

Public Hearing  
Ordinance No. 486 Parking Prohibition

November 6, 2018

Public hearing called to order at 6:50 p.m. by President Manthei. Trustees present: Brown, Hennessey, Lautz, Leicht, Schumacher, and Wee. Also present: Police Lieutenant Jeremy Randall, Public Works Director Scott Halbrucker, Recreation Director Tony DeGaetano, Village Attorney Bryant Klos, and Village Administrator Teresa Schnitzler.

The public hearing concerns Ordinance No. 486, which, if adopted, will limit and prohibit vehicle parking on Griswold Avenue.

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

Motion by Trustee Leicht, seconded by Trustee Schumacher to adjourn the public hearing at 6:53 p.m. Roll call vote: Unanimous aye. Motion approved.

Teresa L. Schnitzler, Village Administrator

Regular Meeting

November 6, 2018

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Brown, Hennessey, Lautz, Leicht, Schumacher, and Wee. Also present: Public Works Director Scott Halbrucker, Recreation Director Tony DeGaetano, Police Lieutenant Jeremy Randall, Village Attorney Bryant Klos, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Lautz, seconded by Trustee Wee to approve the minutes of the October 16, 2018, 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>	\$58,700.73
<u>Water Utility:</u>	\$13,524.57
<u>Sewer Utility:</u>	\$17,924.632

Storm Water Utility:

\$2,991.72

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

Ordinance No. 486 – Parking Prohibition

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve Ordinance No. 486 Parking Prohibition. Roll call vote: Unanimous aye.

Alcohol Beverage License Application

Motion by Trustee Schumacher, seconded by Trustee Lautz to approve the issuance of an alcohol beverage license to Gregory W. Westland. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the October 18, 2018, Finance and Personnel Committee meeting. Administrator Schnitzler distributed a final draft of the 2019 operating plan in a narrative form containing explanations of each account line item. State shared revenue and transportation aids revenue, proposed borrowings less all expenses and capital projects has resulted in a proposed levy of \$1,521,258. Estimated shared revenue has been reduced by \$359, but transportation aids increased \$5,000. Principal payments on prior borrowing totals \$247,766. 2019 capital financing has been structured so the first principal payments are due in 2020. Included in the proposed budget are employee wage and salary increases, and the Committee discussed employee performances. The additional duties of zoning administration and property maintenance code enforcement now performed by the Village Administrator were also reviewed. The Committee recommended approval of the 2019 operating plan which includes expenditures totaling \$3,210,839 and a property tax levy of \$1,521,258. Administrator Schnitzler presented a proposed 2019 fee schedule. Changes to the fee schedule include an update of building permit fees and revisions to the park shelter and park use fees. The Committee recommended approval of Resolution 8.18 West Salem Fee Schedule as presented. The Committee also recommended the Village Board schedule a public hearing on the proposed 2019 Operating Plan for Tuesday, November 20, 2018, beginning at 6:45 p.m.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the October 18, 2018, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Resolution 8.18

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve Resolution 8.18 West Salem Fee Schedule. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Brown to schedule a public hearing on the 2019 Operating Plan for Tuesday, November 20, 2018, at 6:45 p.m. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the October 29, 2018, Planning Commission meeting. The Commission reviewed two Conditional Use Permit Applications submitted by Kwik Trip, Inc. for installation of two new signs at its new location at 341 East Jefferson Street. The first application is to install an electronic message center on a proposed pylon sign fronting East Jefferson Street. The second application is for installation of a double-faced 100-foot tall ground sign adjacent to Interstate 90. The pylon sign that will house the new message center will be double-faced, 25 feet tall overall with a Kwik Trip face, four fuel price signs, and a message center. All regulations of the Village Ordinances will be followed. The messages would be displayed for a minimum of six seconds before changing instantaneously with no transition modes. The present high rise sign is currently 82 feet tall, but it is not tall enough to be seen in its entirety year round from Interstate 90 in both directions of traffic due to the vegetation in the right-of-way. Mr. Roberts explained that in order to accommodate the Kwik Trip sign plus two fuel price signs and a CAT Scale sign, this height will be needed. The Commission scheduled public hearings on the Conditional Use Permit Applications for Monday, November 19, 2018, beginning at 5:00 p.m. with a Planning Commission meeting to follow.

Motion by President Manthei, seconded by Trustee Schumacher to approve the minutes of the October 29, 2018, Planning Commission meeting as presented. Roll call vote: Unanimous aye.

#### Finance and Personnel Committee

Trustee Leicht reported on the November 5, 2018, Finance and Personnel Committee meeting. Chief Ashbeck presented the Committee with two proposals received to perform a police facility space needs assessment. The proposal received from FGM Architects from Milwaukee, Wisconsin, includes a determination for size of a new police department, estimated total project budget, implementation timeline and schedule, and completed product at a cost of approximately \$12,000. To include a space needs study for the Administration and Recreation Departments, the quote is \$22,000. The second proposal was received from McClaren, Wilson & Lawrie, Inc. of Wheaton, Illinois. This firm will determine a recommended size of a new police department, prepare adjacency diagrams for department operations, prepare a site test fit diagram for the future location, prepare a cost estimate for construction and project costs, and provide a summary report of outcomes for a total cost of \$12,505. Chief Ashbeck expressed greater confidence in the work, history, and experience of the McClaren firm. The Committee voted that subject to approval of the 2019 operating plan the Committee recommends to the Village Board acceptance of the McClaren, Wilson & Lawrie proposal to perform a space needs assessment study for the future police department in an amount not to exceed \$15,000.00.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the November 5, 2018, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Wee that pending approval of the 2019 Operating Plan the Village accept the proposal submitted by McClaren, Wilson & Lawrie to perform a space needs assessment study for the future police department in an amount not to exceed \$15,000. Roll call vote: Unanimous aye.

Motion by Trustee Lautz, seconded by Trustee Leicht to adjourn the meeting at 7:15 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator