

Public Hearing
Ordinance No. 454
Parking Rule Changes

October 15, 2013

Public hearing called to order at 6:50 p.m. by Village President Dennis Manthei. Village Trustees present: Baltz, Koelbl, Lautz, Leicht, Schumacher, and Wehrs. Also present: Public Works Director Scott Halbrucker, Coulee News Special Correspondent Emily Staed, West Salem Fire Protection District Treasurer/Secretary David Tauscher, Siera Wiedemann, Village Attorney Bryant Klos, Richard Berghefer, and Village Administrator Teresa Schnitzler.

This public hearing concerns Ordinance No. 454, which, if adopted, will amend parking rules to prohibit parking in a fire lane located on public school property, create 10-minute parking on East Hamilton Street beginning at its intersection with South Mill Street and continuing west to its intersection with the first encountered alley, and to add a no parking area 150 feet long on the southeast side of Commerce Street.

There were no citizens present to speak against the Ordinance.

Richard Berghefer, owner of Creative Screenprint, 602 Commerce Street, was present to ask the Board to pass this Ordinance so semi trucks are able to back into his driveway to make deliveries. Mr. Berghefer talked with a neighboring business owner, and the owner is not opposed to this change.

Motion by Trustee Leicht, seconded by Trustee Schumacher to adjourn the public hearing at 6:54 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator

Regular Board Meeting

October 15, 2013

Meeting called to order at 7:00 p.m. by Village President Dennis Manthei. Village Trustees present: Baltz, Koelbl, Lautz, Leicht, Schumacher, and Wehrs. Also present: Coulee News Special Correspondent Emily Staed, Police Chief Charles Ashbeck, Recreation Director Michelle Czerwan, Public Works Director Scott Halbrucker, West Salem Fire Protection District Treasurer/Secretary David Tauscher, Richard Berghefer, Siera Wiedemann, Village Attorney Bryant Klos, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Lutz, seconded by Trustee Leicht to approve the minutes of the October 1, 2013, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

| | |
|-----------------------------|-------------|
| <u>General Fund:</u> | \$52,907.66 |
| <u>Water Utility:</u> | \$45,980.84 |
| <u>Sewer Utility:</u> | \$33,282.10 |
| <u>Storm Water Utility:</u> | \$1,801.40 |

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the payment of all claims as listed. Roll call vote: Baltz – present; remainder of Board - aye. Motion approved.

Ordinance No. 454

Proposed Ordinance No. 454, if adopted, will amend parking rules to prohibit parking in a fire lane located on public school property, create 10-minute parking on East Hamilton Street beginning at its intersection with South Mill Street and continuing west to its intersection with the first encountered alley, and to add a no parking area 150 feet long on the southeast side of Commerce Street.

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve Ordinance No. 454 amending parking rules. Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve a Special Event Application submitted by Siera Wiedemann for a 5K Run/Walk scheduled for Saturday, November 9, 2013, beginning at 12:00 Noon to benefit the American Cancer Society. Roll call vote: Unanimous aye.

Utilities Committee/Mass Transit (Shared Ride) Update

Trustee Baltz is the West Salem representative on the Onalaska Utilities Commission/Mass Transit. Trustee Baltz attends the monthly meetings of this Committee, and he would welcome comments or concerns regarding the shared ride program. It was noted West Salem uses the service to a greater per capita degree than any other municipality.

Alcohol Beverage License

Motion by Trustee Schumacher, seconded by Trustee Wehrs to approve an alcohol beverage license for Kristy E. Hubert and Kelli D. Wallace. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Finance and Personnel Committee

Trustee Leicht reported on the October 4, 2013, Finance and Personnel Committee meeting. The purpose of the meeting was to review the proposed 2014 West Salem Fire Protection District and library budget requests and to begin 2014 Operating Plan review and preparation. David Tauscher presented the 2013-2014 Fire Protection budget request. Mr. Tauscher has added account lines to the budget in order to present a more detailed budget. The total levy amount in the budget is \$1,268.24 higher than the levy amount for 2012-2013. The actual amount paid in 2012-2013 was used for the budget amount instead of the levy amount from the 2012-2013 budget. The actual amount is higher because the Town of Hamilton paid a portion of their 2011-2012 levy in fiscal year 2012-2013. The overall budget request shows an actual zero percent increase. The requested amount for 2013-2014 is \$100,365.03. The Committee will include the West Salem Fire Protection District budget request in the 2014 Operating Plan. Village Trustee Walter Baltz attempted to make contact with the Hazel Brown Leicht Memorial Library Branch Manager and the La Crosse County Library Director, but both individuals were not available. The proposed requests include additional meeting room tables, adult magazine subscription renewals, shelving, displays, and book supports. Teresa Schnitzler informed the Committee the library aluminum can and donation savings account has a balance of nearly \$7,200. Since the fundraising efforts have ceased, this account can be closed and the funds transferred into the general fund in order to fund the 2014 library budget requests. The Committee requested library personnel prioritize the budget request items or revise their request to a lower amount. The Committee discussed salary and wage increases for 2014 and requested Teresa Schnitzler provide spreadsheets showing a zero percent wage increase and a two percent wage increase for review by the Committee. The next Finance and Personnel Committee meeting is scheduled for Monday, October 14, 2013, at 4:00 p.m.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the October 4, 2013, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Capital Improvement Planning Committee

Trustee Lautz reported on the October 7, 2013, Capital Improvement Planning Committee meeting. The purpose of the meeting was to meet with Public Works Director Scott Halbrucker and Village Administrator Teresa Schnitzler regarding short-term and long-term department requirements in order to continue services and capital expenditure needs and requirements for storage, space, and staffing and to continue discussions and planning. As part of the capital improvement planning effort, the Committee has determined it will interview department heads as part of the review and researching process for a capital improvement plan recommendation. Mr. Green prepared a list of suggested questions for use as a guide in the process. During each interview, the Committee lists projects proposed by each department. The questions then relate to the projects proposed by each department. The Public Works Department maintains 22.55 miles of streets, 2 miles of alleys, 3 miles of sidewalks, 38,000 square feet of building space, 16 miles of storm sewer, 648 storm water inlets, 4 storm water ponds, 28.13 miles of water mains, 373 water valves, 253 hydrants, 22.74 miles of sanitary sewer, 1.81 miles of sewer force main, 472 manholes, and 4 lift stations. Projects proposed by Public Works Director Scott Halbrucker include maintenance and street repairs, storm water management projects, sewer main and manhole replacement and maintenance, major equipment replacement, building

maintenance, and sidewalks. Upcoming State mandates include significant capital expenditures and maintenance expenses such as phosphorus removal requirements and well pump inspections. Technology use is increasing, and, as a result computer replacement must be considered. Mr. Halbrucker explained the Public Works Department budgets must also include the three utility funds. For example, the estimates for reconstructing two blocks of West Hamilton Street are: \$217,339 for street reconstruction; storm water replacement of \$45,725, and sewer main work of \$74,438. Utilizing the WISLR program, every two years streets are inspected and data is entered such as ages of the streets, condition, and improvements made to all streets. The program rates all Village streets on a scale of 1 to 10. Mr. Halbrucker enters the Village amount budgeted for street capital and maintenance, and the program then provides suggested projects and maintenance needs. In order to complete all needed street projects and maintenance, West Salem would need an additional \$125,000 per year over the next five years. The Sewer Utility maintains an equipment replacement fund as mandated by the State's Clean Water Loan Fund. The replacement fund is supposed to have a balance of \$731,000, and the balance is under funded by \$367,000. Mr. Halbrucker stated the Water Utility is presently in decent financial shape. The Committee discussed how much funding each utility needs to bring equipment and infrastructure up to date, equipment acquisition and maintenance issues, the need for sinking fund accounts to pay for unexpected and planned expenditures, and projects the Village should be planning for at what cost. The Committee then will be able to make recommendations to the Village Board. The next meeting of the Committee is scheduled for Monday, October 21 at 4:30. The Committee will conclude review of the public works department maintenance and capital needs and begin discussions with the Village Administrator on short-term and long-term administration requirements.

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the Capital Improvement Planning Committee meeting of October 7, 2013, as presented. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the October 14, 2013, Finance and Personnel Committee meeting. The purpose of the meeting was to review the proposed 2014 Parks and Recreation Department budget and continue 2014 operating plan preparations. Michelle Czerwan presented the proposed 2014 Parks and Recreation Department budget. The Parks Expenses account was increased \$4,400 to begin park tree removal and replacement, purchase four benches for the lower park gazebo, paint the inside of the Village Park Shelter, provide a safety surface for an area in the Village Park, and make improvements to park building structures. Of the \$3,550 proposed for weed control and feed, \$440 of this is for the lower park. Black dirt and grass seed for the lower park is estimated at \$1,500. Mr. Leicht proposed the Neshonoc Lake District fund the weed control, feed, black dirt, and grass seed for the lower park. In addition, Mr. Leicht will consult with the Neshonoc Lake District Board about funding two benches for the lower park gazebo. This would reduce the Parks and Recreation proposed budget by \$3,640. Recreation program participation has increased, and program expenses have increased accordingly. Revenue from user fees, sponsor fees, and apparel orders have also increased. Ms. Czerwan noted revenues have increased 15.4% and expenses have increased 10.9%. The Committee discussed ADA compliance issues at the Community Shelter. The Committee believes ADA concerns

should be addressed by not only the Village, but also by the School District and the Hockey Association. Discussion was had regarding the Village purchasing and maintaining portable sanitation units versus renting the units, and placing an ADA-compliant unit at the Community Shelter during the Village's time of use. Included in the Parks and Recreation budget is flower planting and maintenance at the Memorial Court of Honor adjacent to the Village Park. The Committee directed Ms. Czerwan to talk with the American Legion about transferring this expense and maintenance to the owners of the Court of Honor. Ms. Czerwan will revise her proposed budget and resubmit for further review by the Committee.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the October 14, 2013, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Street Committee

Trustee Koelbl reported on the October 14, 2013, Street Committee meeting. The purpose of the meeting was to review and discuss for recommendation to the Village Board three Applications for Boulevard Improvement Variance Permits, all requesting variances to retain evergreen trees in the boulevards adjacent to their residences. The first Application was submitted by Beth and Dan Uhl to retain a white pine evergreen tree in the boulevard adjacent to their residence at 136 South Clark Street. The white pine is full at the bottom, and the Uhls agreed to remove all of the lower branches so no branches will hang less than ten feet on the sidewalk side and no less than fourteen feet on the street curb side of the tree pursuant to Section 5.09(D) of the Code of Ordinances. The second Application was submitted by Vicki and Richard Miller in order to retain an evergreen tree in the boulevard adjacent to their residence at 405 East Garland Street. The lower branches of this evergreen tree are trimmed up. The third Application was submitted by Connie and Larry Blunck to also retain an evergreen tree in the boulevard adjacent to their residence at 104 South Harmony Street. The lower branches of this evergreen tree are also trimmed up. The Committee recommended granting all three Applications for Boulevard Improvement Variance Permits conditioned upon all three property owners maintaining the branches so there is a ten-foot clearance on the sidewalk side and a fourteen-foot clearance on the street curb side. The Committee also recommended to the Village Board that the initial \$100 application fee and the \$50 annual renewal fee be enforced beginning January 1, 2014.

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve the minutes of the October 14, 2013, Street Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Koelbl, seconded by Trustee Lautz to adjourn the meeting at 7:23 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator