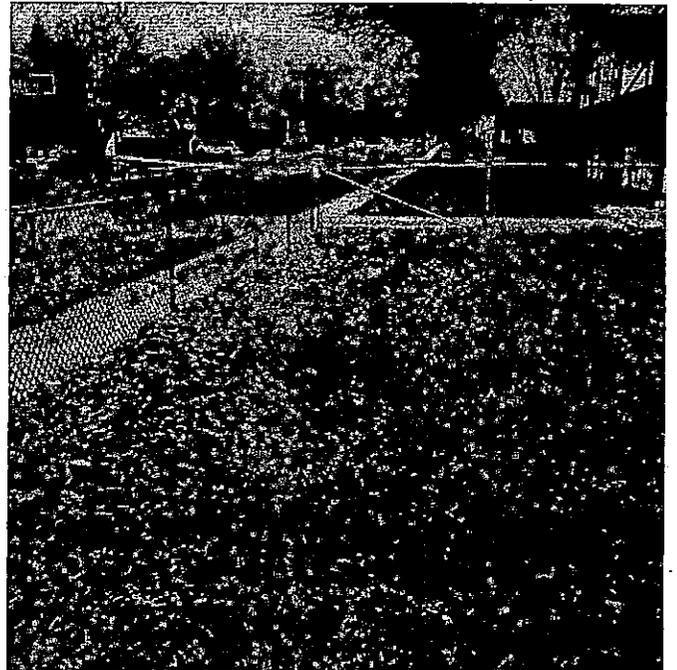
Sincerely,

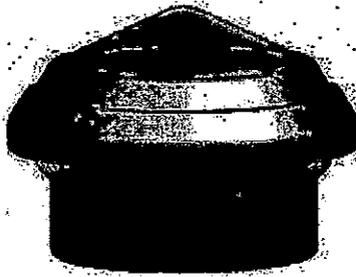
Pastor Andrew LeFebre & Rivers Harvest Board
Rivers Harvest Church
1001 Quincy St.
Onalaska, WI 54650

**View of RHC fence
from the East
looking west to 10th
Street**



**View of fence from
the North looking
South towards the
back of the church**



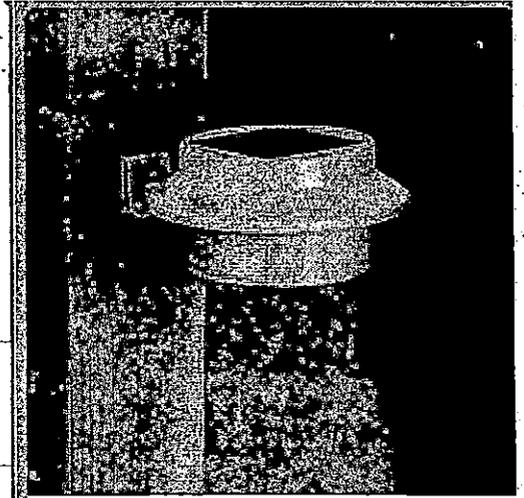


Solar Light Fence Cap for Chain Link Fence

🌟 28 🍷 2

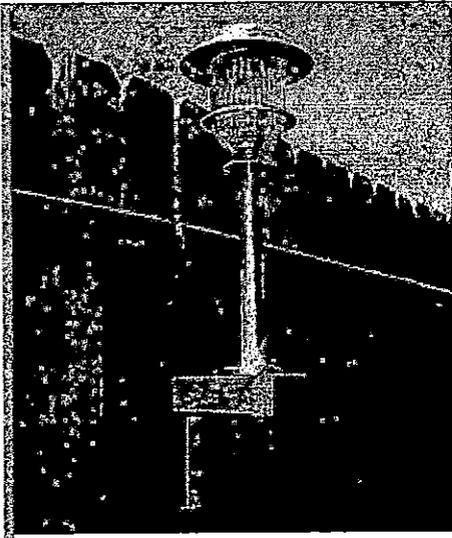


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Clip on Solar LED Light | Clip this Solar LED Light on your gutters, a fence or any flat surface. No wiring needed! It's the easiest way to Increase home safety & security without incurring electricity costs. Solar powered security light has 3 bright LEDs that illuminate dark areas dusk to dawn.

🌟 401 🍷 58



Fence lighting Ideas.

Future model and site plan for the church. The fence is along the left (10th street) side.



**Example of no
set back on
Sand Lake
Road**



**Example of no
set back at
Hilltopper Park.
Sand Lake and
Wells St. At
least 500 lineal
feet. of a larger
fence.**





CITY OF ONALASKA

PLANNING/ZONING DEPARTMENT

PH: (608) 781-9590

FAX (608) 781-9506

415 MAIN STREET
ONALASKA, WI 54650-2953
<http://www.cityofonalaska.com>

MEMO

Date: 12/04/2015
To: Common Council
Cc: Mayor Joe Chilsen, Fred Buehler
From: Brea Grace
Re: Conditional Use Permit for Rivers Harvest Church

Please find enclosed a letter from Pastor Andy LeFebre requesting reconsideration of a condition of approval regarding the location of the fence recommended by the Plan Commission.

Additionally, after further review of the Conditional Use Permit request for this property at 1001 Quincy Street, City staff is recommending that the Common Council refer the Conditional Use Permit back to the Plan Commission for reconsideration of a payment in lieu of taxes as well as the fence location.



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MEMO

Date: 12/04/2015
To: Common Council
Cc: Mayor Joe Chilsen, Fred Buehler
From: Brea Grace
Re: Conditional Use Permit for Heaven's Steps Child Care / Lakeview Community Church

After further review of the Conditional Use Permit request for the property at 1960 State Road 35, City staff is recommending that the Common Council refer the Conditional Use Permit back to the Plan Commission for reconsideration of a payment in lieu of taxes.



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MEMO

Date: 12/03/2015

To: Common Council

Cc: Mayor Joe Chilsen

From: Brea Grace

Re: Great River Landing (GRL) Project - Review and consideration of (a) building architecture and location and (b) site design for Phase I

The Great River Landing Committee is seeking Common Council review and consideration of:

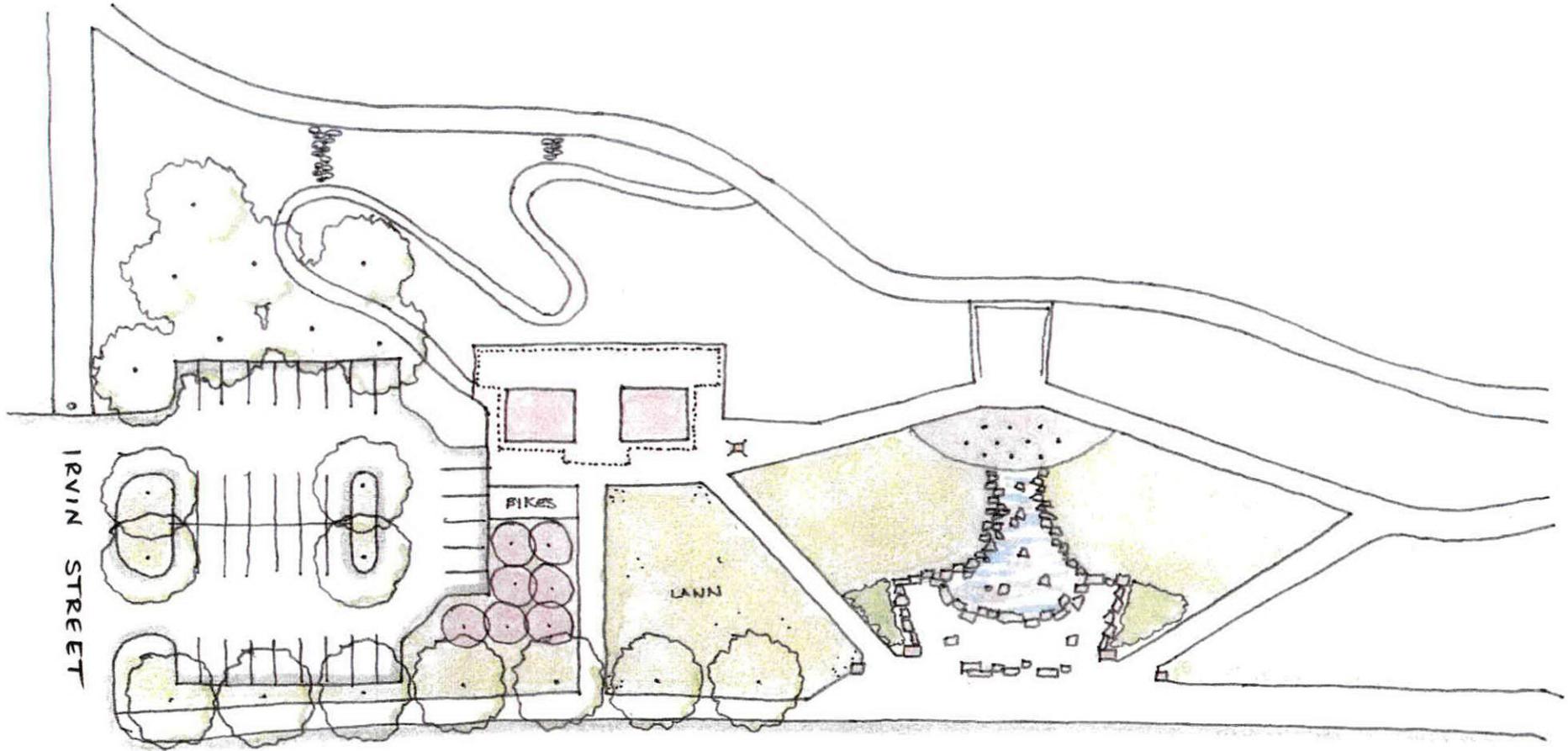
- (a) The conceptual plans for the trailhead building's architecture and location on the site, as well as;
- (b) The general site design and layout of Phase I, including confirmation that the Council removed the splash park feature from the project design, but did not eliminate or prohibit a water feature the project design.

At the December 8th Council meeting, please provide feedback on these two items so that design work can either continue or be modified as per Council recommendation.

Design plans presented to the November 30th Great River Landing Committee are included with this memo. Updates will be presented at the Council meeting.

Regarding the plaza and consideration of a water feature, the current (and very) conceptual plans contemplate a more traditional water feature that is not directly interactive with visitors of the park. The water feature would be a self-contained system with natural materials such as stone, and complement the views of the river from Main Street, without blocking or obstructing the viewsheds. Further development of this feature (including maintenance considerations) will be designed with City Staff and the Great River Landing Committee.

← BNSF RAILROAD TRACKS →



STATE TRUNK HWY 35

• **Nominations for Election Inspectors
January, 2016- December 2017**

1st District

Dee Ann Dimmitt
Joan Stellrecht
Patricia Ruetten *
Barb Philips
Bill Sheppard**

Alternates:
Lori Taylor
Marcia Griffin
Virginia Pollert
Clay Pollert
Lois Jenson

2nd District

Julie Kish
Andrea Benco *
Delores Kenyon
Charlotte Hoffmann
Sharon Odahl

Alternates:
Ardelle Zillmer
Suzanne King
Lisa Bartheld
Alex Lueck
Toni Gelbeck

3rd District

Teri Dahl*
Ellen Bluske
Geraldine Guy**
Sonja Olson
Teri Pohja

Alternates:
Rosemary Burnett
Sharon Mahlum
Mary Tallman
Julie Go
Robert Baranowski

* Chief Inspector

** Alternate Chief Inspector

Special Voting Deputies:

Charlotte Hoffmann
Sonja Olson
Ellen Bluske
Dee Ann Dimmitt

Alternate:
Bill Sheppard
Sharon Odahl

**Board of Canvassers:
(Local elections only)**

Teri Dahl
Patricia Ruetten

Alternate:
Dee Ann Dimmitt

Other alternate pool:

Joe Ann Schleifer
Judy Sicfert
Wilma Dettinger
K. Don Pederson
Dee Ehram
Tom Smith
Balaji Vishwanat
Sondra Kortebein
Michael Kortebein
Jeffrey Ilstrup
Harriett Schuppel
William Swartout
Stacy Suchla
Kristin Odegaard
Lynn Stephenson
Janice Stanienda
RoseMary Richardson
Harlene Shaw
Robert Hughes
Shirley Sacia
Shelley Puls
Gloria Williams
Kim Smith
Rhonda Smillie