

Regular Board Meeting

June 16, 2015

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Brown, Deal, Hennessey, Lautz, Leicht, and Schumacher. Also present: Village Attorney Bryant Klos, Public Works Director Scott Halbrucker, Coulee News Special Correspondent Emily Staed, Police Chief Charles Ashbeck, Recreation Director Michelle Czerwan, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the minutes of the June 2, 2015, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$64,915.80
<u>Water Utility:</u>	\$12,730.26
<u>Sewer Utility:</u>	\$10,328.36
<u>Storm Water Utility:</u>	\$385.96

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the payment of all claims as listed. Roll call vote: Unanimous aye.

West Salem Business Association Downtown Hanging Flowerpots

Speaking as Director/Secretary of the West Salem Business Association, Teresa Schnitzler addressed the Board with regard to continuance of the downtown hanging flower baskets project. Ms. Schnitzler explained the Village People Appearance Committee worked with the Village Board to ensure the Village purchased new streetlight poles that would include brackets for banners and hanging flowerpots. The streetlights were purchased utilizing the Pathways Downtown Revitalization grant funds. The hanging flowerpot program was then transferred to the West Salem Business Association to operate. The Association expends significant funds each year to acquire flowerpots and replacement flowerpots due to theft and damage, paying a business to pot and plant the flowers, and then paying someone \$500 per month to water the flowers seven days a week for four months. The total costs to continue the project range from \$3,000 to \$3,500 per year. Ms. Schnitzler informed the Board the Association can no longer expend this amount of money each year to maintain the program, and she asked the Village Board if this is a program it would like to see continue, and if so, what suggestions and resources does the Board have to enable it to continue. Several suggestions were made including seeking local business sponsorships, discontinuing the live flowers and switching to silk flowers as the Village does not have the resources to take over the funding and operation of the program. Recreation Director Michelle Czerwan offered the services of her part time parks worker to water the flowers Monday through Friday. Public Works Director Scott Halbrucker

informed the Board his department cannot afford the over time it would take to pay a public works employee to spend an hour on Saturday and an hour on Sunday watering the flowers. Mrs. Czerwan also offered to ask for business sponsorships toward the flowers much like what is being done for the Winter Wonderland project. She is hesitant to do this, however, because it may reduce recreation program sponsorships which must be the priority for her department. Ms. Schnitzler will take the Board's suggestions and Mrs. Czerwan's offer back to the West Salem Business Association.

Ordinance No. 464

The Board reviewed a proposed ordinance which, if adopted, will update Chapter XII of the Village Code of Ordinances to adopt the provisions of Wisconsin State Statutes Chapter 125 Alcohol Beverages.

Motion by Trustee Lautz, seconded by Trustee Schumacher to schedule a public hearing on proposed Ordinance No. 464 for Tuesday, July 7, 2015, at 6:55 p.m. Roll call vote: Unanimous aye.

2015-2015 License Applications

The Board reviewed the proposed list of alcohol, soda water, cigarette, coin machine, dance, and alcohol beverage license applications for the license period July 1, 2015, through June 30, 2016. Village Administrator Teresa Schnitzler informed the Board Harrie's on Leonard, LLC. has not yet fulfilled the financial obligations required in order to be granted a Reserve "Class B" Alcohol License. Attorney Klos advised the Board to not approve the license applications submitted by Harrie's on Leonard, LLC.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the issuance of all licenses and permits as presented with the exception of all licenses and permits applied for by Harrie's on Leonard, LLC. Roll call vote: Unanimous aye.

Street Committee

Trustee Deal reported on the Street Committee meeting held on June 10, 2015. The purpose of the meeting was to review the results of the Safe Step sidewalk trip hazard inspection and repair proposals and discuss Town of Hamilton and West Salem equipment and services sharing. Public Works Director Scott Halbrucker reviewed with the Committee the inspection reports submitted by Safe Step, LLC. The criteria used to mark sidewalk repairs was $\frac{3}{4}$ " or more gap, pieces either broken or missing from sidewalks, or cracked sidewalks. Safe Step submitted lists of sidewalk corrections to be made by either mud jacking, saw cutting, or total replacement, and a summary list of all sidewalks marked for repairs. In addition, Mr. Halbrucker noted many dead end crosswalks, and he suggested these crosswalks simply be removed instead of making the sidewalk repair. Many asphalt and cold mix patch sidewalks running through driveways have also been marked for replacement. There are a significant number of Village-owned sidewalks in need of replacement or repair. The Committee discussed the frequency of sidewalk inspections and dividing the Village into quadrants for annual inspections instead of reviewing the entire Village every year. The Committee recommended to the Village Board to inspect one-quarter of the Village sidewalks every year beginning in 2017. The Committee noted there are between twenty and thirty sidewalks in need of complete demolition and replacement or new installation. Costs to demolish and replace significant square footages could create financial hardships for

residents. Section 1.21(A) of the Code of Ordinances sets forth provisions for special assessment payments. Special assessment payments may be paid in cash until the due date of the billing therefor, or in annual installments if the assessment exceeds \$400.00, the maximum terms of which, except as otherwise provided herein, shall be as follows:

- (1) Assessments to one property owner of \$400.00 or less to be paid by December 1 of the year of project construction;
- (2) Assessments to one property owner of \$401.00 to \$779.00 shall be paid over two (2) years;
- (3) Assessments to one property owner of \$800.00 to \$1,499.00 shall be paid over three (3) years;
- (4) Assessments to one property owner of \$1,500.00 to \$2,999.00 shall be paid over four years; and
- (5) Assessments to one property owner of \$3,000.00 and over shall be paid over five years.

The Committee discussed offering two options to property owners adjacent to sidewalks in need of demolition and replacement with estimated costs totaling \$500 or more. One option would require the property owner to inform the Village in writing his or her plan and timeline for replacement of the affected sidewalk, and the property owner would be given until September 1, 2016, to replace the sidewalk. If the sidewalk has not been replaced by September 1, 2016, the Village will replace the sidewalk and assess the costs to the adjacent property owner. A second option would allow the property owners to elect to have the Village replace the sidewalk as soon as possible and have the costs assessed over one to five years as set forth in Village Ordinances. The Committee agreed concrete sidewalks will need to be installed through driveways where the asphalt or other material has broken down. The Committee then recommended the Village Board offer two options to property owners where replacement is estimated to cost more than \$500.00:

1. Require the property owner to inform the Village in writing his or her plan and timeline for replacement of sidewalk, and the property owner be given until September 1, 2016, to replace the sidewalk. If the sidewalk is not replaced by September 1, 2016, the Village will replace the sidewalk and assess the costs to the adjacent property owner; or
2. Allow property owners to elect to have the Village replace the sidewalk as soon as possible and have the costs assessed over one to five years as set forth in Village Ordinances.

Mr. Halbrucker will contact Safe Step for information on when it can begin saw cutting repairs. Based on Safe Step availability, the Village can then begin offering residents the opportunity to saw cut repair their own sidewalks prior to Safe Step's proposed start date. Residents who do not make the repairs prior to this date will have the sidewalk repaired by the Village. There are fourteen properties identified for repair by mud jacking, and Mr. Halbrucker will arrange for those repairs. The next item on the agenda was equipment and services sharing with the Town of Hamilton. For many years, the Town of Hamilton and the Village of West Salem have shared services and equipment. Hamilton used to hire La Crosse County to sweep and clean streets in its residential subdivisions. Due to County equipment failure, Hamilton started hiring the Village to sweep its streets. Hamilton has also borrowed the Village brush chipper two or three days each year. In exchange, the Town provided mowing services around two Village storm water ponds, the bike trail, and the road to the water reservoir off Buol Road. Prior to 2015, a Village resident was mowing the grass adjacent to his property on

Leonard Street, which property is located in the Town of Hamilton. This year, the resident has declined to maintain this property. Mr. Halbrucker reviewed the Village and Town corporate limits along North Leonard Street and Highway 16 with the Town of Hamilton road crew personnel. West Salem has been clearing the snow from the Highway 16 sidewalks and the North Leonard Street sidewalks located in the Town of Hamilton since the sidewalks were installed. West Salem has also been providing mowing services to Hamilton on its properties located along North Leonard Street and Highway 16. Mr. Halbrucker informed Hamilton road crew personnel that the Village would no longer be able to perform this work. Hamilton needs to provide the mowing work around the Village storm water ponds and the low-maintenance road to the reservoir off Buol Road as requested. Town Chair Richard Schomberg and President Manthei recently discussed this matter as a result. Mr. Halbrucker provided to the Committee costs attributable to the services and equipment provided to the Town of Hamilton. Street sweeping work in 2015 took 16.5 hours. Labor and equipment use for this work totaled \$1,900. Grass mowing the areas along Highway 16 and North Leonard Street located in the Town of Hamilton total \$1,600. Hamilton use of the Village brush chipper amounts to a Village cost of \$60 per hour. Mr. Halbrucker estimated the Town spends 12 to 15 hours each year mowing the two storm water ponds, the bike trail, and the low-maintenance road to the reservoir. The Village would like to continue its good working relationship with the Town of Hamilton; however, West Salem is presently providing more services and equipment to the Town, and ideally, this arrangement should be more equal or the Village will be forced to begin billing the Town for reimbursement. The Committee requested that within the next two weeks Village President Manthei meet with Town Chair Richard Schomberg to discuss this matter and come to a proposed agreement and report back to the Committee; however, if an agreement cannot be made, the Village will send a bill to Hamilton or not perform services for the Town.

Motion by Trustee Deal, seconded by Trustee Leicht to approve the Street Committee meeting minutes of June 10, 2015, as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Deal to approve inspection of one-quarter of the Village sidewalks every year beginning in 2017. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Leicht to offer two options to property owners where replacement is estimated to cost more than \$500.00:

1. Require the property owner to inform the Village in writing his or her plan and timeline for replacement of sidewalk, and the property owner be given until September 1, 2016, to replace the sidewalk. If the sidewalk is not replaced by September 1, 2016, the Village will replace the sidewalk and assess the costs to the adjacent property owner; or
2. Allow property owners to elect to have the Village replace the sidewalk as soon as possible and have the costs assessed over one to five years as set forth in Village Ordinances.

Roll call vote: Unanimous aye.

Motion by President Manthei, seconded by Trustee Schumacher to direct Village President Manthei meet with Town Chair Richard Schomberg in the next two weeks to

discuss the sharing of services and equipment and come to a proposed agreement and report back to the Committee; however, if an agreement cannot be made, the Village will send a bill to Hamilton or not perform services for the Town. Roll call vote: Unanimous aye.

Law Enforcement Committee

Trustee Lautz reported on the June 15, 2015, Law Enforcement Committee meeting. The purpose of the meeting was to review for recommendation an Application to Exceed Pet Limit. Lisa Gray submitted an Application to Exceed Pet Limit in order to add a third cat to her residence. Ms. Gray presently keeps one mixed breed male dog and two domestic short hair cats. The dog and the two cats are spayed and neutered, and all three pets are kept primarily indoors. All of the animals have also been vaccinated against rabies. The Grays have an electronic fence to contain the dog for outdoor time. Notices were mailed to all property owners within three hundred feet of 609 Lynn Drive, and no comments in favor of or in opposition to were received by the Administration Office. There has been no law enforcement contact regarding the animals kept at 609 Lynn Drive. The Committee recommended the Village Board grant the request to Lisa Gray to exceed the pet limit.

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the minutes of the June 15, 2015, Law Enforcement Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the Application to Exceed Pet Limited submitted by Lisa Gray. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Deal to adjourn the meeting at 7:35 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator