

Regular Board Meeting

May 5, 2009

Meeting called to order at 7:30 p.m. by President Manthei. Trustees present: Engel, Hanson, Iverson, Koelbl, and Wehrs. Excused: Leicht. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, County Board Supervisor Ray Ebert, Coulee News Special Correspondent Brad Bryan, Heather, Laura, and Scott Clark, Liz Staff, and Village Administrator Teresa Schnitzler.

American Legion Auxiliary Poppy Princess Presentation

Liz Staff of Berg-Hemker-Olson American Legion Post 51 presented Laura Clark, daughter of Heather and Scott Clark, as the 2009 Poppy Princess. President Manthei signed a Proclamation for distribution.

Minutes

Motion by Trustee Engel, seconded by Trustee Koelbl to approve the minutes of the April 21, 2009, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$44,416.47
<u>Water Utility:</u>	\$6,554.00
<u>Sewer Utility:</u>	\$16,775.55

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

Resolution 4.09 Authorized Representative to Execute and File Application for Financial Assistance for Targeted Runoff Management and Urban Nonpoint Source and Storm Water Grants

Motion by Trustee Engel, seconded by Trustee Wehrs to approve Resolution 4.09 as presented. Roll call vote: Unanimous aye.

WHEREAS, the Village of West Salem, La Crosse County, Wisconsin, a municipal corporation, hereby requests financial assistance under Sec. 281.65 or 281.66, Wis. Stats., and Chapters NR 151, 153, and 155, Wis. Admin. Code, for the purpose of implementing measures to meet nonpoint source water pollution abatement needs in area-wide water quality management plans or with one or more components specified in Sec. 281.65 or 281.66, Wis. Stats.; and

WHEREAS, it is necessary to designate representatives for filing said applications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of West Salem that Village Administrator Teresa L. Schnitzler is hereby appointed as the authorized representative for the Village of West Salem for the

purposes of signing and submitting the said grant applications, submitting quarterly and final reports, requesting grant reimbursement, and signing and submitting an Environmental Hazard Assessment form, all as required by the State of Wisconsin, and that the said representative is further authorized and empowered to do all necessary things and take all necessary steps in connection with said applications; and

BE IT FURTHER RESOLVED by the Board of Trustees of the Village of West Salem that Village President Dennis Manthei and Village Administrator Teresa L. Schnitzler are authorized to act on the Village's behalf to sign grant agreements between the Village of West Salem and the Wisconsin Department of Natural Resources.

DATED AND ADOPTED this 5th day of May, 2009.

/s/ _____
Dennis Manthei, Village President

VILLAGE SEAL

/s/ _____
Teresa L. Schnitzler, Village Administrator

Annual Official Depository Bank Designation

Motion by Trustee Hanson, seconded by Trustee Engel to continue with Union State Bank as the official bank depository. Roll call vote: Unanimous aye.

Operators Licenses Approval

Motion by Trustee Engel, seconded by Trustee Iverson to approve operator's licenses for Sara J. Richie and Amber Lynn Rhodes. Roll call vote: Unanimous aye.

Planning Commission Meeting

President Manthei reported on the April 21, 2009, Planning Commission meeting. This hearing concerns a Conditional Use Permit Application submitted by Gayle Nielsen, owner of 124 South Leonard Street. Mrs. Nielsen has applied for a conditional use permit to allow for a single-family residence in the rear portion of 124 South Leonard Street. The property is zoned Business District. There were no citizens present to speak for or against the conditional use permit application. After the public hearing adjourned, the Planning Commission discussed entrance to the residence, parking issues, number of people living in the residence, and the future of the building. Attorney Bryant Klos drafted a checklist for the Planning Commission to use when evaluating conditional use permit applications along with a requirement that a deed restriction be signed and recorded by the owner. The deed restriction would notify everyone of the existence of a conditional use permit and any conditions placed on the permit by the Planning Commission and Village Board. The Commission recommended the deed restriction be recorded as advised by the Village Attorney in this and all future conditional use permit approvals. The Planning Commission recommended approval of the conditional use permit. The West Salem Comprehensive Plan was adopted in March of 2008. The Commission discussed proposed revisions, changes, and additions for Chapters 4 and 5.

Motion by President Manthei, seconded by Trustee Engel to approve the Conditional Use Permit to allow for a single-family residence in the rear portion of 124 South

Leonard Street. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Motion by President Manthei, seconded by Trustee Engel to approve the minutes of the April 21, 2009, Planning Commission Public Hearing and Meeting. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Finance and Personnel Committee Meeting

Trustee Wehrs reported on the April 23, 2009, Finance and Personnel Committee meeting. The office assistant resigned her position effective April 30, 2009. The Committee discussed continuing the position and how useful the position is for the public works department and the administration office. The Committee recommended an exit interview be concluded by Mr. Wehrs and Mr. Manthei, and Committee members would like to be included in the interviewing process. Mr. Wehrs and Mr. Manthei recently met with the department heads, and Mr. Wehrs felt the meetings were useful and a learning experience. The Committee recommended advertising the office assistant position in the Coulee News and the La Crosse Tribune. Yaggy Colby prepared design and engineering plans for the 2009 street capital projects along with continuing design and engineering work for the Faye Drive stormwater management project. The Committee discussed engineering firms for future projects and continuation with the Yaggy Colby firm. Scott Halbrucker stated the Village does not have a written safety program as required by Department of Commerce Regulation 32. Mr. Halbrucker contacted two firms for safety program proposals. Advanced Safety Technology prepared a phased in safety program with an initial cost of \$3,500. Additional services are itemized in the proposal. Alpha Terra Science estimated program development costs to be \$6,480, but Alpha would only bill for services actually performed. Mr. Halbrucker felt the cost of establishing a safety program could be divided into two budget cycles, and the costs allocated to the general fund and the utility funds. The Committee recommended moving forward with reviewing the two proposals, consider implementation, and request information from Scott Halbrucker on where the funds can be obtained in the budget. The Committee addressed Teresa Schnitzler concerning her earned but unused vacation from the past two years. Recognizing the unusual events of the last two years, the Committee suggested Teresa take smaller periods of vacation time, such as Friday afternoons, in order to use the vacation benefit each year. This matter will be monitored and addressed again in 2010.

Motion by Trustee Wehrs, seconded by Trustee Engel to approve the minutes of the April 23, 2009, Finance and Personnel Committee meeting. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Bicycle and Pedestrian Ad Hoc Committee

The Bike and Pedestrian Ad Hoc Committee met on April 27, 2009. The Committee decided not to pursue the \$2000 funding project as no one had the time necessary to put into it. The next meeting of the BPAC will be on Monday, May 11, 2009, at the Hazel Leicht Library at 6:00 p.m. This meeting will consider West Salem needs so the Committee is encouraged to attend, if possible. The Committee will also prioritize areas of concern regarding safe walking and biking. The bike rodeo will be held on May 19 from 4 p.m. to 7 p.m. There will be a safety program for young kids and middle school age. Free helmets provided by Brenengens will be given away. A drawing for three

bicycles, also given by Brenengens, will be held. Brochures will be handed out. The Committee requested an update on sidewalk repairs and brush and trees branches that interfere with either biking or walking. The next meeting will be June 15 at 7 p.m.

Motion by President Manthei, seconded by Trustee Wehrs to approve the Bicycle and Pedestrian Ad Hoc Committee meeting minutes of April 27, 2009. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Street Committee

Trustee Koelbl reported on the May 5, 2009, Street Committee meeting. Scott Halbrucker reported on his meeting with a Department of Natural Resources Representative regarding our present tree limbs and brush disposal practices and grass and leaves disposal procedures. Tree limbs, brush, grass, and leaves are all considered “solid waste”, and proper procedures and permits need to be obtained in order to continue present practices. Mr. Halbrucker informed the Committee eight to ten tandem truck loads are being hauled to the Nuttelman site per week requiring a half day of work for two employees. The DNR representative stated the amount of solid waste being handled by the Village is extraordinarily high, and the accumulation of brush is a fire hazard. Mr. Halbrucker would like the Committee to consider discontinuing the brush drop off site this Fall, and the Village continues to chip brush curbside only as scheduled. The Committee discussed several options for dealing with the amount of brush, limbs, grass, and leaves, including security cameras, personnel monitoring the site, allowing drop off at specified times only, discontinuing the drop off option, and purchasing a new brush chipper to make the chips a usable product for Village residents. The Committee recommended moving forward with working on a proposed ordinance to change the methods of handling tree and brush material and lawn waste and reviewing the cost of a new chipper. Mr. Halbrucker will be requesting proposals for crack and chip sealing scheduled street repairs. In addition, an alley off North Youlon Street is in need of extensive repairs, and he will obtain an estimate of costs to make the necessary repairs. The North Youlon Street project commenced on May 5, and the contractor has assured the Village the street will be passable for June Dairy Days.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to approve the minutes of the May 5, 2009, Street Committee meeting. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Engel reported on the May 5, 2009, Utilities Committee meeting. Engineer Dave Sauer informed the Committee of several communications with the water storage facility construction contractor, Engineering America, regarding proposed shop drawings. The drawings submitted by Engineering America have thus far been unacceptable for lack of all information required. Engineering American plans to begin excavation next week. The project will be complete by the end of 2009. The Committee convened in closed session for conference with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved as authorized by Wis. Stat. Sec. 19.85(1)(g), to-wit: Water Utility Projects Impact Fees and Faye Drive Storm Water Management. In open session, the Committee recommended beginning the process of discussion with the La Crosse Area Builders

Association an updated study to bring Village impact fees in line with actual costs and taking into consideration all factors required to be considered in accordance with Wisconsin Statutes.

Motion by Trustee Engel, seconded by Trustee Iverson to approve the minutes of the May 5, 2009, Utilities Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Iverson to adjourn the meeting at 8:11 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator