

Regular Meeting

September 18, 2018

Meeting called to order at 7:00 p.m. by Village President Dennis Manthei. Trustees present: Brown, Hennessey, Leicht, and Wee. Excused: Trustees Lautz and Schumacher. Also present: Recreation Director Tony DeGaetano, Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Sheri Craig, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Leicht, seconded by Trustee Brown to approve the minutes of the September 4, 2018, Regular Board meeting as presented. Roll call vote: Wee – abstain; remainder of Board - aye. Motion approved.

Agenda Addition

Motion by Trustee Leicht, seconded by Trustee Wee to add a Special Event Application as Item No. 7 on the Village Board agenda. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$69,858.20
<u>Water Utility:</u>	\$40,985.13
<u>Sewer Utility:</u>	\$36,186.27
<u>Storm Water Utility:</u>	\$6,916.26

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

Special Event Application

Sheri Craig, Office Assistant for 3RT Networks, appeared before the Board to support a Special Event Application to close one block of East Hamilton Street from Leonard Street to Mill Street in order to host an open house on Tuesday, September 25, 2018, from 3:00 to 7:00 p.m. Mrs. Craig has the required insurance and permission from the West Salem Fire Department Chief.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the Special Event Application submitted by 3RT Networks. Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Hennessey, seconded by Trustee Brown to approve the issuance of a Special Event Permit to the West Salem Business Association to close South Leonard Street and South Mill Street in order to host downtown trick or treating and trunk or treat

on Wednesday, October 31, 2018, from 3:00 to 5:00 p.m. Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the issuance of a Special Event Permit to the West Salem High School to close North and South Leonard Streets in order to hold the West Salem High School Homecoming Parade on Friday, September 28, 2018, from 2:15 to 3:00 p.m. Roll call vote: Unanimous aye.

Alcohol Beverage License Application

Motion by Trustee Hennessey, seconded by Trustee Wee to approve the issuance of Alcohol Beverage Licenses to Mark T. Wagner and William W. Wemette. Roll call vote: Unanimous aye.

Law Enforcement Committee

Trustee Leicht reported on the Law Enforcement Committee meeting of September 4, 2018. The Committee reviewed an Application to Exceed Pet Limit submitted by Ryan Heineck, 134 Rhyme Street. The residents presently keep one, neutered male lab mix dog and one spayed, female lab mix dog at their home. Their daughter has recently moved and is not able to keep her Maltese mix female dog. They wish to add this dog to their family. All three animals are primarily kept indoors, and the Heinecks have a fenced-in back yard. The owner of 134 and 136 Rhyme Street submitted a response in support of the application. Two neighbors also responded in writing to support this request. The police department has had no animal-related contact with the Heinecks. The Committee unanimously recommended approval of the Application to Exceed Pet Limit.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the minutes of the September 4, 2018, Law Enforcement Committee meeting as submitted. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approval the Application to Exceed Pet Limit submitted by Ryan Heineck. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Hennessey reported on the September 12, 2018, Buildings and Grounds Committee meeting. Kristina Sage, Robbie Sage, and Greg Brickl discussed with the Committee the creation of a market square to be located on the new downtown parking lot bordered by Memorial Drive and South Mill Street. The weekly farmer's market has been successful, and Mrs. Sage would like to see this project expanded. Presently, vendors are setting up tents in the parking lot, and Mrs. Sage has opened the back of her building at the corner of Leonard and Memorial Drive for additional vendors and activities. Mrs. Sage has been communicating with Jennifer Kuderer, Regional Economic Development Director for the Wisconsin Economic Development Corporation, regarding State grant funding. Ms. Kuderer has informed Mrs. Sage the best chance for receiving a grant would be to create a market square. Plans and the required paperwork need to be prepared and ready for when the right grant is available. Greg Brickl has offered to assist in the planning of a market square. Mr. Brickl inquired what the Village has planned for the parking area, the white building on the south end of the

lot, and any future plans for the Village Hall and police department. Mr. Brickl believes this area can be transformed into something special for the community and bring more people to the downtown area. Suggestions included proper pavement and parking striping; permanent structures along Memorial Drive and the alley for market square vendors; razing the white building for more space; and constructing a band shell for concerts, recreation department programs, and June Dairy Days events. The Committee stated the property was purchased to create additional downtown parking and street lights will be installed in the parking lot next year. Public parking needs to be maintained. With these comments in mind, Greg Brickl will create a 2D plan and acquire costs for materials. Kristina Sage will continue to talk with the State about grants available and the requirements of the grant funding. Auctioneer Brian Craig and Chase Miller rented the West Salem Community Shelter in August for three consecutive days to set up and conduct an auction. The policy for use of the roll down doors at the West Salem Community Shelter requires 24-hour prior notice and approval from the Village Administrator. If the request for use of the roll down doors is approved, the rental fee is \$250 per day plus a refundable security deposit of \$1,200. Mr. Craig and Mr. Miller requested the Village Board review this policy because they feel this charge is excessive. During Mr. Craig's use, the doors were rolled down by the public works department on the first day and chained back up again two days later on the day of the auction. They feel charging \$250 for days the roll down doors are not moved is unjustified. The Committee recommended the fee policy be revised to state daily rental of the West Salem Community Shelter is \$50 per day, and if use of the roll down doors is requested and approved, there is an additional charge of \$200 plus a \$1,200 security deposit; further, if use of the facility is for more than one day, the additional \$200 fee would only be charged when the roll down doors are actually moved by the public works department; and, further, if the renter requests additional movement of the roll down doors more than one time per day, the fee is \$100 for each new adjustment instance.

Motion by Trustee Hennessey, seconded by Trustee Wee to approve the minutes of the September 12, 2018, Buildings and Grounds Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Hennessey, seconded by Trustee Wee to revise the West Salem Community Shelter fee policy to state daily rental of the West Salem Community Shelter is \$50 per day, and if use of the roll down doors is requested and approved, there is an additional charge of \$200 plus a \$1,200 security deposit; further, if use of the facility is for more than one day, the additional \$200 fee would only be charged when the roll down doors are actually moved by the public works department; and, further, if the renter requests additional movement of the roll down doors more than one time per day, the fee is \$100 for each new adjustment instance. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the Finance and Personnel Committee meeting held on September 13, 2018. Police Chief Charles Ashbeck presented his proposed 2019 police department operating budget which brings forward from 2018 a \$12,483 carryover to the 2019 budget. Chief Ashbeck explained that due to a late hiring of a new police officer and unused part time police officer budgeted hours, there is a salary and fringe benefits carryover of \$75,000. The 2019 budget includes the addition of one full time police officer and reduces the part time staff from three to one. An analysis of

2018 year-to-date shows twenty percent of the available police department shifts went uncovered. This is 1,169 hours Village residents went without police coverage or a total of 158 shifts as of August 31, 2018. The Sheriff's Department took care of approximately 238 calls within West Salem. During this time, residents may have had to wait from hours to days before speaking with law enforcement. Chief Ashbeck is proposing to strengthen the West Salem Police Department from seven full time officers to eight in order to eliminate gaps in police coverage and replacing the 2012 Chevrolet Tahoe, all with a final impact to the 2019 Village Operating Plan of a surplus of \$12,483. Expense increases noted in the proposed budget are due to legal expenses, software and maintenance upgrades, and acquisition of a new telephone system. Additional set aside funding is budgeted for a space needs study for a future law enforcement center and computer replacements. The Committee directed Administrator Schnitzler to include all items of the proposed police department budget in the draft 2019 Operating Plan and commended Chief Ashbeck on his work on this budget. Recreation Director Tony DeGaetano presented his proposed, reduced 2019 Recreation Department budget to the Committee. The reduction is not fully realized, however, since a recreation department employee has enrolled in the Village health insurance plan and fringe benefits have increased as a result. The budget includes slight increases in recreation program salaries and includes increases in proposed revenues. Capital outlays include a new storage shed at Riverview Park in order to keep the public out of the concession stand building, repairs to the Village Park Shelter fireplace, new soccer goals, tables and chairs for the Village Park Shelter, and set aside funds for roof repairs and ballfield light replacements. Mr. DeGaetano was asked to give input to the Administrator Schnitzler on performance and salary recommendations for his staff, and he was commended on his work over the past year and for his conservative proposed budget. Administrator Schnitzler informed the Committee many items required to complete the 2019 operating plan are still forthcoming and even the State's net new construction percentage for the Village is preliminary at 1.04 percent. Future meetings will be scheduled to review the Public Works Department budget requests and possible salary and wage increases.

Motion by Trustee Leicht, seconded by Trustee Wee to approve the Finance and Personnel Committee meeting minutes of September 13, 2018, as presented. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the September 17, 2018, Planning Commission meeting. On behalf of SKLT, LLC, Scott Krome has applied for an Outdoor Alcoholic Beverage Garden Permit in order to construct a 252- square foot area in the rear yard area of 163 South Leonard Street to serve as an outdoor beer garden. Mr. Krome's original building plan did not meet State Code and Village Code requirements, but after Commission discussion, Mr. Krome has modified his original plan to meet code. The south side of the beverage garden will have a fence and a gate. The east and north sides will have at least 25 percent of the walls open to natural air. The area will be properly lit and one camera will be present for monitoring. The Commission commended Mr. Krome for applying for the permit as it would keep patrons from smoking and drinking on the street side of the business. The Planning Commission scheduled a public hearing for the Outdoor Alcoholic Beverage Garden Permit for Thursday, October 11, 2018, at 5:00 p.m. with a Planning Commission meeting to follow.

Motion by President Manthei, seconded by Trustee Hennessey to approve the minutes of the September 17, 2018, Planning Commission meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Hennessey to adjourn the meeting at 7:25 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator