

Regular Meeting

March 7, 2023

Meeting called to order at 7:00 p.m. by Village President Scott Schumacher. Trustees present: Curtis, Hennessey, Lautz, Leicht, and Twining. Also present: Police Chief Kyle Holzhausen, Police Captain Timothy O'Neill, Public Works Director Loren Schwier, Recreation Director Tony DeGaetano, June Dairy Days President Jessica Griffin, and Village Administrator Teresa DeLong.

Minutes

Motion by Trustee Leicht, seconded by Trustee Curtis to approve the minutes of the February 21, 2023, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims totaling \$61,944.57 were presented for payment. Motion by Trustee Leicht, seconded by Trustee Twining to approve the payment of all claims as listed. Roll call vote: Unanimous aye. Motion approved.

June Dairy Days

June Dairy Days Executive Board President Jessica Griffin presented the plans for the 2023 annual June Dairy Days festival scheduled for June 2, June 3, and June 4. The Committee is again requesting use of the Village Park Shelter, the Lions Club Shelter, Memorial Drive, Mill Street South, and temporary use of Leonard Street for the parade and other activities. The Board requested use of Memorial Drive beginning at 12:00 a.m. on Thursday, June 1 for the carnival to begin set up for the weekend. A fireworks display is planned for Friday, June 2 at approximately 10:00 p.m. The car show is planned for Sunday, June 4 in the parking lot of Union State Bank, Leonard Street, and Hamilton Street.

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the various street closings, shelter uses, waiver of park closing hours, and use of the public parking lot along Memorial Drive and Mill Street South. Roll call vote: Unanimous aye. Motion approved.

Class "B" Beer Retail License Application

Motion by Trustee Hennessey, seconded by Trustee Lautz to approve the issuance of a Class "B" Beer Retail License to AmericInn West Salem. Roll call vote: Unanimous aye. Motion approved.

Ordinance No. 514

The Village Board was asked to review a proposed amendment to the parking, stopping, and standing section of the Village Code of Ordinances and to consider adopting a no parking in front of mailboxes section. Section 6.05(G)(7) of the Code prohibits parking along both the south and the north curb lines of Hamlin Street by the high school, except for the unloading of school busses. The School Resource Officer has requested the words "emergency vehicles" also be added to the exception, thus, allowing the officer to park along Hamlin Street. The draft Ordinance would also prohibit parking within four feet of and in front of mailboxes. If the mail carrier cannot access a mailbox, mail will not be delivered. The administration office has taken complaints from residents whose

mailboxes were blocked by parked vehicles. The complaints have increased over the last five months due to student parking on Mark Street and Lark Lane. Captain O'Neill informed the Board that the postmaster stated the carrier needs ten feet on each side of a mailbox in order to maneuver to deliver the mail. The Village Board revised the proposed ordinance to read "no person shall park within five feet on either side of any mailbox authorized for receipt of mail service."

Motion by Trustee Hennessey, seconded by Trustee Twining to schedule proposed Ordinance No. 514 for a public hearing on Tuesday, April 18, 2023, beginning at 6:50 p.m. Roll call vote: Unanimous aye. Motion approved.

West Salem Area Room Tax Commission

Trustee Leicht reported on the February 27, 2023, West Salem Area Room Tax Commission meeting. The purpose of the meeting was to discuss three possible uses of the retained room tax funds to promote tourism and tourism development. Chair Stephen Cohen presented an updated proposal to install a trail head on Heritage Boulevard on the start of the trail leading to Veteran's Memorial Park between 1540 and 1560 Heritage Boulevard. The goal is to provide information to visitors and residents regarding the trail, West Salem businesses, and the surrounding region as an avenue to promote the various amenities West Salem has to offer. Installing a bicycle fix-it station, a bench, trash can, and a kiosk with map and information would provide a trail user with a place to take a break and relax, deposit garbage, and make repairs to a bicycle or pump air into a tire. Estimated costs presented are \$8,000. The Commission recommended the Village Board approve expending up to the estimated \$8,000 toward the trail head project as presented. Commission Member Nick Miller discussed proposals he has received for 24 new streetlight banners. Estimated costs are \$2,000 for banners and art work. The Committee recommended the Village Board approve moving forward with the purchase of new street light banners in an amount up to \$2,000. The Commission then discussed supplemental traffic generator signs and specific information attractions category signs for the La Crosse Fairgrounds Speedway on Interstate 90. The costs for stand-alone green and white or brown and white supplemental traffic generator signs would total between \$35,000 and \$40,000. The second option would be to apply for SIS (specific information signs). These are blue and white signs with logos for businesses and other entities along the Interstate like gas, food, and lodging. Costs are typically \$1,000 with an annual rental fee of \$1,000. Commission Member Chuck Deery requested this matter be tabled until he is able to talk with other entities involved in the speedway and fairgrounds regarding funding.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the minutes of the February 27, 2023, West Salem Area Room Tax Commission meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Curtis to approve construction of the trail head project leading to Veteran's Memorial Park as presented in an amount not to exceed \$8,000 from the retained room tax dollars. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Twining, seconded by Trustee Hennessey to approve the purchase of new street light banners in an amount not to exceed \$2,000. Roll call vote: Unanimous aye. Motion approved.

Planning Commission

President Schumacher reported on the February 28, 2023, Planning Commission meeting. The Commission reviewed an Application for Conditional Use Permit submitted by Shirley Alexander. Ms. Alexander would like to create a zero lot line townhome at 122 and 124 Susan Court. The parcel is presently a duplex, and the owner would like to convert the structure to a separate ownership townhome. A certified survey map is being prepared for review by the Commission in conjunction with the conditional use permit application. The Commission noted confirmation has been received that the duplex was constructed with the required firewall in place from the basement to the roof deck, and a proposed Common Wall Maintenance Agreement was submitted with the Application. The Commission scheduled a public hearing on the Conditional Use Permit Application for Thursday, March 16, 2023, beginning at 5:00 p.m. with a Planning Commission meeting immediately following. The Commission then reviewed the initial draft of the Village of West Salem Comprehensive Plan 2023-2043 prepared by Senior Planner for Cedar Corporation Josh Miller. State Statutes prescribe the requirements of comprehensive plans, and nine elements must be included in an adopted plan. The elements include: Issues and Opportunities; Housing; Transportation; Utilities and Community Facilities; Agricultural, Natural and Cultural Resources; Economic Development; Intergovernmental Cooperation; Land use; and Implementation. Each Chapter contains tables, demographics, census and survey facts and figures, and goals, objectives, and recommendations. Mr. Miller summarized and highlighted areas of each chapter for the Commission. He stated the most important chapter of a comprehensive plan is the Land Use chapter. Municipal zoning and use decisions must follow Chapter 8. Future Land Use Districts and Growth Areas should be referred to often and updated when necessary, and it is a tool to use to further regulate other regulations. The Commission and Attorney Klos offered suggestions, comments, and revisions. Mr. Miller will transmit larger land use and future use maps to the Commission for its closer review. The Commission will discuss the comprehensive plan again at its March 16, 2023, meeting.

Motion by President Schumacher, seconded by Trustee Lautz to approve the minutes of the February 28, 2023, Planning Commission meeting, as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Hennessey to adjourn the meeting at 7:46 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator