

Public Hearing
Ordinance No. 438 Floodplain Zoning

October 4, 2011

Public hearing called to order at 6:55 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Leicht, Schumacher, and Wehrs. Also present: Coulee News Special Correspondent Emily Staed, Recreation Director Michelle Czerwan, Peyton Czerwan, Police Chief Charles Ashbeck, County Board Supervisor Ray Ebert, and Village Administrator Teresa Schnitzler.

The public hearing concerns Ordinance No. 438, which, if adopted, will delete and recreate Chapter 14 to update the Floodplain Zoning Ordinance in order to meet all Federal and State statutory requirements. The Village of West Salem Flood Insurance Rate Map has been updated and will be effective January 6, 2012. The new FIRM requires update and adoption of a new Village Ordinance.

There were no citizens present to speak for or against the proposed Ordinance.

Motion by Trustee Leicht, seconded by Trustee Engel to adjourn the public hearing at 6:57 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator

Regular Board Meeting

October 4, 2011

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Leicht, Schumacher, and Wehrs. Also present: Coulee News Special Correspondent Emily Staed, Police Chief Charles Ashbeck, Recreation Director Michelle Czerwan, Peyton Czerwan, County Board Supervisor Ray Ebert, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the September 20, 2011, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

General Fund: \$28,554.35

Water Utility: \$24,804.48

Sewer Utility: \$12,497.33

Storm Water Utility: \$301.83

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

Ordinance No. 438

Motion by Trustee Leicht, seconded by Trustee Iverson to approve Ordinance No. 438 to revise Chapter 14 of the Village Code of Ordinances regarding Floodplain Zoning. Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Leicht, seconded by Trustee Engel to approve a Special Event Application submitted on behalf of the West Salem High School for a Homecoming Parade beginning at North Leonard Street and terminating at Elm Street scheduled for October 7, 2011, at 2:15 p.m. Roll call vote: Unanimous aye.

Street Committee

Trustee Leicht reported on the September 20, 2011, Street Committee meeting. The purpose of the meeting was to review and finalize qualification-based selections and recommendation to the Village Board for approval of engineering consulting firm ranking in order of preference per Wisconsin Department of Transportation procedures and to review a proposed driveway ordinance. Statements of qualifications were received from SAA Design Group, Cedar Corporation, Jewell Associates, and MSA Professional Services. Committee members were asked to review each proposal and utilize eight criteria to review consultant data and qualifications. Based on the rankings given by each Committee member, a recommended firm ranking order of preference was decided in the following order of preference: Cedar Corporation, MSA Professional Services, SAA Design Group, and Jewell Associates. The Committee reviewed a proposed ordinance addressing street and sidewalk excavations in Village rights-of-way and creating driveway construction and repair specifications and procedures and a recommendation to the Village Board was made by the Committee.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the minutes of the September 20, 2011, Street Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Leicht to rank in order of preference engineering consulting firms for the Safe Routes to School Project as recommended by the Street Committee. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Engel to schedule a public hearing on Ordinance No. 440 Street and Sidewalk Excavations and Tree Planting and Boulevard Care for 6:55 p.m. on Tuesday, October 18, 2011. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Engel reported on the September 21, 2011, Finance and Personnel Committee meeting. The purpose of the meeting was to review for recommendation the West Salem Fire Protection District annual report and proposed 2011-2012 operating budget,

review proposed 2012 Police Department, Library, and West Salem Emergency Medical Team proposed budgets, and to continue 2012 operating plan preparations. Trustee Merlin Wehrs explained the proposed 2011-2012 West Salem Fire Protection District operating budget. The prior year supplies and repairs budget line was over budget last year due to equipment and vehicle repairs. The building maintenance budget line is increased for 2011-2012 in order to allow installation of a fire alarm system and make needed sidewalk repairs. Insurance costs show an increase because the figure is an estimate and will also include the addition of a new truck. The Fire District is proposing an increase in call pay from \$18 to \$20 per call. Mr. Wehrs stated the proposed budget projects a zero percent total levy increase, but because West Salem's equalized value increased, the Village's share is higher. The Committee recommended acceptance of the West Salem Fire Protection District annual report and proposed 2011-2012 operating budget. Police Chief Charles Ashbeck distributed his proposed 2012 police department budget. Chief Ashbeck proposed a 15-year police squad car rotation budget financing plan. The rotation plan illustrated annualized principal and interest payments and replacement of each police squad car twice. At a mid-point in the 15-year plan, annual costs would approximate the Village's usual set aside amount for squad car purchases. Because the Village did not hire an additional police officer in 2011, there is an estimated \$25,000 of unexpended funds that his budget proposes to move forward to 2012, and part time police officer wages will decrease with the additional police officer in 2012. The proposed police department budget will be included in the operating for consideration. Teresa Schnitzler distributed proposed 2012 library and youth services budget requests. The library budget proposes renewal of the Village-sponsored magazine subscriptions, painting of various heavily used areas of the library, mitigation of water seepage and repair of the water damaged areas, and front door entry way repairs. The youth services requests include book supports, holders, book boxes, sign holders, and clock repairs. Branch Supervisor Sharon Aldahl provided photos of the damaged areas for Committee review. The Committee felt the painting and the landscaping portion of the budget requests could be accomplished with community service personnel and the public works department employees. The bank balance in the library aluminum can and donations fund is \$6,619.13. Some of the needed repairs and requests could be funded from this account. The Stavlo Library Bequest account could be utilized as well. The proposed 2012 1st Responders budget request was reviewed by the Committee. It was noted the organization's budget funding request is the same amount was requested in 2010 in the amount of \$34,258.30. The request will be included in the 2012 operating plan. Teresa Schnitzler distributed a proposed from WHV, Inc. to upgrade the automated logic building automation software for the West Salem Community Center. WHV states our software will no longer be supported. The total quote is \$3,334. Scott Schumacher will contact WHV and follow-up on the necessity and need for this upgrade and report back to the Committee. The Committee requested a five-year history of public works department employees' overtime hours.

Motion by Trustee Engel, seconded by Trustee Leicht to approve the minutes of the September 21, 2011, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Wehrs to approve the West Salem Fire Protection District annual report and proposed 2011-2012 operating plan. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Engel reported on the Finance and Personnel Committee meeting held on September 28, 2011. The purpose of the meeting was to continue review of the proposed 2012 operating plan and budget preparation. The Committee reviewed the final draft of the operating plan which incorporates all department budget requests, an additional police officer, and anticipated revenues and expenditures for 2012. Department head input and Committee discussions resulted in potential expenditure reductions of \$55,000 to \$60,000. Various fee, permit, and citation increases were discussed, and the Committee will review the proposed 2012 fee schedule at its next meeting. Teresa Schnitzler was directed to contact the City of Onalaska for final shared ride contributions expected from the Village, a possible attorney fee retainer proposal, and library priority repair work.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the September 28, 2011, Finance and Personnel Committee meeting. Roll call vote: Unanimous aye.

Library Committee

Trustee Iverson reported on the October 3, 2011, Library Committee meeting. The purpose of the meeting was to review for recommendation to the Finance and Personnel Committee for budget considerations repair and maintenance issues at the library. Several water seepage and damage items have been included in the library budget requests for 2012. Mitigating water seepage under the emergency door in the southwest addition includes replacing the cement stoop outside the emergency door, landscaping to eliminate ponding and improve drainage, replacement of water-damaged carpet in front of the door, and replacement of the emergency door. Chair Marvin Iverson distributed a proposal prepared by Advanced Seamless, Inc. setting out gutter and downspout recommendations to solve the standing water issues around the library building. The Committee inspected the outside of the building, noting additional water-damaged areas. The Committee directed Public Works Director Scott Halbrucker to make the repairs suggested on the front door, caulk various gutter seams around the building, and consult with Culpitt Roofing on possible roof extensions and gutter work. The Committee recommended three repair items be taken care of in 2011: 1) remove sunken cement outside the southwest emergency door and replace with properly elevated and sloped cement; 2) replacement of emergency door with new sealed and weatherproof door; and 3) perform necessary work on gutter over the front entrance area to prevent further damage to the outside wall. Items the Committee recommends be taken care of in 2012 include complete removal of the patio and walls outside of the children's additions, carpet replacement, outside landscaping, additional gutter work at the northwest corner to prevent splashing on the outside wall, and interior painting.

Motion by Trustee Iverson, seconded by Trustee Koelbl to approve the minutes of the October 2, 2011, Library Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Leicht to adjourn the meeting at 7:34 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator