

Regular Meeting

November 2, 2021

Meeting called to order at 7:00 p.m. by Village President Scott Schumacher. Trustees present: Curtis, Hennessey, Lautz, Leicht, and Twining. Also present: Public Works Director Loren Schwier, Interim Police Chief Kyle Holzhausen, Recreation Director Tony DeGaetano, Kassandra Opsahl, Sarah Sullivan, Village Attorney Bryant Klos, and Village Administrator Teresa DeLong.

Minutes

Motion by Trustee Leicht, seconded by Trustee Curtis to approve the minutes of the October 19, 2021, 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>	\$94,186.76
<u>Water Utility:</u>	\$6,550.17
<u>Sewer Utility:</u>	\$9,882.16
<u>Storm Water Utility:</u>	\$3,264.47

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

Industrial Drive 2021 Street and Utility Extension Improvements Project

Village Engineer Dave Sauer submitted the bid analysis for the Industrial Drive 2021 Street and Utility Extension Improvement Project received on October 26, 2021. Based on his analysis of the bids received, the responsive low bidder is Badger Environmental & Earthworks, Inc. The total bid price for the contract was \$264,976.00. The bid includes extending Industrial Drive 260 lineal feet to the east and includes a list of unit price bid items for excavation, topsoil stripping and replacement, storm water control structure, storm water piping, riprap, sanitary sewer extension, and water main extension. Mr. Sauer's estimate for this project at bid time was \$275,000 to \$300,000.

Motion by Trustee Lautz, seconded by Trustee Hennessey to accept the Badger Environmental & Earthworks, Inc. low bid in the amount not to exceed \$264,976.00. Roll call vote: Unanimous aye. Motion approved.

Trustee Appointment to Public Transit Committee

Motion by President Schumacher, seconded by Trustee Twining to appoint Trustee Hennessey as an interim committee member on the Public Transit Committee which

oversees the Onalaska/Holmen/West Salem Shared Ride Public Transit. Roll call vote: Unanimous aye. Motion approved.

Law Enforcement Committee

Trustee Lautz reported on the October 19, 2021, Law Enforcement Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board an Application to Exceed Pet Limit submitted by Amy and Warren Moquin. The applicants reside at 220 Rose Street North. The residents would like to adopt a one-year old spayed cat, a two-year old spayed cat, and a three-year old neutered cat from the Coulee Region Humane Society. The cats are up-to-date with their vaccinations, and all three cats will be house cats. The Committee recommended approval of the Application.

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the minutes of the October 19, 2021, Law Enforcement Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Lautz, seconded by Trustee Twining to approve the Application to Exceed Pet Limit as recommended. Roll call vote: Unanimous aye. Motion approved.

Finance and Personnel Committee

Trustee Leicht reported on the Finance and Personnel Committee meeting held on October 22, 2021. Interim Police Chief Kyle Holzhausen presented the 2022 proposed Police Department budget requests. An additional police officer is proposed along with a half time secretary. Expenditures have increased due to portable radio purchases, squad car loan principal and interest payments, numerous new annual contract fees due to conversion to Axon body, squad, and interview room cameras, and mandatory FBR/RMS upgrade conversion fee sharing with La Crosse County. Other expenditures include routine squad car and command trailer maintenance, increased fuel prices, and increased legal expenses. Revenues have remained the same with an additional \$18,000 expected from grant funding. The Committee reviewed the 2022 EMS budget request. The financial aid request of \$41,858.10 from the Village is the same amount as requested in 2021. The Village calls for service totaled 74 percent of the total medical team responses. The Committee commended the West Salem Emergency Medical Team for its continued service to the Village and for its ability to keep its budget to fair and reasonable levels each year. The Committee will need to address the budget deficit, and department heads will be requested to adjust their budgets prior to the next Finance and Personnel Committee meeting scheduled for Wednesday, October 27, 2021.

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the Finance and Personnel Committee meeting minutes of October 22, 2021. Roll call vote: Unanimous aye. Motion approved.

Planning Commission

President Schumacher reported on the October 25, 2021, Planning Commission public hearing and meeting. The public hearing concerned a Conditional Use Permit Application submitted by Pete Opsahl in order to allow a six-unit residential unit on Lot 2 (former Lot 22) of Greenfield Addition. There were no citizens present to speak for or

against the Conditional Use Permit Application. The Planning Commission meeting was then called to order. The Commission reviewed an Application for Conditional Use Permit submitted by Developer Pete Opsahl. Mr. Opsahl would like to convert Lot 21 to a single-family home parcel, adjust the lot lines, and Lot 22 would then become a six-unit parcel. A certified survey map was submitted creating new Lots 1 and 2 of the development for recording. The Commission recommended approval of the Conditional Use Permit submitted by Pete Opsahl with relevant conditions incorporated therein. The Commission then reviewed a Petition for Change of Zone submitted jointly by EPH LLC and Northern States Power Company to amend properties presently zoned R-1 Single-family Residential District to Industrial District. EPH wishes to utilize the vacant lot as additional parking for employees of West Salem Tool & Die and for a storage building on the south end of the lot. The Commission scheduled a public hearing on the Petition for Change of Zone submitted by EPH LLC and Northern States Power Company for Tuesday, November 16, 2021.

Motion by President Schumacher, seconded by Trustee Lutz to approve the Planning Commission meeting minutes as presented. Roll call vote: Unanimous aye. Motion approved.

Conditional Use Permit No. 48

The Board reviewed Conditional Use Permit No. 48 as recommended by the Planning Commission. Conditions included in the permit are:

1. Village Board approval of the subdivision by Certified Survey Map of Lots 21 and 22 of Greenfield Addition, Village of West Salem, La Crosse County, Wisconsin, into Certified Survey Map Lots 1 and 2.
2. This Conditional Use Permit voids all conditions imposed on Lots 21 and 22 of Greenfield Addition, Village of West Salem, La Crosse County, Wisconsin, as found in Doc. No. 1753827 recorded on 9/3/2020 in the La Crosse County Register of Deeds office.
3. Certified Survey Map Lot 1 will remain a single-family parcel and Certified Survey Map Lot 2 is approved for a six-unit townhouse.
4. Said townhouse must meet State and Village building and fire code requirements.
5. The townhouse residential unit must provide garage space for at least two (2) vehicles and driveway parking space for two (2) vehicles.
6. Said townhouse must meet the following requirements: Maximum building height of thirty-five (35') feet; front yard setback at least twenty-five (25') feet; rear yard setback at least twenty-five (25') feet; side yard setback at least ten (10') feet on each side.
7. No advertising or other signs are allowed on the property which does not comply with the West Salem Code of Ordinances.
8. The townhouse being more than two (2) units is considered a commercial enterprise under West Salem Code of Ordinances and must contract for its own garbage and recycling pickup. All garbage and recycling for the residential units in said townhouse shall either be through roll out trash and recycle bins which are stored in the garages for each unit or be through the use of dumpsters which shall be the roll-out type and stored at all times when not being emptied within a gated, mason-block enclosure with walls at least six (6') feet in height.

Motion by Trustee Hennessey, seconded by Trustee Twining to approve Conditional Use Permit No. 48 as presented. Roll call vote: Unanimous aye. Motion approved.

Certified Survey Map

Motion by Trustee Lautz, seconded by Trustee Curtis to approve the Certified Survey Map as submitted by Greenfield Addition LLC. Roll call vote: Unanimous aye. Motion approved.

Finance and Personnel Committee

Trustee Leicht reported on the October 27, 2021, Finance and Personnel Committee meeting. At that meeting, Village Administrator Teresa DeLong presented the Committee with a balanced 2022 operating plan. She informed the Committee of important elements affecting the 2022 budget. According to the Department of Administration, West Salem's population is now 5,116. Population is oftentimes used for billing services to a municipality. For example, the Household Hazardous Waste Facility is charging \$1.50 per capita for 2022, up from \$1.45 per capita when the Village population was 5,045. State shared revenue will decrease \$210 in 2022, and General Transportation Aids from the State has decreased \$6,888. IT Security will increase 3% in 2022, and cybersecurity insurance was added to the package for 2022 in the amount of \$4,000 per year. Garbage and recycling costs are increasing 3% for 2022. The Village pays dollar amounts per single family and duplex residences. With new homes also comes added per unit charges for the services. Workers compensation, property, auto, law enforcement, and liability insurance is increasing 4% for 2022. Village Administrator DeLong stated she decreased employee health insurance 1% by increasing the deductibles from \$3,500/\$7,000 to \$5,000/\$10,000 and continuing to supplement with the health reimbursement account so employees will see no effect from the increased deductibles. La Crosse County purchased ExpressVote ballot marking machines for use by disabled voters for all municipalities, and it paid for the reprogramming of tabulators to work with the new ExpressVotes. Each machine is \$3,500. The municipalities are only responsible for the increased maintenance and hardware fees of approximately \$600. The Finance and Personnel Committee will recommend a borrowing resolution to the Village Board for purchase of a new squad car and equipment in the amount of \$75,000 at 3% for 5 years. The 2022 Operating Plan includes one additional police officer and one half-time office staff for the police department. Chair Jim Leicht requested several years of undesignated fund balance amounts, and an employee wages and fringes comparison of 3% increases to 2% increases. Working closely with department heads in an effort to balance the 2022 operating plan, Administrator DeLong offered suggestions for consideration. Interim Police Chief Kyle Holzhausen researched how other municipalities in the United States are planning to utilize the American Rescue Plan Act funds. Eligible uses are allowed to prevent and respond to crime and support public safety. In communities where an increase in violence or increased difficulty in accessing or providing services to respond to or mitigate the effects of violence, ARPA funds can be utilized. The Village would be allowed to invest in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in violence resulting from the pandemic. Chief Holzhausen is able to document an increase in calls for service and violence. She proposed the \$18,500 for emergency communication (portable radios), the \$10,000 to La Crosse County for the Village's share of the Central Square records management

CAD and mobile system upgrade, and \$30,000 for new upgraded Tasers be funded with ARPA funds. American Rescue Plan Act funds may also be utilized to promote healthy environments and neighborhoods. Funding equipment to improve the quality of recreational grass fields and promotion of recreation activities by purchasing recreation equipment totaling \$11,000 for the Recreation Department budget could be considered. The Public Works Department fleet vehicle replacement can be funded with ARPA funds. Administrator DeLong proposed using \$100,000 of the \$525,000 West Salem has been granted as follows: \$59,000 - Police Department; \$11,000 - Recreation Department; and \$30,000 - Public Works Department. The Elm Street Storm Water and Street Reconstruction Project is estimated at \$688,000. Using the remaining \$425,000 in ARPA funds leaves a balance of \$263,088 to borrow either from the Clean Water Drinking Fund or a local financial institution over an approved period time. Attorney Klos noted that on October 26, 2021, the bid analysis for the Industrial Drive Storm Water and Street Extension was submitted to the Village, and those construction costs should also be included in the 2022 operating plan. The Committee recommended the Village Board schedule a public hearing on the 2022 operating plan as presented.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the Finance and Personnel Committee meeting minutes of October 27, 2021. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Hennessey to schedule a public hearing on the 2022 Operating Plan for Tuesday, November 16, 2021, beginning at 6:50 p.m. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Twining adjourn the meeting at 7:31 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator