

Village of West Salem
Citizen Participation Hearing for Proposed Application for
Community Development Block Grant Funds
December 17, 2024

Public hearing called to order at 6:45 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, Kate and Joe Poehling of First Supply, Joe Pingel, Lynn McIntyre, and Renee Swenson of Cedar Corporation, Duane Ring, Jason Gilman, Jon Holthaus, and Village Administrator Teresa DeLong.

Lynn McIntyre, Planning and Grants Team Lead for Cedar Corporation, explained First Supply has applied for Community Development Block Grant funding from the U.S. Department of Housing and Urban Development to enable First Supply to employ low to moderate income individuals and contribute to those individuals' future successes of employment. First Supply will realize a gain by having equipment that will assist in the operation of the facility while employing these individuals. First Supply plans to use the funds to buy new equipment for the new distribution facility in West Salem. The purpose of the citizen participation hearing was to receive a basic overview of the CDBG program and receive resident input regarding the community development and housing needs, the proposed CDBG project, and other CDBG activities.

There were no citizens present to participate in the hearing.

Motion by Trustee Leicht, seconded by Trustee Twining to close the public hearing at 6:59 p.m. Motion unanimously approved by voice vote.

Teresa L. DeLong, Village Administrator

Village of West Salem
Regular Meeting
December 17, 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, Kate and Joe Poehling of First Supply, Joe Pingel, Lynn McIntyre, and Renee Swenson of Cedar Corporation, Duane Ring, Jason Gilman, Jon Holthaus, and Village Administrator Teresa DeLong.

Minutes

Motion by Trustee Anderson, seconded by Trustee Twining to approve the minutes of the December 3, 2024, regular meeting as written. Roll call vote: Unanimous aye. Motion approved.

Claims

Claims were presented for payment totaling \$81,876.56.

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

Citizen Participation Plan

Motion by Trustee Leicht, seconded by Trustee Twining to approve the Citizen Participation Plan for the Community Development Block Grant Program to be applied for by the Village on behalf of First Supply. Roll call vote: Unanimous aye. Motion approved.

Resolution 15.24 – Citizen Participation Plan

Motion by Trustee Curtis, seconded by Trustee Anderson to approve Resolution 15.24 to Adopt a Citizen Participation Plan as presented. Roll call vote: Unanimous aye. Motion approved.

Resolution 16.24 – Authorization to Submit

Motion by Trustee Leicht, seconded by Trustee Twining to approve Resolution 16.24 Authorization to Submit a Community Development Block Grant Application. Roll call vote: Unanimous aye. Motion approved.

Resolution 17.24 – Residential Anti-Displacement

Motion by Trustee Curtis, seconded by Trustee Anderson to approve Resolution 17.24 Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs. Roll call vote: Unanimous aye. Motion approved.

Resolution 18.24 – Policy to Prohibit the Use of Excessive Force

Motion by Trustee Lautz, seconded by Trustee Leicht to approve Resolution 18.24 Policy to Prohibit the Use of Excessive Force and to Enforce Applicable State and Local Laws Prohibiting Physically Barring Entrances/Exits for Non-Violet Civil Rights Demonstrations as presented. Roll call vote: Unanimous aye. Motion approved.

Resolution 19.24 – Adopt a Fair Housing Ordinance

Motion by Trustee Anderson, seconded by Trustee Curtis to approve Resolution 19.24 to Adopt a Fair Housing Ordinance. Roll call vote: Unanimous aye. Motion approved.

Buildings and Grounds Committee

Trustee Curtis reported on the December 9, 2024, Buildings and Grounds Committee. The purpose of the meeting was to review a request to convert the existing tennis courts at Village Park to pickleball courts with possible recommendation to Village Board. Dorothy McClintock presented a draft layout of what six pickleball courts could look like. The project would include demolition and disposal of the present tennis court surface; removal of the present ten-foot fencing, gates, and posts; grading and installation of new asphalt; application of two layers of acrylic, two layers of paint, and then pickleball court striping; installation of five-foot fencing with gates to separate the three courts to the north from the three courts to the south; installation of four-foot high fencing along each court to provide separation; and finally installation of new ten-foot fencing to surround the six new pickleball courts. In the future, the costs of benches, security cameras, and lighting

could be fundraised or budgeted for and installed. The public works department has offered to remove the fencing and posts. The Committee asked that the Public Works Director provide an estimated cost of labor for this work. Mike Flatten, owner of Big Creek Fencing, has been consulted, and he stated the present fencing has considerable rust and should be replaced now with the new project. The Committee discussed whether bid documents should be drafted requesting proposals for a general contractor to manage the entire project or whether separate bids should be requested for each aspect of the project. The Committee favored a general contractor process to administer the project. Ms. McClintock estimates the entire project will cost between \$150,000 and \$200,000. She has started fundraising discussions with local businesses and foundations, and she relayed that each entity she speaks with has asked how much the Village will be donating to the project or if the Village is planning to provide “match” funding. The Committee felt the Village allowing the new pickleball courts to be located on Village land is a significant contribution to the project, and it is consistent with what the Village has offered for the new bicycle park at Lewis Point and to the Greene Park playground equipment initiative. There are Parks Capital Funds included in the 2025 Village operating plan, and those funds have not been earmarked for a specific project yet. The Committee recommends to the Village Board that more research on the conversion of the Village Park tennis courts to pickleball courts continue.

Motion by Trustee Curtis, seconded by Trustee Leicht to approve the minutes of the December 9, 2024, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye. Motion approved.

Public Works Director Loren Schwier clarified that it was his understanding his department was only removing the south fencing and posts for an estimated cost to the Village of \$450.00. Trustee Lautz stated it is his opinion one entity should be in charge of this project as opposed to different entities being in charge of each aspect of the project. President Schumacher questioned what the Committee recommendation actually means for the project going forward.

Motion by Trustee Lautz, seconded by Trustee Hennessey to approve the concept for and continue research and fundraising on a conversion of the Village Park tennis courts to pickleball courts. Roll call vote: Unanimous aye. Motion approved.

Finance and Personnel Committee

Trustee Leicht reported on the December 17, 2024, Finance and Personnel Committee meeting. Police Chief Alo addressed the Committee with a request to utilize 2024 budgeted funds for end of year purchases. Chief Alo thoroughly reviewed the 2024 police operating plan, and he has concluded the budget was prepared anticipating worst case scenario projections. Chief Alo presented several unexpended protective budgeting projections in the police wages and fringes categories. Between personnel leaving the department and newly-hired personnel, internal promotions, and unexpended budgeted overtime, there are 2024 budget reserves available to purchase needed equipment. Chief Alo outlined the proposed purchases and the reasons for each. Approving the use of these resources estimated at \$56,785 for new and replacement vehicle equipment, uniform accessories, a ballistic vest, speed enforcement equipment, investigation equipment, and a used 2021 to 2023 administrative vehicle would reduce needs in the future budget cycles. Replacing a radar gun, purchasing stop sticks, devoting funds to

investigation and detective equipment, and purchasing basic patrol shirts, service stars, and award pins are all worthwhile and needed items for the police department. The command trailer will be dismantled, and it will be sold. The Onalaska Police Department is no longer using its truck, and Onalaska is giving the truck bed drawer box to the Village and also installing it in the West Salem truck. This will enable all investigative equipment and materials to be in one location at all times. The Committee authorized the purchase of police equipment and supplies as outlined by Chief Alo in an amount not to exceed \$60,000 with the remaining unexpended budget funds to be designated for future police department purchases. The Committee then convened in closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: employee evaluations and compensation.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the minutes of the December 17, 2024, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Twining, seconded by Trustee Anderson to convene in closed session at 7:39 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: Discuss potential offer to purchase and development agreement. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Anderson to reconvene in open session at 9:02 p.m. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Twining, seconded by Trustee Anderson to adjourn the meeting at 9:03 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator