

Public Hearing  
Ordinance No. 523  
Amend Charter Ordinance Creating the Office of Village Administrator to Consolidate  
Administrative Functions and Creating the Office of Village Clerk/Treasurer  
October 3, 2023

Public hearing called to order at 6:45 p.m. by Village President Scott Schumacher. Trustees present: Anderson, Hennessey, Lautz, Leicht, and Twining. Excused: Curtis. Also present: Recreation Director Tony DeGaetano, David Bentzen, Stephanie Bentzen, Stephen Cohen, Chris Hardie, Sheryl Hardie, and Village Administrator Teresa DeLong.

Ordinance No. 523, if adopted, will amend Sections 1.05 of the Village Code of Ordinances in order to create the position of Village Clerk/Treasurer. There were no citizens present to speak for or against the proposed Ordinance.

Motion by Trustee Leicht, seconded by Trustee Twining to close the public hearing at 6:47 p.m. Motion unanimously approved by voice vote.

Teresa L. DeLong, Village Administrator

Public Hearing  
Ordinance No. 524  
Amend Residential Fences  
October 3, 2023

Public Hearing called to order at 6:50 p.m. by Village President Scott Schumacher. Trustees present: Anderson, Curtis, Hennessey, Lautz, Leicht, and Twining. Also present: Recreation Director Tony DeGaetano, David Bentzen, Stephanie Bentzen, Stephen Cohen, Chris Hardie, Sheryl Hardie, and Village Administrator Teresa DeLong.

Ordinance No. 524, if adopted, will amend Chapter 3 regarding the height of residential fences in the R-1 Residential District and R-2 Residential District to allow fences to be a maximum of 6½ feet high in not just the rear yard but also the portion of the yard facing the non-addressed street yards of corner lots adjacent to traditional street intersections. There were no citizens present to speak for or against the proposed Ordinance.

Motion by Trustee Lautz, seconded by Trustee Twining to close the public hearing at 6:52 p.m. Motion unanimously approved by voice vote.

Teresa L. DeLong, Village Administrator

Regular Meeting  
October 3, 2023

Regular meeting called to order at 7:00 p.m. by Village President Scott Schumacher. Trustees present: Anderson, Curtis, Hennessey, Lautz, Leicht, and Twining. Also present: Recreation Director Tony DeGaetano, Public Works Director Loren Schwier, Police Chief Kyle Holzhausen, David Bentzen, Stephanie Bentzen, Stephen Cohen, Chris Hardie, Sheryl Hardie, and Village Administrator Teresa DeLong.

Minutes

Motion by Trustee Curtis, seconded by Trustee Twining to approve the minutes of the meeting held on September 19, 2023, as written. Roll call vote: Unanimous aye. Motion approved.

Claims

Claims were presented for payment totaling \$55,899.74. Motion by Trustee Leicht, seconded by Trustee Anderson to approve the payment of all claims as listed. Roll call vote: Unanimous aye.

Original Alcohol Beverage License Application

An Original Alcohol Beverage Class "B" Beer and "Class B" Winery License Application was submitted by Brambleberry Winery, LLC for 234 Leonard Street North. The premise will be used as a tasting room where wine can be sampled and sold and where beer can be sold. Managing members of Brambleberry Winery are Christian and Sheryl Hardie.

Motion by Trustee Leicht, seconded by Trustee Twining to approve the issuance of the alcohol beverage license. Roll call vote: Unanimous aye. Motion approved.

Ordinance No. 523

Motion by Trustee Lautz, seconded by Trustee Hennessey to approve Ordinance No. 523 to Amend Charter Ordinance Creating the Office of Village Administrator to Consolidate Administrative Functions and Creating the Office of Village Clerk/Treasurer as presented. Roll call vote: Unanimous aye. Motion approved.

Ordinance No. 524

Motion by Trustee Twining, seconded by Trustee Anderson to approve Ordinance No. 524 Amend Residential Fences as presented. Roll call vote: Unanimous aye. Motion approved.

Special Event Application

Motion by Trustee Anderson, seconded by Trustee Twining to approve the issuance of a Special Event Permit to the West Salem Business Association and the West Salem Parks and Recreation Department in order to hold the annual downtown trick or treating and trunk or treating event in the Village Park on Tuesday, October 31, 2023, beginning at 3:00 p.m. and ending at 5:00 p.m. Roll call vote: Unanimous aye. Motion approved.

### Resolution No. 6.23 Resolution Relocating Polling Place

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve Resolution 6.23 Relocating Polling Place Effective January 1, 2024. Roll call vote: Unanimous aye. Motion approved.

### Memorandum of Understanding

Motion by Trustee Hennessey, seconded by Trustee Anderson to authorize the Village President and Village Administrator to sign the Memorandum of Understanding between Village of West Salem and Presbyterian Church of West Salem for Use of the Fellowship Hall for Elections. Roll call vote: Unanimous aye. Motion approved.

### Public Safety Facility Ad Hoc Committee

Motion by President Schumacher, seconded by Trustee Curtis to appoint the following individuals to the Public Safety Facility Ad Hoc Committee: Scott Schumacher, Tom Curtis, Kyle Holzhausen, John Lautz, and Jason Lassen. Roll call vote: Unanimous aye. Motion approved.

### Finance and Personnel Committee

Trustee Leicht reported on the September 18, 2023, Finance and Personnel Committee meeting. The Committee reviewed the 2024 budget request received from the West Salem Emergency Medical Team. The proposed operating budget and the call reimbursement budget requests are the same as in 2023. The total request of \$46,941.60 should be included in the 2024 operating plan. The Committee recommended accepting the 2024 budget request of the West Salem Emergency Medical Team. Administrator DeLong presented a revised employee handbook. The changes incorporate new funeral leave provisions, military leave benefits, and adding non-union police department personnel provisions. The revised handbook aligns with League of Wisconsin Municipalities suggested templates and is more organized than the previous handbook. The Committee approved the updated employee handbook as presented. Administrator DeLong presented a pricing proposal from Payment Service Network for utility billing payment processing. Customer requests for the option to pay utility billings online has increased significantly over the past couple of years. PSN provides a range of e-services for payment processing, billing, and customer communications. Acceptable payment methods are credit and debit cards and checking and savings payments. Customers can pay online using any internet-connected device. Implementation service fees have been waived for the Village, and those services include the online portal setup, standard customer payment app set up, PSN call center training, and marketing support. When a customer opts for paperless billing, the Village will be charged \$0.25 per billing cycle per customer but only when paper is suppressed and a paper invoice is not mailed. There is a monthly support and maintenance fee of \$200. Customers using the PSN option will be charged \$1.50 for a checking or savings account transaction and 3% for credit or debit cards. The Committee recommended the Village enter into a contract with Payment Service Network, Inc. under the terms presented in the proposal. Wisconsin shared revenue and supplemental shared revenues, the effects of the approved police public safety referendum, potential fire department capital purchases, and increases to trustee and president pay were discussed.

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the minutes of the September 18, 2023, Finance and Personnel Committee meeting. Roll call vote: Unanimous aye. Motion approved.

#### Finance and Personnel Committee

Trustee Leicht then reported on the Finance and Personnel Committee meeting held on September 21, 2023. Recreation Director Tony DeGaetano presented a proposed 2024 Parks and Recreation Department budget request. The Parks section is essentially unchanged except to increase slightly the Parks Expenses line by \$1,650 for inflationary adjustments. Recreation program expenditures were increased to accommodate exceptional participation in the Village programs. User fee revenues have been boosted to reflect higher participation. Parks Capital Purchases include replacement of soccer goals for the elementary school, a security fob system for the West Salem Community Lions Shelter, Village Park batting cage net, and set aside funds toward new Village Park playground equipment and ballfield lights replacement. Another \$100,000 is needed to complete the replacement of the outdated and deteriorated playground equipment and to install ADA safety ground structure. Mr. DeGaetano was asked to supply a comparison of the number 2022 recreation program participants to the 2023 participants. Public Works Director Loren Schwier then discussed with the Committee the discontinuation of curb side brush and tree limbs pick up. Brush pickup is conducted twice a month April through October. The Village has adopted ordinances and guidelines for this service, and the ordinances are rarely complied with. Most of the time, the tree limbs and brush are on the boulevards as the material fell from the tree. The materials are not placed or prepared to be successfully fed into the brush chipper. Residents are hiding and including lumber, building materials, recreational items, and the public works crew must spend considerable time sorting out the unacceptable materials. The residents will oftentimes simply leave the material on the boulevard assuming a later pickup. The department is frequently called due to missed twigs, automobiles blocking the brush piles, and the department has even been accused of stealing a child's fort. The Cities of Sparta, La Crosse, Viroqua, and Onalaska do not provide curb side tree and brush pick up. West Salem has one of the most organized and monitored drop sites in this area, and it is very convenient for citizens to use. The security camera system works well to document and ticket out of town users and abuses of the drop site. Curbside pickup is unsafe and hazardous, and recently the department has been simply picking up the piles with a loader and hauling with a dump truck due to the conditions encountered. The service takes eight hours twice a month to complete. Two laborers and the equipment used amounts to a cost of \$15,680. Eliminating the service would free up the crew members to perform other much needed work in the Village. Public Works Director Loren Schwier presented his department 2024 budget request. Included for new purchase requests is a generator for the upper Village Garage, a V-Box salt spreader, and a new lawnmower. Expense line items are only increased for inflation. Proposed capital expenditures include a carryover of street repair funds to 2024 for two Local Road Improvement Program projects and the STP Urban Mark Street grant project. Earlier this year, the Village received a \$17,400 settlement check from the DuPont, Chemours, and Corteva class action lawsuit involving the historic use of the highly toxic "forever chemicals" known as PFAS. Mr. Schwier is proposing the \$17,400 settlement be distributed as \$1 per hour wage increases among the public works employees, and he provided a spreadsheet outlining his proposal.

Motion by Trustee Leicht, seconded by Trustee Anderson to approve the minutes of the September 21, 2023, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

#### Tree and Brush Elimination

Motion by Trustee Lautz, seconded by Trustee Leicht to table the discussion on elimination of curbside tree and brush pick up service. Roll call vote: Unanimous aye. Motion approved.

#### Planning Commission

President Schumacher reported on the September 26, 2023, Planning Commission public hearing and meeting. The public hearing is in regard to a Conditional Use Permit Application submitted by Stephanie and David Bentzen in order to convert the second floor of 102 Leonard Street North to a residential, owner-occupied apartment in a Business Zone. There were no citizens present to speak against the Conditional Use Permit Application. David Hundt was present to speak in favor of the Conditional Use Permit stating this would be a good idea. The Planning Commission meeting was then called to order. The Commission reviewed proposed Conditional Use Permit No. 63, which, if approved, would allow construction of a single apartment on the second floor in a business use building on land that is zoned business located at 102 Leonard Street North. The Bentzens understand that they must submit plans for review to the Wisconsin Division of Industry Services delegated agent for West Salem General Engineering. Plan review is required for commercial, industrial, and other public buildings 25,000 cubic feet or larger. Additionally, one- and two-family permit applications shall include building plans for review, as described under Wis. Admin. Code §SPS 320.09(5). The following conditions must be incorporated into a Real Estate Declaration of Covenants, Conditions and Deed Restrictions in recordable form and must be executed by the legal owner and leasehold interest holder of said real estate with authority for the same and notarized and recorded with the Register of Deeds of La Crosse County within ninety (90) days after the Village of West Salem's final approval of these conditional uses and a copy of the recorded document must be delivered to the West Salem Village attorney for review within said time period. Failure to follow this procedure to its completion means the conditional use does not become effective.

1. The second floor apartment must be constructed pursuant to plans drawn by a Wisconsin licensed architect and approved by the State of Wisconsin, if so, applicable.
2. The plans must be submitted to West Salem Building Inspection firm, General Engineering, and upon its approval, a building permit shall be issued and the plans shall be filed with Permit No. 63.
3. Construction for residential area must be completed by 12/31/2024.

The Planning Commission unanimously recommended to the Village Board approval of Conditional Use Permit No. 63, as presented.

Motion by President Schumacher, seconded by Trustee Lautz to approve the minutes of the Planning Commission public hearing and meeting held on September 26, 2023. Roll call vote: Unanimous aye. Motion approved.

Conditional Use Permit No. 63

Motion by Trustee Leicht, seconded by Trustee Anderson to approve Conditional Use Permit No. 63 as recommended. Roll call vote: Unanimous aye. Motion approved.

Finance and Personnel Committee

Trustee Leicht reported on the September 27, 2023, Finance and Personnel Committee meeting. David Tauscher presented the 2023-2024 West Salem Fire Protection District budget. West Salem's share of the total budget request has decreased \$2,900.09 based on equalized value calculations. Of the total budget of \$217,943.30, West Salem's share is \$114,836.61. Mr. Tauscher detailed the fire equipment and protective clothing proposed expenditures, communication, office, and tools expenses, and he noted the roof set aside allocation included in this year's budget. The budget request is essentially the same as last year's request. Police Chief Kyle Holzhausen presented a proposed police department budget for 2024. The successful referendum will fund three new positions in the department, add a new squad car, and finance the required equipment, uniforms, and communication devices for a total referendum spending of \$500,828. Acquisition of police squad cars is still a challenge, and the Committee discussed timing for ordering vehicles and trading vehicles. Chief Holzhausen prepared a squad replacement rotation spreadsheet for Committee review. Department personnel and wages were also discussed. Administrator Teresa DeLong prepared a draft advertisement for the new Village Clerk/Treasurer position in the Administration office. If the Village Board approves the proposed Charter Ordinance amendment at the next Village Board meeting, the job opening announcement can be distributed. The Committee will meet again once the 2024 operating plan preparation is further along.

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the minutes of the September 27, 2023, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Hennessey adjourn the meeting at 7:34 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator