

## Regular Board Meeting

July 2, 2013

Meeting called to order at 7:00 p.m. by President Dennis Manthei. Trustees present: Baltz, Koelbl, Lautz, Schumacher, and Wehrs. Excused: Leicht. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Coulee News Special Correspondent Emily Staed, Danielle Langel, Sue Higdon, and Village Administrator Teresa Schnitzler.

### Minutes

Motion by Trustee Lautz, seconded by Trustee Wehrs to approve the minutes of the June 18, 2013, Regular Board meeting as written. Roll call vote: Unanimous aye.

Motion by Trustee Baltz, seconded by Trustee Lautz to approve the minutes of the Joint Meeting with La Crosse County and West Salem School District held on June 24, 2013. Roll call vote: Unanimous aye.

### Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$39,304.86
<u>Water Utility:</u>	\$8,966.47
<u>Sewer Utility:</u>	\$10,468.76
<u>Storm Water Utility:</u>	\$585.44

Motion by Trustee Schumacher, seconded by Trustee Wehrs to approve the payment of all claims as listed. Baltz – present; remainder of Board – aye. Motion approved.

### 2012 Financial Statements and Auditor's Report

Danielle Langel of Tostrud & Temp presented the 2012 Financial Statements and Independent Auditor's Report. Ms. Langel explained the independent auditor's report is more detailed than in the past in that management accepts more responsibility for the preparation and fair presentation of the financial statements and it is the auditor's responsibility to express opinions on the financial statements based on their audit. The auditors believe the financial statements have been presented fairly in all material respects. The auditors have noted deposits with financial institutions exceed federal depository insurance limits and collateralized amounts. The recommendation is noted the Village should ensure the financial institutions pledge more collateral to cover the large amounts of deposits in the months of December and January of each year. A new governmental accounting standard defines the roles of management in year-end closing processes and audit and non-audit services.

Motion by Trustee Schumacher, seconded by Trustee Koelbl to accept the 2012 Financial Statements and Independent Auditor's Report. Roll call vote: Unanimous aye.

#### Ordinance No. 453

The Board reviewed proposed Ordinance No. 453, which, if adopted would reduce the speed limit on Lewis Street, Saddlewood Court, and Greenwood Court to 15 miles per hour.

Motion by Trustee Baltz, seconded by Trustee Wehrs to schedule a public hearing on Ordinance No. 453 for Tuesday, August 6, 2013, at 6:50 p.m. Roll call vote: Unanimous aye.

#### Dinosaur Skeleton Sculptures

The three steel dinosaurs standing south of the Interstate are in need of sanding and painting due to the amount of rust on the sculptures. The Public Works Department has used white spray paint in the past in an attempt to make the dinosaurs look better, but the paint does not last long due to the amount of rust. The Board discussed the fact the dinosaurs were a gift to the Village, and perhaps the family would like the sculptures given back to them. Discussion was had on whether a local civic group would be interested in taking on responsibility and maintenance of the sculptures, whether the dinosaurs should be offered for sale or give away, if the Village keeps the dinosaurs that they should be cleaned and maintained, and whether or not to scrap the sculptures.

Motion by Trustee Lautz, seconded by Trustee Koelbl that the Village put an announcement out to see if there is an organization that wants to adopt the dinosaurs and take care of them per an agreement, and if no one wants to take care of them then ask the family if they want the dinosaurs, and if they do not want them back, then offer them up to be taken away. Roll call vote: Unanimous aye.

#### 2013-2014 License Applications

The Board reviewed "Class B" Combination license, beer garden permit, soda water license, coin machine permits, dance permit, and bartender license applications submitted by SSJH, LLC. d/b/a Breakers Pub & Eatery. The licenses were not approved for renewal previously due to several outstanding amounts due to wholesalers and funds due to the Village of West Salem. Per State law and Village Ordinances, licenses will not be renewed unless all amounts due are paid in full. Amounts due the Village include utility bills, personal property taxes, and license fees.

Motion by Trustee Koelbl, seconded by Trustee Wehrs to approve the issuance of the requested permits and licenses contingent upon proof of payment of all outstanding amounts due to wholesalers and the Village. Roll call vote: Baltz and Lautz – abstain; remainder of Board – aye. Motion approved.

#### Law Enforcement Disciplinary Committee

The Board reviewed the minutes of the June 25, 2013, Law Enforcement Disciplinary Committee. The purpose of the meeting was an organizational and initial meeting as provided in Code of Ordinances Section 1.29 to elect a chairperson, review Section 1.29 of the Code of Ordinances, and to discuss developing a review process. The

Committee elected Mark Johnson as Chair of the Law Enforcement Disciplinary Committee. The Committee reviewed and discussed Section 1.29 of the Code of Ordinances. Section 1.29(B)(1)(a) states the Committee shall have the ultimate right to suspend, reduce, suspend and reduce, or remove the police chief and/or any other police officer who is not probationary and for whom there is no valid and enforceable contract. The Committee discussed the fact charges regarding the police chief or any police officer may be initiated by the police chief, a member of the Committee, the Committee as a whole, a member of the Village Board, or any aggrieved person. Preliminary investigations into complaints and charges are completed by the Police Chief or Administrator, but charges may also be referred to the Committee. The Committee discussed witnesses, subpoenas, the process of this Committee, and how the Committee may be viewed by the police chief and the police officers.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to approve the minutes of the June 25, 2013, Law Enforcement Disciplinary Committee meeting. Roll call vote: Unanimous aye.

#### Buildings and Grounds Committee

Trustee Lautz reported on the June 28, 2013, Buildings and Grounds Committee meeting. The purpose of the meeting was to meet with department heads to review and discuss present and future storage and expansion needs and to review the West Salem Hockey Association's present storage needs. Committee Chair John Lautz reviewed for the Committee the challenges each department is facing regarding storage and future expansion of each department. The newly-formed Capital Improvement Planning Committee will begin addressing expansion needs for the Village. The immediate challenge is to find areas for storage and how to deal with organizations that are using our space. The Committee reviewed the West Salem Hockey Association's response to the request for how much storage space the Hockey Association is in need of. Currently, the Hockey Association is utilizing the recreation storage building on East Avenue for storing hockey boards, hockey glass, rink set up materials, shelving to store buckets of bolts and screws for the rink, insulation for lockers, and nets. The ice re-surfacer is parked in one of the back storage bays. The Committee feels the Hockey Association can scale back their storage use of the building. The Committee would like to work with the Hockey Association to move items it can out of the building and into the Association's two mobile home trailers and/or warming facilities currently on site. The re-surfacer can be parked off-site, and the Association should consider this option again. The Committee reviewed the police department's storage and expansion needs. Police Chief Ashbeck reported the former library space on the second floor of the Community Center is nearly full of evidence and police records. Chair Lautz recommended Chief Ashbeck talk with other police departments on how others handle evidence and record retention. The police department is overusing electrical outlets and the electrical capacity due to the lack of outlets available. Expansion needs for the department will be addressed through the Capital Improvement Planning Committee. The Public Works Department's storage needs could be solved for the most part if the police department and the recreation department materials were removed from the public works shed. Security cameras have been installed in an effort to control theft in the public works areas. Equipment is being stored outside due to lack of space inside the buildings. The Recreation Department has a large amount of equipment and materials, with the highest need for storage being in the winter months. Currently, most

equipment and materials are stored at the Village Hall and the recreation storage building on East Avenue. Improper storage of helmets and other baseball gear are greatly affected by moisture and humidity, and this can result in health and safety issues. The Committee discussed designated areas within the recreation storage building, and each entity being required to keep its materials and equipment within the designated areas. The Administration Department has three offices and a reception area/customer service counter. Financial records retention, election equipment and records, licensing and permit data, utility billing, payroll, tax data, and corporate minutes all require storage. Administration office expansion planning should also address the community meeting room. The Community Center has many situations and issues that need to be addressed due to the age of the building. The Committee discussed digital records retention and directed the Police Chief and Administrator research digital records retention options. The Committee discussed the present Lakeview Healthcare building as La Crosse County is preparing to construct a new facility. A feasibility and future expansion study would need to be completed to guide the Village in its decisions. Chair Lautz suggested the Committee adjourn its meeting and those who are available go to the recreation storage building and view the area.

Motion by Trustee Lautz, seconded by Trustee Koelbl to approve the minutes of the June 28, 2013, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to adjourn the meeting at 8:14 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator