

## Regular Meeting

November 15, 2022

Regular 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, Police Chief Kyle Holzhausen, and Village Administrator Teresa DeLong.

### Minutes

Motion by Trustee Hennessey, seconded by Trustee Curtis to approve the minutes of the November 1, 2022, regular Board meeting as written. Roll call vote: Unanimous aye. Motion approved.

### Claims

Claims totaling \$132,758.01 were presented for payment. Motion by Trustee Leicht, seconded by Trustee Lautz to approve the payment of all claims as listed. Roll call vote: Unanimous aye.

### Finance and Personnel Committee

Trustee Leicht reported on the November 7, 2022, Finance and Personnel Committee. Administrator DeLong distributed a final draft of the 2023 operating plan in a narrative form containing explanations of each account line item. State shared revenue and transportation aids revenue, the allowed levy increase based on net new construction is \$17,310 less all expenses and debt service has resulted in a proposed levy of \$1,607,084. Estimated shared revenue decreased \$308 from 2022, and transportation aids decreased \$824. Principal and interest payments on prior borrowing totals \$313,548. Chief Holzhausen presented a proposal to create a supervisory position from present staff in the police department to enhance a clear and concise command structure and operate more efficiently and effectively. Chief Holzhausen proposed the creation of a police captain position. The police captain would perform as the Chief's second in command and be responsible for departmental decision-making in the Chief's absence. The position would be assigned to a nine-hour duty day beginning at 8:00 a.m. on a 5/2 – 4/3 work rotation (including weekends). Chief Holzhausen outlined the various administrative tasks to be assigned to the new police captain. Implementing this proposal would reduce the police department overall budget by approximately \$10,000. The Committee discussed designated salary increase set asides for future budget cycles, use of the remaining American Rescue Plan Act fund balance, utilizing all of the jurisdictional transfer payment from La Crosse County, hiring a parks/public works employee, and borrowing \$250,000 to complete the Elm Street/Storm Reconstruction Project, purchase a police squad car, and complete Village Park shelter capital improvements. The Committee reviewed a proposed fee schedule. There are two changes in the schedule: increase Shelter Rental Fees from \$50 to \$60 and include a golf cart ordinance violation forfeiture in the amount of \$124. The Committee recommended approval of Resolution 6.22 as presented. A public hearing was scheduled on the proposed 2023 Operating Plan for Tuesday, December 6, 2022, beginning at 6:50 p.m.

Motion by Trustee Leicht, seconded by Trustee Curtis to approve the minutes of the November 7, 2022, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Lautz to approve Resolution No. 6.22 Village of West Salem Fee Schedule as presented. Roll call vote: Unanimous aye. Motion approved.

#### Planning Commission

Trustee Lautz reported on the November 9, 2022, Planning Commission public hearing and meeting. The public hearing concerned a Conditional Use Permit Application submitted by Shirley P. Alexander, Member of Susan Court, LLC, in order to create a zero lot line townhome at 100 and 102 Jennifer Lane. The parcel is presently a duplex, and the owner would like to convert it to a separate ownership townhome. There were no citizens present to speak for or against the Conditional Use Permit. Realtor Sherri Grass stated the area presently has duplex and twinhomes. The owner-occupied twinhome will create a higher tax base for the Village. The public hearing was closed, and the Planning Commission meeting was then called to order. The Commission reviewed the Conditional Use Permit Application, the Common Wall Maintenance Agreement, Certified Survey Map, and the Home Inspection report provided by Susan Court LLC. The Commission unanimously recommended to the Village Board approval of Conditional Use Permit No. 54 and accompanying Certified Survey Map as submitted.

Motion by Trustee Lautz, seconded by Trustee Twining to approve the minutes of the Planning Commission meeting held on November 9, 2022, as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Lautz, seconded by Trustee Hennessey to approve Conditional Use Permit No. 54, as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Twining, seconded by Trustee Lautz to approve the certified survey map submitted by Susan Court LLC. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Lautz, seconded by Trustee Lautz to adjourn the meeting at 7:21 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator