

MARCH 5, 2018 LEGAL AFFAIRS COMMITTEE MEETING MINUTES

10 a.m. Council Chamber. Members present: A. Hraban, J. Pearson, B. Stoneberg. Others present: A. and N. Christianson, K. Englehardt, K. Gorseger, A. Kenyon, L. Klink.

Call to Order:

Chair B. Stoneberg called the meeting to order and presided.

Paperless:

Chair Stoneberg provided the attached handout citing reasons why the Council should consider going paperless, as the Rusk County Board did. This would require providing members tablets and training.

Burning Permit Issues:

Office manager Kelly Englehardt reviewed issues processing burning permit apps creates for her and LPD. Among these are the following:

- If permit fees are required officers are not allowed to take cash. It was agreed not to propose a fee at this time, even though it was intended only to recover permit processing costs.
- LFD doesn't know who holds burning permits.
- LPD prefers to use a one-page form with carbons, which printer can do. Denials, which aren't expected to be common, will be done on a separate form.
- Applicants will be expected to show proof (declarations page) of insurance.
- It is agreed LPD should not have to call applicants for info. The onus is on applicants to provide it. Upon voice vote it was agreed that Mrs. Stoneberg will revise the permit form to include the changes and clarifications referenced above, which will come back to the Council.

ATV Operations:

Mrs. Englehardt noted LPD supports a change in our ATV ordinance to make it consistent with State rules by not requiring operators to hold a WI driver's license. It was noted that Ladysmith's ATV ordinance seems to contain only a single reference to UTVs even though it seems the latter are gaining on ATVs in popularity. Chair Stoneberg will review State rules to see if there are other changes Ladysmith should consider.

Rep. Edming:

Adm. Christianson suggested that Rep. Edming be contacted regarding the following:

- Determine status of effort to require railroads to notify State/locales when passing trains are carrying volatile oils. Did this effort provide for training for local emergency responders?
- What is the status of a requirement that State government do a fiscal analysis of impacts on local governments of adoption of any legislation?

It was decided instead that it will be more efficient to invite Rep. Edming to a committee meeting.

Conditional Use Permits:

The State legislature recently adopted rules that seem at first glance to limit use of conditional use permits at the local level and to potentially subject local government to litigation. After reviewing this legislation Atty. Kenyon believe Ladysmith can continue to use permits as it has as it does what the legislation requires, as follows:

- Holds public hearings prior to issuing such permits.
- Has a way to measure compliance with permits issued.
- Provides meaningful evidence of why permits are issued, so that issuance can't be criticized as political in nature.

GOING PAPERLESS
(Council Correspondence)

- 1. Security of documents – auto backup often off site**
- 2. Increased office efficiency**
- 3. (ROI) Return of investment within weeks to months**
- 4. Saving on environment**
- 5. Minimizes lost or misfiled documents**
- 6. Email management**
- 7. Reduction of storage space and costs**
- 8. Disaster recovery strategy**
- 9. Saving on staff time**
- 10. Printing and photocopier costs**
- 11. Drastic reduction in cost of office supplies.**
 - **Paper**
 - **Ink**
 - **Toner**
 - **Wear and tear on office equipment**
 - **Envelopes**
 - **Postage**
- 12. Improved and current information distribution to council members**

CITY OF LADYSMITH
Police Department Office Hours: Monday thru Friday 7:30 a.m. to 4:30 p.m.
715-532-2186

Permit Number _____

Date of application _____

**APPLICATION FOR ANNUAL CAMPFIRE OR BURNING PERMIT
A NEW APPLICATION WILL BE REQUIRED EVERY YEAR**

Application received by: _____ Date of application: _____

ANNUAL CAMPFIRE PERMIT A campfire permit is valid for the calendar year it is issued.

BURNING PERMIT A burning permit is valid only for the year and dates specified.

Date: _____ Date: _____ Date: _____

Hours: _____ Hours: _____ Hours: _____

Name of applicant(s): _____

Address of property: _____

Applicant phone number(s): _____ Applicant e-mail address: (Optional) _____

Does the applicant own or rent the above referenced property? Do you have the owner's consent? yes no

Owner's signature confirms holding liability insurance and approving burning:

I hereby apply for a permit to burn dry uncontaminated wood **contained to a fire pit** on my premises located in the City of Ladysmith and referenced above. I agree to adhere to Section 5-2-9 Ladysmith Municipal Code of Ordinances.

I hereby apply for a permit to burn dry uncontaminated brush on my premises located in the City of Ladysmith and referenced above. I agree to adhere to Section 5-2-9 Ladysmith Municipal Code of Ordinances.

I agree to be held liable for any and all damages and to hold the City of Ladysmith harmless for all damages by reason of such permit having been issued to me.

I agree to prevent any fire from spreading beyond my premises. I agree to burn no earlier than (7:00 a.m.) and to completely extinguish any fire permitted by (12:00 midnight).

I further understand that this permit, if issued may be revoked in the event of non-compliance.
By signing below I certify that I have read and understand this statement.

Signature of applicant: _____

Date signed: _____

Date: _____

Permit Number _____

Permit: [] Approved [] Denied

Reason for permit being denied:

[] No liability insurance

[] Property Owner Objects

[] Other: _____

Additional conditions over and above those mentioned in this application:

Signature of staff issuing permit:

Date signed:
