

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Common Council  
**DATE OF MEETING:** May 12, 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 April
  - B. Announcement of Pete Jakowski's recognition by the State of Wisconsin's Special Olympics Committee as Volunteer of the Year
  - C. Proclamation – Police Memorial Week
  - D. Appointment of Joseph Davis to the Joint Municipal Court Committee
  - E. Appointment of Jim Binash to the Technology Committee
  - F. **Resolution 29-15** – Resolution to Convert the Waterfront Committee to the Great River Landing Committee
  - G. Appointment to the Great River Landing Committee – Gary Lass

## 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 2014 Audit presentation from Hawkins, Ash, CPAs, LLP
- C. Accept Omni Center financials for 2015
- D. Accept City General Fund Financials for 2015
- E. Denial of waiver to the YMCA regarding a Development Agreement dated 4-12-05 Section 6d
- F. Accept Gundersen Health System parking ramp financials for 1<sup>st</sup> quarter 2015

## 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

Royal Thai & Indian Cuisine

Gary Lass

R. Shane Begley

Ralph Kloiber

Anthony Angelini

Marianne Buchanan

Joseph Davis

Date Mailed & Posted: 05/08/15

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

G. Approval of 2015-2016 Onalaska School Resource Officer Agreement

## JUDICIARY COMMITTEE

H. Approval of Ordinance No. 1497-2015 to amend Title 6 Chapter 2 of the City of Onalaska Code of Ordinances related to snow and ice removal (Third and Final Reading)

## ADMINISTRATIVE COMMITTEE

- I. Approval of Class B Liquor Outdoor Venue License for Angelini's Ristorante, LLC d/b/a Angelini's Ristorante and Lounge, 1427 State Highway 35, Onalaska upon installation of guardrail and posting of occupancy sign.
- J. Approval of Operator's Licenses as listed on report dated May 6, 2015
- K. Approval of request for burial of three sets of cremains on Block 157, Lot 7, Grave 4 for Michael, Dean and Delpha Blumentritt.
- L. Approval of 2014-2015 Class B Liquor License for the following applicants:
1. Rohan Enterprises, LLC d/b/a ROYAL THAI AND INDIAN CUISINE, 235 Sand Lake Road, Onalaska, Wisconsin, 54650 (currently has Class B Beer License)
  2. Angelini's Ristorante, LLC d/b/a, Angelini's Ristorante and Lounge, 1427 State Highway 35 – transfer to new location.
- M. Approval of request for TGI Fridays to amend Class B Liquor License to include outside grounds for Thursday, June 18, 2015 for Summer Block Party event.
- N. Approval of change of agent for:
1. Festival Foods, 1260 Crossing Meadows Drive to Kevin Schnell
  2. Kwik Trip, Inc., 408 Sand Lake Road, to Joann Ward

## BOARD OF PUBLIC WORKS

- O. Approval of closing access to Main Street right of way at 1st Avenue South
- P. Approval of Mayo Clinic Traffic Impact Study including request for secondary access within Wisconsin Department of Transportation access control area at US Highway 53 and County Trunk Highway S (Sand Lake Road)
- Q. Approval of La Crosse County Trunk Highway SN project letter of support for Surface Transportation Project – Urban and Transportation Alternative program grant programs

## PLAN COMMISSION

- R. Approval of a Conditional Use Permit (CUP) filed by R. Shane Begley, 14114 S. Country Circle, Gordon, WI 54838 on behalf of Elinor Thorud (Sand Lake Development, LLC); Brian Meier (Central States Tower); and Verizon Wireless to allow the construction of a multi-tenant communication facility and a tower with an overall height of 125' at 111 Sand Lake Road, Onalaska, WI 54650. (FIO)
- S. Approval of a request by Ralph Kloiber of HOM Furniture to host two (2) thirty (30) day tent sale events in 2015 at 9519 State Road 16, Onalaska, WI 54650, (Tax Parcel #18-3625-4).

## UTILITIES COMMITTEE/MASS TRANSIT

- T. Accept Shared-Ride Transit update and 2015 financials
- U. Accept the Shared Ride Maintenance Plan Procedure

## PARKS AND RECREATION BOARD

- V. Accept Presentation of 2014 Omni Center Youth Hockey Tournaments economic impact study
- W. Approve Omni Center Chiller Project #1 – Ice System Replacement
- X. Approve Omni Center Chiller Project #2 – Building Renovations

## Non-Consent Agenda

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

### 7. FINANCE COMMITTEE

A. Vouchers

Page 2 of 3

FIO – For Information Only

8. **BOARD OF PUBLIC WORKS**

A. Approval of installing State Trunk Highway 16 left turn lane extension at South Kinney Coulee Road and Pralle Center Drive extension including possible Farm and Fleet access including impacts to commitments to Wisconsin Department of Transportation Economic Assistance grant.

9. **JUDICIARY COMMITTEE**

A. Approval of **Ordinance No. 1498-2015** to amend Title 2 Chapter 4 of the City of Onalaska Code of Ordinances related to the City Plan Commission (First and Second Reading)

10. **PLAN COMMISSION**

A. Approval of an annexation application for Tax Parcel #9-451-0 (1.995 acres) at N4502 French Road, applicant Marianne Buchanan, on behalf of Wesley & Florence Spors Irrevocable Trust, W2815 Shorewood Court, West Salem, WI 54669

11. **TOURISM COMMISSION**

A. Approval of donation to Centering Onalaska in the amount of \$5,000  
B. Approval of donation to Onalaska Cemetery Project in the amount of \$20,000

12. **Closed Session**

To consider a motion to convene in closed session under Section 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- OPPA, Onalaska Professional Police Association

And a motion to convene in closed session 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 is or is likely to become involved:

- Claims against the City regarding cracked windshield at 415 Main Street

And 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:

- Discussion of negotiating strategy for Village of Holmen Boundary Agreement
- Discussion of negotiating strategy for Town of Medary & City of La Crosse boundary agreement.
- Discussion of a negotiating strategy for a Development Agreement with Mayo Clinic

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

Adjournment

# PROCLAMATION FOR LAW ENFORCEMENT MEMORIAL WEEK 2015

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States including the 27 sworn officers in the Onalaska Police Department; and

**WHEREAS**, there are nearly 60,000 assaults against law enforcement officers reported each year resulting in nearly 16,000 injuries; and

**WHEREAS**, Since the first recorded death in 1791, almost 20,000 law enforcement officers have made the ultimate sacrifice and have perished in the line of duty; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the Police Memorial Service on the morning of May 15, 2015 at the Holmen Village Park; and

**WHEREAS**, The citizens of Onalaska truly appreciate the officers that protect them on a daily basis and make Onalaska the safe community that it is:

**NOW**, Therefore, I Joe Chilsen, Mayor of the City of Onalaska do recognize and proclaim the week of May 10, 2015 as Law Enforcement Memorial Week in the City of Onalaska, and a copy be forever contained in the records of the Onalaska City Clerk proclaiming such.

Dated the 12th day of May 2015

In witness thereof, I have hereunto set my hand and caused the Seal of the City of Onalaska to be affixed.

\_\_\_\_\_  
Joe Chilsen, Mayor  
City of Onalaska

Seal:  
Attest:

\_\_\_\_\_  
Caroline Burmaster, City Clerk



# Joseph John Davis

416 Quincy St. Apt. #7  
Onalaska, WI 54650  
(608) 547-6339  
josephjdaviswisconsin@gmail.com

## Qualifications

- Two-and-a-half years of Windows, UNIX, and Linux administration experience
- Four years of XHTML and JavaScript experience
- Ten years' experience building, configuring, and supporting desktops, laptops, and mobile devices

## Education

### Western Technical College

La Crosse, WI  
Technical Diploma: IT – Computer Support Technician  
Associate Degree: IT – Computer Support Specialist  
Currently enrolled in IT – Network Systems Administration

## Work Experience

### RAM Systems, Inc

224 Causeway Blvd  
La Crosse, WI 54603

August 2012 - Present

**Job Title:** IT Administrator

#### Summary of Duties:

- Providing in-house and remote PC, server, cell phone, and handheld device support
- Building and configuring Windows, UNIX, and Linux PCs and servers
- Handling incoming and outgoing packages

### RJ – Corporate Media Communications, LLC

715 Rose St.  
La Crosse, WI 54603

November 2014 - Present

**Job Title:** Treasurer, IT Administrator, Partner

#### Summary of Duties:

- Managing company finances, budget, payroll
- Handling all equipment orders
- Providing PC, server, cell phone, and handheld device support



# CITY OF ONALASKA

405

## PLANNING/ZONING DEPARTMENT

PH: (608) 781-9590

FAX (608) 781-9506

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

## MEMO

Date: 05/07/2015

To: Common Council

Cc: Mayor Joe Chilsen, Fred Buehler, Cari Burmaster

From: Brea Grace

Re: Resolution for Great River Landing Committee

The attached Resolution is a modification of an existing Resolution which was approved in early 2015 which converted the Waterfront Committee to the Great River Landing Committee. The modification currently being requested is the addition of a fourth citizen member.

With Erik Sjolander no longer serving on the Common Council, or as the Parks & Recreation Board representative, Erik was appointed to the Great River Landing Committee as a citizen member at the April Common Council Reorganizational meeting.

With the proposed modification, the Great River Landing Committee would expand citizen members from three positions to four positions. This will allow both Erik Sjolander and Gary Lass (who's term is up for renewal this year) to continue to serve on the Committee.

## RESOLUTION 29-2015

### RESOLUTION TO CONVERT THE WATERFRONT COMMITTEE TO THE GREAT RIVER LANDING COMMITTEE

WHEREAS, the City of Onalaska has repealed the City of Onalaska Waterfront Master Plan and returned the National Scenic Byways "NSB" grant; and

WHEREAS, the City of Onalaska Common Council recently hosted a charrette for community stakeholders and citizens to gauge the City's wants and needs for the downtown area; and

WHEREAS, the City of Onalaska's undergoing a reorganization of committees involved in the original implementation and development of Waterfront Master Plan in order to create and implement a development plan for area known as the Great River Landing in an effort to integrate into the redevelopment of the downtown area of the City of Onalaska; and

WHEREAS, pursuant to the reorganization and mission to create a new development plan for the area known as the Great River Landing, the Waterfront Committee shall be renamed the Great River Landing Committee and shall focus on all non-revenue generating improvements and activities in areas adjacent to the waterfront and downtown Onalaska along State Highway 35 between Main Street and Irvin Street.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Onalaska;

Section 1. The City of Onalaska Waterfront Committee shall hereby be renamed the City of Onalaska Great River Landing Committee created to coordinate and manage the non-revenue generating improvements of the entire waterfront area, including integration of such improvements into downtown Onalaska.

Section 2. The Great River Landing Committee shall report directly to the City of Onalaska Common Council.

Section 3. The Great River Landing Committee shall consist of eight members ("the Committee Members"). The powers of the Great River Landing Committee shall be vested in, and exercised by, the Great River Landing Committee members in office from time to time. The Committee Members shall receive no compensation for their services, but may be reimbursed for expenses actually and necessarily incurred in the performance of their duties if such expenses are preapproved by the Common Council of the City of Onalaska.

Section 4. The Mayor of the City of Onalaska shall appoint the Committee Members subject to confirmation by the Onalaska Common Council. The Committee Members shall include (a) one member of the City of Onalaska Long Range Planning Committee, (b) one member from the City of Onalaska Park Board, (c) one member of the City of Onalaska Tourism Commission, (d) a City of Onalaska Common Council Member and (e) four citizens of the City of Onalaska, two of which who do not hold public office for the City of Onalaska or are members of any committee or subcommittee of the City of Onalaska Common Council (the "Public Members").

Section 5. The purpose of the Great River Landing Committee shall be the responsibility for the creation and development for a new Great River Landing Master Plan including but not

limited to the implementation of such plan and its integration into the down town area, the selection and design of all non-revenue generating improvements, including but not limited to decisions related to the bike trail, amenities for cyclists and recreationalists, water access and amenities, farmer's market facilities, open area theater and performance space, benches and seating, and other non-revenue generating improvements of the entire waterfront area and as well as for updating the new master plan and project timelines as appropriate.

Section 6. The Committee Members which serve on other committees or subcommittees of the City of Onalaska Common Council shall serve on the Great River Landing Committee until the earlier to occur of (a) the appointment of a replacement upon such members resignation, (b) the appointment of a replacement from the Long Range Planning Committee, Park Board or Common Council or (c) the third anniversary of the appointment to the Waterfront Committee or (d) resignation or removal from the Long Range Planning Committee, Park Board or the City of Onalaska Common Council as the case may be.

Section 7. The Public Members shall serve for three year terms except that for the initial Public Members appointed of the initial Public Members one Public Member shall serve a one year term, two Public Members shall serve a two year term and one Public Member shall serve a three year term.

Section 8. No Committee Member shall acquire any direct or indirect interest in any project, property or service included or planned to be included in the new master plan nor shall any Committee Member have any direct or indirect interest in the contract or proposed contract for insurance, materials or services to be furnished or used in such plan. If any Committee Member owns or controls a direct interest in a real property included in the City of Onalaska Great River Landing area, such Committee Member shall immediately disclose the same in writing to the Great River Landing Committee and such disclosure shall be entered upon the merits of the Great River Landing Committee and such Committee Member shall not participate in any action, decision or discussion by the Great River Landing Committee relating to such property or service. Failure to so disclose such interest shall constitute misconduct of office.

Section 9. The City of Onalaska hereby cancels and revokes Resolution 32-2013 and 5-2015 and replaces each with this Resolution.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF ONALASKA

By: \_\_\_\_\_  
Joe Chilsen, Mayor

By: \_\_\_\_\_  
Caroline Burmaster, Clerk

PASSED:  
APPROVED:  
PUBLISHED:

ORDINANCE NO. 1497 - 2015

AN ORDINANCE TO AMEND TITLE 6 CHAPTER 2 OF THE CITY OF ONALASKA CODE OF ORDINANCES RELATED TO SNOW AND ICE REMOVAL

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

SECTION I. Section 8 of Chapter 2 of Title 6 of the Code of Ordinances of the City of Onalaska is hereby deleted and replaced as follows:

**Sec. 6-2-8 Snow and Ice Removal.**

- (a) **Removal From Sidewalks.** The owner, occupant or person in charge of any parcel or lot which fronts upon or abuts any sidewalk shall keep said sidewalk clear of all snow and ice. In the event of snow accumulating on said sidewalk due to natural means and/or by any other means, said sidewalks shall be cleared of all accumulated snow and/or ice within twenty-four (24) hours from the time the snow ceases to accumulate on said sidewalk. Sidewalks are to be kept clear of snow and ice to the width of the sidewalk. In the event that ice has formed on any sidewalk in such a manner that it cannot be removed, the owner, occupant or person in charge of the parcel or lot which fronts upon or adjoins said sidewalk shall keep the sidewalk sprinkled with material to accelerate melting or prevent slipping. In case snow shall continue to fall for some time, then and in that case it shall be removed immediately after it shall cease to fall. The owner, agent, occupant or person in charge of a corner lot shall also clear, sand or salt, as set forth herein, to the curb, that portion of the sidewalk commonly referred to as the corner crosswalk. A corner lot is defined as a lot abutting upon two (2) or more streets.
- (b) **Inspection Department to Remove.**
  - (1) In any case where any sidewalk in front of or adjoining any lot or parcel of land shall remain covered in any part with snow or ice after twenty-four (24) hours when it ceased to fall, the Inspection Department, may grant a courtesy notice to the owner, agent or occupant to remove said snow. It shall be the duty of the Inspection Department, to thereafter cause such snow or ice to be so removed from the full width of such sidewalk. The costs incurred by the City for the removal of snow or ice shall be fully accounted and charged to the lot or parcel of land adjoining. If the costs and expenses remain unpaid, the City Clerk shall enter those charges onto the tax roll as a special charge and shall be collected as other taxes upon real estate are collected.
  - (2) The charge for said service shall be a minimum of Seventy-five Dollars (\$75.00) per front or side or, in the alternative, actual cost, whichever is greater. Additionally, an administrative fee of \$40.00 per parcel shall be charged for processing.

- (c) **Snow and Ice Not to Encroach.** No person shall push, shove or in any way deposit any snow or ice onto any public streets, alley, sidewalk or public lands dedicated to public use except for parcels or lots located where existing buildings are constructed within five (5) feet of the street right-of-way and the sidewalks exist from the City right-of-way to the curb line. In such instances, the owners, occupants and/or employees of parcels or lots shall be permitted to deposit snow and ice from their sidewalks only onto the public streets. Snow from public sidewalks shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement or access. The deposit of any snow or ice upon any sidewalk, alley or street of the City, contrary to the provisions of this Section, is a nuisance; and in addition to the penalty provided for violation of this Section, the City may summarily remove any snow or ice so deposited and cause the cost of said removal to be charged to the owner of the property from which said snow or ice had been removed.
- (d) **Enforcement.** The Inspection Department officers are hereby authorized and directed to enforce the provisions of this Section.
- (e) **Continued Violations.** Each twenty-four (24) hour period where a violation occurs shall constitute a separate offense under this Section for enforcement purposes. Repeated violations or subsequent additional accumulations of snow and/or ice shall not nullify any pending notice issued under this Section.
- (f) **Penalty.** In addition to the provisions set forth in this Section, any person, firm or corporation which violates the provisions of this Section shall be subject to a penalty as provided in Section 1-1-7 of this Code of Ordinances.

*State Law Reference: Secs. 66.60(16) and 66.615(3)(f) and (5), Wis. Stats.*

**SECTION VII.** This Ordinance shall take effect and be in force from and after its passage and publication.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF ONALASKA

By: \_\_\_\_\_  
Joe Chilsen, Mayor

By: \_\_\_\_\_  
Caroline Burmaster, Clerk

PASSED:  
APPROVED:  
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1497 - 2015

Please route in this order

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

Brea Grace 4/1/15  
(signature)

No Fiscal Impact

Budgeted Item

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

Jarrold Holter, City Engineer

JH 4-1-15  
(signature)

No Fiscal Impact

Budgeted Item

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

Jeff Trotnic, Chief of Police

Jeff Trotnic 4-8-15  
(signature)

No Fiscal Impact

Budgeted Item

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

Fred Buehler, Financial Services Director

Fred Buehler  
(signature)

No Fiscal Impact

Budgeted Item

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

PACKET: 01164 License Packet May Operator

SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
01139	4/08/15- 6/30/16	WILSON	COURTNEY ANNE	OPRATOR OPERATORS - 2 YEAR
01140	4/08/15- 6/30/16	JOHNSON	CHRISTI L	OPRATOR OPERATORS - 2 YEAR
01159	4/10/15- 6/30/16	WIEMAN	JACK	OPRATOR OPERATORS - 2 YEAR
01191	4/28/15- 6/30/16	BURROWS	KAYLEE	OPRATOR OPERATORS - 2 YEAR
02933	7/01/15- 6/30/17	BENSON	TONY	OPRATOR OPERATORS - 2 YEAR
02964	7/01/15- 6/30/17	FORSYTHE	JENNA	OPRATOR OPERATORS - 2 YEAR
03034	7/01/15- 6/30/17	ECKERT	HEATHER	OPRATOR OPERATORS - 2 YEAR
03074	7/01/15- 6/30/17	JENSEN	JEFFREY	OPRATOR OPERATORS - 2 YEAR
03202	7/01/15- 6/30/17	CHAMBERLAIN-LINDSEY	KRISTI	OPRATOR OPERATORS - 2 YEAR

Tracked Changes for Ord. 1498

**Sec. 2-4-5 City Plan Commission.**

- (a) **Composition.** The Pan Commission shall consist of eight (8) members as follows: the Mayor, one (1) Council Member, Director of Public Works, the Park and Recreation Board President or Vice-President in the event of the President's unavailability, and four (4) citizens.
- (b) **Appointment.**
  - (1) **Election/Appointment of Council Member-Member.** At its annual meeting in April of each year the Common Council shall, by a two-thirds (2/3) vote of its members, elect one (1) of its number as member of the City Plan Commission for a period of one (1) year from and after the first day of May next ensuing.
  - (2) **Appointment and Terms of Citizen Members.** The four (4) citizen members shall be appointed by the Mayor and confirmed by the Common Council to hold office for a period ending respectively one (1), two (2) and three (3) years thereafter from the succeeding first of May. Annually during April, members shall be appointed for a term of three (3) years.
- (c) **Organization of Commission.** The Mayor shall serve as presiding officer. The Plan Commission shall organize by the election of a vice-chairman, secretary and such other officers as may in their judgment be necessary.
- (d) **Record.** The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the City Clerk. Five (5) members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.
- (e) **Duties.**
  - (1) **The Master Plan.**
    - a. The Plan Commission may make, adopt and, as necessary, amend, extend or add to the master plan, subject to Common Council confirmation, for the physical development of the City including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the City. ~~the~~The master plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Commission's recommendations for such physical development, and may include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.

- b. The Plan Commission may adopt the master plan as a whole by a single resolution, or as the work of making the whole master plan progresses, may from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by the Common Council. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the Commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the Commission, and a copy of the plan or part thereof shall be certified to the Common Council. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the Plan Commission and the Common Council in the performance of their duties.
- (2) **Mandatory Referrals to Commission.** The Common Council or officer of the City having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Council, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, ~~change of use,~~ sale, acquisition of land for or lease of land for any street, alley or other public ways (along with other appropriate City boards or commissions), park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the City or within the territory over which the City is given platting jurisdiction by Chapter 236, Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the Commission is made within thirty (30) days, or such longer period as may be stipulated by the Common Council, the Council or other public body or officer may take final action without it.
- (3) ~~(3) **Miscellaneous Powers.**~~ The **Miscellaneous Powers.** The Plan Commission exercises final review and approval of site development plans and requests for conditional use permits and has the authority to make those decisions which the City of Onalaska Zoning Code (Title 13) has given the Plan Commission the authority to make, including but not limited to approval of non-substantial changes to Planned Unit Developments, sign approval for Roof Signs, extensions for the limitations to Outdoor Displays and Sales, approval of Temporary Sales Events and approval of Tower Lighting. The Plan Commission may make reports and recommendations relating to the plan and development of the City to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Common Council programs for public improvements. All public officials shall, upon request, furnish to the Plan Commission, within a reasonable time, such available information as it may require for its work. The Plan Commission, its members and employees, in the performance of its

functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Common Council.

- (f) **Vacancies.** Vacancies shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.
- (g) **Compensation.** No compensation shall be paid for service on the Commission. Citizen members shall take the official oath as required by Sec. 19.01, Wis. Stats., said oath to be filed with the City Clerk.

**ORDINANCE NO. 1498 - 2015**

**AN ORDINANCE TO AMEND TITLE 2 CHAPTER 4 OF THE CITY OF ONALASKA CODE OF ORDINANCES RELATED TO THE CITY PLAN COMMISSION**

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

FOLLOWS:

SECTION I. Section 5 of Chapter 4 of Title 2 of the Code of Ordinances of the City of Onalaska related to the City Plan Commission is hereby deleted in its entirety and replaced as follows:

**Sec. 2-4-5 City Plan Commission.**

- (a) **Composition.** The Pan Commission shall consist of eight (8) members as follows: the Mayor, one (1) Council Member, Director of Public Works, the Park and Recreation Board President or Vice-President in the event of the President's unavailability, and four (4) citizens.
- (b) **Appointment.**
  - (1) **Election/Appointment of Council Member.** At its annual meeting in April of each year the Common Council shall, by a two-thirds (2/3) vote of its members, elect one (1) of its number as member of the City Plan Commission for a period of one (1) year from and after the first day of May next ensuing.
  - (2) **Appointment and Terms of Citizen Members.** The four (4) citizen members shall be appointed by the Mayor and confirmed by the Common Council to hold office for a period ending respectively one (1), two (2) and three (3) years thereafter from the succeeding first of May. Annually during April, members shall be appointed for a term of three (3) years.
- (c) **Organization of Commission.** The Mayor shall serve as presiding officer. The Plan Commission shall organize by the election of a vice-chairman, secretary and such other officers as may in their judgment be necessary.
- (d) **Record.** The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the City Clerk. Five (5) members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.
- (e) **Duties.**
  - (1) **The Master Plan.**
    - a. The Plan Commission may make, adopt and, as necessary, amend, extend or add to the master plan, subject to Common Council confirmation, for the physical development of the City including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development

of the City. The master plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Commission's recommendations for such physical development, and may include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.

- b. The Plan Commission may adopt the master plan as a whole by a single resolution, or as the work of making the whole master plan progresses, may from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by the Common Council. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the Commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the Commission, and a copy of the plan or part thereof shall be certified to the Common Council. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the Plan Commission and the Common Council in the performance of their duties.

- (2) **Mandatory Referrals to Commission.** The Common Council or officer of the City having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Council, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, sale, acquisition of land for or lease of land for any street, alley or other public ways (along with other appropriate City boards or commissions), park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the City or within the territory over which the City is given platting jurisdiction by Chapter 236, Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the Commission is made within thirty (30) days, or such longer period as may be stipulated by the Common Council, the Council or other public body or officer may take final action without it.
- (3) **Miscellaneous Powers.** The Plan Commission exercises final review and approval of site development plans and requests for conditional use permits

and has the authority to make those decisions which the City of Onalaska Zoning Code (Title 13) has given the Plan Commission the authority to make, including but not limited to approval of non-substantial changes to Planned Unit Developments, sign approval for Roof Signs, extensions for the limitations to Outdoor Displays and Sales, approval of Temporary Sales Events and approval of Tower Lighting. The Plan Commission may make reports and recommendations relating to the plan and development of the City to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Common Council programs for public improvements. All public officials shall, upon request, furnish to the Plan Commission, within a reasonable time, such available information as it may require for its work. The Plan Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Common Council.

- (f) **Vacancies.** Vacancies shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.
- (g) **Compensation.** No compensation shall be paid for service on the Commission. Citizen members shall take the official oath as required by Sec. 19.01, Wis. Stats., said oath to be filed with the City Clerk.

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 1498 – 2015

Please route in this order

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

Brea Grace 5/5/15  
(signature)

No Fiscal Impact

Budgeted Item

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

Jarrod Holter, City Engineer

C. J. Holter 5-6-15  
(signature)

No Fiscal Impact

Budgeted Item

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

## Sec. 2-4-5 City Plan Commission.

- (a) **Composition.** The Pan Commission shall consist of eight (8) members as follows: the Mayor, one (1) Council Member, Director of Public Works, the Park and Recreation Board President or Vice-President in the event of the President's unavailability, and four (4) citizens.
- (b) **Appointment.**
- (1) **Election/Appointment of Council Member-Member.** At its annual meeting in April of each year the Common Council shall, by a two-thirds (2/3) vote of its members, elect one (1) of its number as member of the City Plan Commission for a period of one (1) year from and after the first day of May next ensuing.
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- (3) ~~(3) **Miscellaneous Powers.**~~ The **Miscellaneous Powers.** The Plan Commission exercises final review and approval of site development plans and requests for conditional use permits and has the authority to make those decisions which the City of Onalaska Zoning Code (Title 13) has given the Plan Commission the authority to make, including but not limited to approval of non-substantial changes to Planned Unit Developments, sign approval for Roof Signs, extensions for the limitations to Outdoor Displays and Sales, approval of Temporary Sales Events and approval of Tower Lighting. The Plan Commission may make reports and recommendations relating to the plan and development of the City to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Common Council programs for public improvements. All public officials shall, upon request, furnish to the Plan Commission, within a reasonable time, such available information as it may require for its work. The Plan Commission, its members and employees, in the performance of its

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10 A



# 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: 05/07/2015

To: Common Council

Cc: Mayor Joe Chilsen, Fred Buehler, Cari Burmaster

From: Brea Grace

Re: Spors Annexation

The City received the response from the Department of Administration (DOA) today regarding their review of the requested Spors annexation from the Town of Medary to the City of Onalaska. A copy of the DOA's letter is attached. The DOA has found that the requested annexation is in the public interest.

This agenda item is on the non-consent agenda to allow the Common Council the opportunity to ask questions or discuss if so desired by the Council.

Approval of the annexation is recommended by the Plan Commission and City staff with the conditions as approved by the Plan Commission.



WISCONSIN DEPARTMENT OF  
ADMINISTRATION

SCOTT WALKER  
GOVERNOR  
SCOTT A. NEITZEL  
SECRETARY

RECEIVED

MAY 07 2015

CITY OF ONALASKA

Municipal Boundary Review  
PO Box 1645, Madison WI 53701  
Voice (608) 264-6102 Fax (608) 264-6104  
Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
Web: <http://doa.wi.gov/municipalboundaryreview/>

May 05, 2015

PETITION FILE NO. 13845

CAROLINE L. BURMASTER, CLERK  
CITY OF ONALASKA  
415 MAIN ST  
ONALASKA, WI 54650-2953

TERRY J HOULIHAN, CLERK  
TOWN OF MEDARY  
N3393 SMITH VALLEY RD  
LA CROSSE, WI 54601-2988

Subject: SPORS TRUST ANNEXATION

The proposed annexation submitted to our office on April 15, 2015, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city and any other contiguous village or city...." so as unincorporated land transitions to city or village status, the resulting boundaries are rational and easy for jurisdictions and residents to follow. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF ONALASKA**.

Note: The scale map included with the ordinance that annexes this territory must clearly identify the territory being annexed.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of state a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Secretary of State. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13845**

The address of the Office of the Secretary of State is:

Annexations and Railroads  
Division of Government Records  
Office of the Secretary of State  
PO Box 7848  
Madison WI 53707-7848

Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

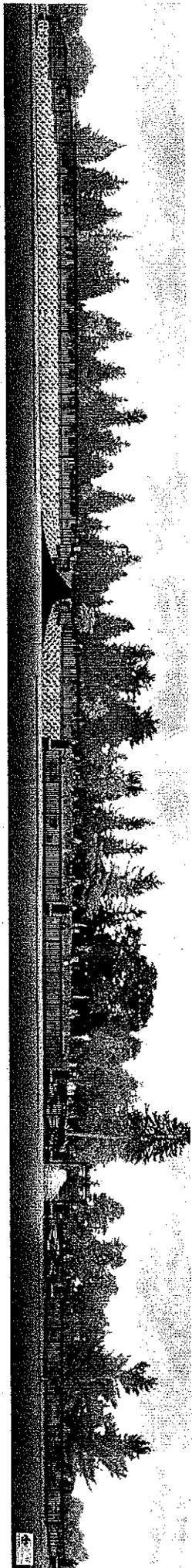
Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

ONALASKA CITY CEMETERY PROPOSED MAIN STREET IMPROVEMENTS ESTIMATED COST								
CJH 4-17-2015								
Fencing	Assuming industrial grade aluminum with circle in every other top section	\$56/ Lineal Foot	700 lineal feet	\$39,200				
Added fence features	decorative accents to fence	1 lump sum		\$3,000				
Pedestrian sidewalk from Main Street connecting into cemetery		1 lump sum		\$5,000				
Retaining wall	Assuming Wis. DOT approved modular block retaining wall, installed	\$31/ square foot face	1,050 square feet	\$32,550				
Pillars	brick and mortar pillar similar to Main Street downtown	\$6,000/each	6 each	\$36,000				
Electrical service to Pillars, run from existing service at cemetery maintenance garage.	400 feet from garage to first set of pillars at pedestrian entrance and then to pillars by driveway entrance.	1 lump sum		\$4,000				
Globe lights on Pillars at pedestrian and driveway entrances	To include Globe fixture, shut off, wiring within pillars, etc.	\$2,000/ each	4 each	\$8,000				

Landscaping at new pedestrian entrance from Main Street		1 lump sum		\$3,000				
Pedestrian arch	Arch over pedestrian entrance with City of Onalaska and year of cemetery founding	1 lump sum		\$5,000				
			Total	\$135,750				
Add 10% contingency and design costs				\$149,325				
I would recommend total project cost of \$150,000								





# CITY OF ONALASKA

## STAFF REPORT

Great River Landing Committee – May 14<sup>th</sup>, 2015

Agenda Items:

# 2 & 3

### Agenda Items: #2 – Recognition of New Committee Members

Background: The composition of the Great River Landing Committee includes the following:

- (a) *One member of the LRPC*
- (b) *One member of the Park Board*
- (c) *One member of the Tourism Commission*
- (d) *Aldersperson*
- (e) *3 citizens of the City of Onalaska who do not hold public office or are members of other committees*

The Long Range Planning Committee has not yet reappointed their representative following the City's 2015 reorganization Council meeting. Debbie Clarkin has been serving in this role.

The Parks & Recreation Board appointed Victor Hill on April 27<sup>th</sup>, 2015. (Erik Sjolander had previously served in this role.)

The Tourism Commission appointed has not yet reappointed their representative. Dustin Hundt has been serving in this role.

The Common Council reappointed Aldersperson Harvey Bertrand on April 21<sup>th</sup>, 2015.

Our 3 citizen members have been John Burnett, Mary Cody and Gary Lass.

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### Agenda Item: #3 – Update on Common Council amendment to the resolution enabling the Great River Landing Committee.

Background: With Erik Sjolander no longer serving on the Common Council, or as the Parks & Recreation Board representative, Erik has been appointed to the Great River Landing Committee as a citizen member. The Common Council will consider (at their May 12<sup>th</sup> meeting) modifying the enabling Resolution for the Great River Landing Committee to expand citizen members from three positions to four positions. This will allow both Erik Sjolander and Gary Lass (who's term was up for renewal this year) to continue to serve on the Committee.