

Village of West Salem  
Regular Meeting  
November 5, 2024

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: Public Works Director Loren Schwier, Police Chief Scott Alo, Village Attorney Bryant Klos, and Village Administrator Teresa DeLong.

Minutes

Motion by Trustee Leicht, seconded by Trustee Twining to approve the minutes of the October 15, 2024, regular meeting as written. Roll call vote: Unanimous aye. Motion approved.

Claims

Claims were presented for payment totaling \$46,648.04.

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

Ordinance No. 533

The Board reviewed proposed Ordinance No. 533, which, if approved, would amend Chapter 2 of the Village Code of Ordinances to update the age restrictions on the sale or gift of tobacco products and purchase or possession of tobacco from 18 years of age to 21 years of age.

Motion by Trustee Curtis, seconded by Trustee Anderson to approve adoption of Ordinance No. 533 as presented. Roll call vote: Unanimous aye. Motion approved.

Law Enforcement Committee

Trustee Lautz reported on the October 15, 2024, Law Enforcement Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board a Special Permit Application to Own, Keep, or Harbor Chickens submitted by Susanne Ziebarth, who presently keeps three hens. Two neighbors spoke against the application, and one neighbor submitted a letter in support. The Committee recommended approval of the Special Permit Application submitted by Susanne Ziebarth. An Application to Exceed Animal Limit submitted by Kayla Leis was then reviewed. Kayla Leis presently keeps two neutered Mini Aussies, one spayed Mini Aussie, three neutered cats, and eight rabbits. Kayla Leis also submitted a Special Permit Application to Own, Keep, or Harbor Chickens. One neighbor submitted a letter against the applications, and two of her neighbors submitted letters in support. The Committee recommended the Village Board approve the Application to Exceed Animal Limit and Special Permit Application to Own, Keep, or Harbor Chickens submitted by Kayla Leis.

Motion by Trustee Lautz, seconded by Trustee Hennessey to approve the minutes of the October 15, 2024, Law Enforcement Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Hennessey, seconded by Trustee Curtis to approve the Special Permit Application submitted by Susanne Ziebarth. Roll call vote: Lautz – abstain; remainder of Board - aye. Motion approved.

Motion by Trustee Hennessey, seconded by Trustee Curtis to approve issuance of a Permit to Exceed Pet Limit and Permit to Own, Keep, or Harbor Chickens contingent upon the tarp obstruction issue in the front yard at 607 Elm Street West is resolved to meet Village fence Code. Roll call vote: Lautz – abstain; remainder of Board – aye. Motion approved.

#### Finance and Personnel Committee

Trustee Leicht reported on the October 22, 2024, Finance and Personnel Committee meeting. Administrator DeLong distributed a final draft of the 2025 operating plan in narrative form containing explanations of each account line item. Equipment and contract maintenance, publication expenses, and Police Department phone expenses were discussed with possible reductions in the budget lines. The proposed tax levy is \$2,244,243, which includes the \$500,000 recurring referendum approved in 2023, a net new construction of 0.9%, or \$16,549, and less all expenses and debt service. Shared revenues were increased for this coming year by \$20,698, while transportation aids are down \$10,863. The Committee scheduled a public hearing on the proposed 2025 Operating Budget for Tuesday, December 3, 2024, beginning at 6:50 p.m., pending possible changes to equipment and contract maintenance, publication expenses and Police Department phone expense line items. The proposed schematic design services contract in the amount of \$58,180 between the Village of West Salem and River Architects to design a Public Safety Building was reviewed and discussed. The Committee recommended the Village Board approve and authorize execution of the Schematic Design Contract in the amount of \$58,180 between the Village of West Salem and River Architects.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the minutes of the October 22, 2024, Finance and Personnel Committee as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve and authorize execution of the Schematic Design Contract as recommended by the Committee. Roll call vote: Unanimous aye. Motion approved.

#### Planning Commission Meeting

President Schumacher reported on the October 28, 2024, Planning Commission public hearing and meeting. The public hearing was called to order to hear public comment on a conditional use permit application submitted by Ace Hardware/Allied to install a new electronic message board sign to replace the existing ground sign at 570 Commerce Street. There was no one present to speak for or against the proposed conditional use permit. The Planning Commission meeting was then called to order, and the Commission reviewed for recommendation to the Village Board proposed Conditional Use Permit No. 67, which would allow Ace Hardware/Allied to install a new electronic message board sign to replace the existing ground sign at 570 Commerce Street. The following conditions must be incorporated into a Real Estate Declarations of Covenants, Conditions and Deed Restrictions:

- 1) The exact location of the 1 TWO-SIDED INSIDE ILLUMINATED SIGN AND AN LED ELECTRONIC MESSAGE BOARD FOR ON PREMISE ADVERTISING within the legal found as Exhibit B would be located on City Highway 16 as shown on Exhibit C.
- 2) The size and heights of the 1 TWO-SIDED INSIDE ILLUNIMATED SIGN AND AN LED ELECTRONIC MESSAGE BOARD FOR ON PREMISE ADVERTISING is as illustrated on Exhibit D.

The Commission recommended the Village Board approve Conditional Use Permit No. 67 as presented.

Motion by President Schumacher, seconded by Trustee Twining to approve the minutes of the October 28, 2024, Planning Commission meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Lautz, seconded by Trustee Twining to approve Conditional Use Permit No. 67 as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Anderson, seconded by Trustee Hennessey to convene in closed session at 7:25 p.m. pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, investment of public funds, and transfers of public properties, to-wit: offer to purchase and/or real estate development agreement. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Anderson to reconvene in open session at 7:39 p.m. Motion approved by voice vote.

Motion by Trustee Leicht, seconded by Trustee Anderson to adjourn the meeting at 7:40 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator