

Regular Board Meeting

September 20, 2011

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Leicht, Schumacher, and Wehrs. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Recreation Director Michelle Czerwan, Village Attorney Bryant Klos, and Village Administrator Teresa Schnitzler.

Public Comment

On behalf of David Hundt, Trustee Leicht reported the Labor Day Street Dance raised \$2,300 toward a legion baseball league. This amount represents approximately one-half of the funds needed to create a legion league.

Minutes

Motion by Trustee Leicht, seconded by Trustee Engel to approve the minutes of the September 6, 2011, Regular Board meeting as written. Roll call vote: Unanimous aye. Motion approved.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$34,581.96
<u>Water Utility:</u>	\$8,958.72
<u>Sewer Utility:</u>	\$11,970.96
<u>Storm Water Utility:</u>	\$641.42

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

Alcohol Beverage License Application

Motion by Trustee Wehrs, seconded by Trustee Leicht to approve an alcohol beverage license for Amanda Ann Faust, and deny a license to Chelsea N. Harr. Roll call vote: Unanimous aye.

Department Head Updates

Police Chief Charles Ashbeck reported police department statistics for 2011 to date on number of calls for service, arrests made, and citations issued. Public Works Director Scott Halbrucker reported Local Roads Improvement Program funding is available to the Village in an approximate amount of \$24,000 to \$25,000, and he is in the process of applying for funds to complete work planned for East Hamilton Street. Mr. Halbrucker also reported the ground reservoir painting is complete. Recreation Director Michelle Czerwan updated the Board on fall programs and activities planned.

Finance and Personnel Committee

Trustee Engel reported on the September 7, 2011, Finance and Personnel Committee meeting. The purpose of the meeting was to review hiring of an additional police officer, review of Village-owned lands for possible public sales, proposed 2012 public works department budget review, and continue preparation of the 2012 proposed operating plan. Diana Engel updated the Committee on progress in the preparation of the 2012 Operating Plan. The Committee still does not have enough financial information on the budget in order to make any decisions on hiring a new police officer. Decisions have to be made on how to include the additional hiring into the next and future budgets, and various options for balancing the 2012 budget were discussed. When more information is assembled, a decision on this matter will be proposed. Public Works Director Scott Halbrucker outlined for the Committee a proposed 2012 Public Works Department budget. Engineering estimates for 2012 projects are not fully known at this time, and Mr. Halbrucker will submit proposed budget numbers for engineering at a later date. Mr. Halbrucker informed the Committee it is West Salem's turn to receive Local Road Improvement Program funding, and he would propose the funds be utilized for Griswold Avenue and/or Oak Street improvements. A map highlighting Municipal-owned land was reviewed by the Committee. Potential land sales were determined to be on Brick Road and Maple Street. The Committee recommended reviewing the two sites and sending letters to the adjacent property owners to see if there is any interest in purchasing the land for their use.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the September 7, 2011, Finance and Personnel Committee meeting. Roll call vote: Unanimous aye.

West Salem Area Tourism Ad Hoc Committee

Trustee Leicht reported on the September 6, 2011, West Salem Area Tourism Ad Hoc Committee meeting. This year's Fishing Derby was a huge success, as reported by Steve Plenge. Of the 200 fish that were tagged, 54 were caught and prizes awarded. Errol Kindschy provided the Committee with a brief history of the Octagon House. As part of the West Salem Tourism and Information Center, the site welcomed over 300 visitors in 2011. The Welcome Center will remain open since the Center has received a grant to partially cover costs. It was decided by this Committee to continue to supply the Center with West Salem information. Efforts will also continue to inform staff at the Center so they are knowledgeable of events, activities, and business tourism opportunities in West Salem. Steve Plenge reported that last year's snowmobile trail signage was very successful. He will contact the Snowmobile Alliance to place the signage again season marking the trails this snow season. It was recommended by this committee to accept the bid from Brush Talk Signs for a new sign to be included in the 2012 budget. The cost for a 4' x 8' "Welcome" sign is \$1,600.00, plus an installation cost of \$250.00. The next meeting is scheduled for Monday, March 5, 2012, at 5:30 p.m., at the AmericInn Motel.

Motion by Trustee Leicht, seconded by Trustee Engel to approve the minutes of the September 6, 2011, West Salem Area Tourism Ad Hoc Committee as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve a 2012 expenditure for a new welcome sign in the amount of \$1,850. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Engel reported on the Finance and Personnel Committee meeting held on September 14, 2011. The purpose of the meeting was to discuss employee retention and/or reallocation, review the West Salem Fire Protection District annual report and proposed 2011-2012 operating budget, review the proposed 2012 Recreation Department budget, and continue 2012 proposed operating plan preparations. The Committee met in closed session, and upon reconvening in open session, the Committee reviewed the West Salem Fire Protection District annual report and the proposed budget for 2011-2012. The Committee had several questions and requests for clarification. The Committee directed Teresa Schnitzler contact the fire district secretary/treasurer and request he attend the next Finance and Personnel Committee meeting to give clarifications and explanations. Recreation Director Michelle Czerwan presented the Parks and Recreation Department proposed 2012 budget. Park expenses are proposed to be reduced, and several revenue account line items are proposed to be increased. Mrs. Czerwan would like to apply for an urban renewal grant for ash tree replacement in Village parks, and she has proposed a set aside for Village Park Shelter and Lions Shelter roof replacements. The proposed budget results in a 3.1 percent increase in revenues and a reduction in expenditures. Teresa Schnitzler distributed an up-to-date financial statement. The Recreation Department proposed budget will be inputted into the proposed master operating plan. The next meeting of the Committee is Wednesday, September 21. The meeting agenda will include review of library budget requests, West Salem Emergency Medical budget requests, West Salem Fire Protection District budget requests, and review of the proposed 2012 Police Department budget.

Motion by Trustee Engel, seconded by Trustee Leicht to approve the minutes of the September 14, 2011, Finance and Personnel Committee meeting. Roll call vote: Unanimous aye.

Street Committee

Trustee Leicht reported on the September 14, 2011, Street Committee meeting. The purpose of the meeting was to meet with Short Elliott Hendrickson regarding the railroad trail crossing and Pathways updates, review for recommendation an alternate bid for 2012 construction on East Hamilton Street, review a proposed five-year street plan, and review Safe Routes to School engineering submittals status. Randy Sanford presented drawings of the approved trail crossing on the east side on South Leonard Street. In order to move forward with this trail crossing, the Village will need to acquire right-of-way from the railroad, contract for a railroad plat, and the entire process could take three to four months to complete. Mr. Sanford then presented drawings of an alternate trail crossing on the west side of South Leonard Street. Canadian Pacific Rail has indicated this proposed alternative concept is not acceptable to CP Rail as shown. CP Rail stated any pedestrian movement being made south to north could cause an unsafe condition when the signal system becomes activated and the gate is in the down position. Pedestrians could become trapped between the down gate and the track zone. The proposal to install the trail on the west side would require the installation of an additional pedestrian only flashing light signal and gate to be installed on the side south of the track to control pedestrian movement. A timing sequence cannot be obtained to make a one signal system for a pedestrian trail on the south side and a one

signal system on the north side for roadway traffic workable. CP Rail recommends the proposed trail be installed along the outer westerly edge of the roadway easement and the existing flashing light signal and gate be relocated 7.25 feet toward the roadway. The estimated cost for signal relocation by CP Rail is approximately \$15,000. If the Village accepted this proposal and change, CP Rail would also approve this immediately after getting some drawings from Short Elliott Hendrickson. The Committee recommended proceeding with installing the proposed trail along the outer westerly edge of the roadway easement and relocating the existing flashing light signal and gate for an estimated cost of \$15,000. Randy Sanford reported the environmental report has been forwarded to the Wisconsin Department of Transportation and review of that report is in progress. Randy Sanford proposed the Pathways Project and the East Hamilton Project both be bid out in November or December, and a proposed construction schedule was discussed. South Leonard street lights and associated work would be scheduled as soon as possible in the spring of 2012 and be completed before May 31. The Pathways Memorial Drive and work south of Memorial Drive on South Mill Street and the East Hamilton/South Mill Street projects can both begin on June 4, 2012. Teresa Schnitzler informed the Committee the West Salem Business Association set aside \$2,000 in 2011 and plans to set aside \$2,000 in 2012 for the purchase of hanging flowerpots in the downtown South Leonard Street area. The West Salem Business Association has proposed to plant and maintain the flower baskets each year. As requested by Ms. Schnitzler, Randy Sanford presented costs on autofill hanging baskets and approximate costs for each basket. Including an autofill watering system plus the flower basket amounts to \$250 of additional costs per street pole. Ms. Schnitzler requested direction from the Committee on whether the Village is interested in accepting the Business Association's offer. The Committee felt a written commitment on the part of the Association should be looked into. Scott Halbrucker informed the Committee East Hamilton curb, gutter, storm water, and street construction work on South Mill and East Hamilton was taken out of the Pathways project, but this project still needs to be completed. Mr. Halbrucker proposed East Hamilton Street be submitted for Local Roads Improvement Project 50/50 funding. He has included this project in the Public Works proposed 2012 budget, and final project estimates need to be obtained from Short Elliott Hendrickson. The East Hamilton Street project can be bid at the same time as the Pathways project is bid, and work can begin after June Dairy Days in 2012. Mr. Halbrucker presented and reviewed with the Committee a proposed five-year street plan. A five-year street plan is required for Local Road Improvement Project funding, but the plan can be modified and revised from time to time as needs and budgets permit. Teresa Schnitzler reported five firms were sent requests for engineering proposals for the Safe Routes to School Program. Cedar Corporation, Jewell Associates Engineers, Inc., MSA Professional Services, Inc., and Schreiber/Anderson Associates responded with statements of qualifications. The Committee scheduled a meeting for Tuesday, September 20, 2011, at 6:30 p.m. to rank the responding engineering firms for recommendation to the Village Board and State of Wisconsin.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the September 14, 2011, Street Committee meeting minutes. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Wehrs to proceed with installation of the proposed trail along the outer westerly edge of the roadway easement and relocating

the existing flashing light signal and gate for an estimated cost of \$15,000. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer 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 it is or is likely to become involved, to-wit: threatened claim. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Engel to reconvene in open session at 8:37 p.m. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Koelbl to adjourn the meeting at 8:38 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator