

Regular Board Meeting

July 5, 2011

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Leicht, Schumacher, and Wehrs. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Staed, Stewart Higdon, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the June 21, 2011, Regular Board meeting with the following amendment at the end of the Board meeting minutes before the motion to adjourn the meeting: "Trustee Engel informed the Board of a letter received from Village Attorney Bryant Klos dated June 21, 2011, regarding the procedure for amending municipal budgets. In this letter, Attorney Klos stated initial budgets must go through a public hearing process before approval. The initial budget must be approved by a majority vote of a quorum of the Board. If at any point in time after the budget is approved, operations change and it becomes necessary to spend more money allocated to one item and/or less in another, the budget should be amended. Amending budgets does not require a public hearing. The proper procedure is an amended budget should be reviewed by the Finance and Personnel Committee and then recommended to the Village Board for approval. The amended budget requires a 2/3 vote of the entire membership of the governing body. After an amended budget is approved, the municipality must publish a Class 1 notice of the amendment within ten days." Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$42,425.02
<u>Water Utility:</u>	\$14,667.65
<u>Sewer Utility:</u>	\$10,915.30
<u>Storm Water Utility:</u>	\$1,626.92

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

Resolution 11.11

Village Administrator Teresa Schnitzler informed the Board that on May 19, 2011, the La Crosse County Board of Supervisors adopted a tentative county supervisory district plan dividing La Crosse County into twenty-nine supervisory districts. Municipalities have a maximum of sixty days following receipt of the county supervisory district plan to adjust or create ward boundaries to comply with the proposed supervisory district plan. Resolution 11.11 proposes six wards within the Village and one common polling place.

Motion by Trustee Leicht, seconded by Trustee Iverson to approve Resolution 11.11 to Establish Municipal Wards and to Combine Wards for Voting Purposes. Roll call vote: Unanimous aye.

WHEREAS, the Village of West Salem, Wisconsin, will continue to elect Village Board members at large, but Wisconsin Statutes Section 5.15 requires all cities, villages and towns with a population of 1,000 or more to establish municipal wards based on the results of the 2010 census; and

WHEREAS, Section 59.10 (3)(b) of the Statutes requires that each county board adopt and transmit to each municipal governing body in the county a tentative county supervisory district plan dividing the county into districts and designating the approximate location and population of each ward proposed to effectuate the division of the county into districts; and

WHEREAS, these laws require that each municipality designate by consecutive whole number, geographical description, and population the various wards to be created within the municipality.

NOW, THEREFORE, BE IT RESOLVED that the Village of West Salem has adopted the wards set forth on the attached exhibits, lists, and map of which Districts (Wards) 1, 2, 4, 5, and a portion of 3 are in the 25th County Supervisory District and District (Ward) 6 and the remaining portion of District (Ward) 3 are in the 28th County Supervisory District for election purposes.

BE IT FURTHER RESOLVED that Wards which were created as set forth above are combined for voting purposes so as to share the common polling place, which will be the West Salem Community Center at 175 South Leonard Street. The polling place, as required by law, is located in Ward 2. Such combined wards shall use common ballot boxes and ballots or voting machines and separate returns shall not be maintained for the combined wards except where separate ballots are required under Section 5.58 to 5.64 of the Statutes. Separate ballots or voting machines shall be maintained for any electors of one or more of the combined wards who are ineligible to vote for any office or referendum for which other electors in the combined wards may vote.

BE IT FURTHER RESOLVED that upon passage, a copy of this Resolution shall be filed with the Village Clerk who shall transmit a copy of this Resolution to the County Clerk within five (5) days of its adoption. This Resolution shall remain in effect for each election until modified or rescinded in accordance with State Statute or until a new division is made following the next Federal Decennial Census.

ADOPTED by unanimous vote of the Village of West Salem Board of Trustees on the 5th day of July, 2011.

(SEAL)

/s/ _____
Dennis Manthei, Village President

/s/ _____
Teresa L. Schnitzler, Village Administrator

Jim Zanter Park Basketball Court Update

Village Administrator Teresa Schnitzler updated the Board on fundraising progress for installation of a basketball court in Jim Zanter Park located at the corners of Lewis and North Mark Street. Fundraising efforts total \$2,750 as of July 1. The Coulee News will include an article on the fundraising efforts in its July 14 edition.

Finance and Personnel Committee

Trustee Engel reported on the June 30, 2011, Finance and Personnel Committee meeting. The purpose of the meeting was to discuss Hansen's IGA and West Salem Area Aquatic Center Committee's request to acquire aluminum can collection site and to review the proposed Amended 2011 Budget for recommendation to the Village Board. Ms. Schnitzler informed the Committee that Hansen's IGA has graciously allowed the Friends of the Library aluminum can collection site in their parking lot for 14 years. Recently, the West Salem Area Aquatic Center Committee asked Hansen's IGA if their committee could acquire the can collection site and retain the proceeds for the new aquatic center fundraising effort. Hansen's IGA agrees and would like the site to benefit this cause. Ms. Schnitzler reported the amounts collected to date in 2011 total \$938.58. On average, the can collection nets around \$2,000 per year. The Committee felt the purpose of the aluminum can fundraising effort has served its purpose and recommended the can collection now benefit the West Salem Area Aquatic Center Committee's fundraising efforts. The Committee then reviewed a proposed Amended 2011 Budget. Ms. Schnitzler explained the revised revenues and revisions to the expenditures sections of the Amended 2011 Budget. Revised expenditure items include attorney fees attributable to purchase of property and Code of Ordinance revisions; decreases in fringe benefits due to employee Wisconsin Retirement System contributions; increases in election salaries and expenses; increase for information technology; increase in buildings property insurance; increase in emergency government expenses; reduction in police department salaries and expenses; increase in engineering expenses attributable to Code of Ordinance recodification; increases in expenses due to sidewalk repairs, library custodial, recreation department services; and other capital expense increases. Revenue revisions are attributable to increases in intergovernmental revenue, licenses and permits, and miscellaneous revenues. Decreased revenues have occurred in recycling grants and state shared revenue. The 2011 amended budget reduces needed designated surplus applied funds by \$13,538. The Committee recommended approval of the 2011 Amended Budget.

Motion by Trustee Engel, seconded by Trustee Leicht to approve the minutes of the June 30, 2011, Finance and Personnel Committee meeting minutes as presented. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Schumacher to allow the West Salem Area Aquatic Center Committee to take over the aluminum can collection site at Hansen's IGA. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Leicht to approve the 2011 Amended Budget as recommended by the Finance and Personnel Committee. Roll call vote: Unanimous aye.

Street Committee

Trustee Leicht reported on the June 30, 2011, Street Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board a request from Cedar Corporation for additional engineering costs for work completed on the West Garland Street project and to review and recommend to the Village Board a quote for acquisition of real estate temporary limited easements for West Garland Street project. The Committee reviewed a West Garland Street project letter update from Dave Sauer.

Bids for street construction will be let in May 2012 with work to be completed in 2012. The Wisconsin Department of Transportation has changed its requirements since April 2010 when the Village entered into its contract with Cedar Corporation.

1. A full pavement design, report, and calculation is required but was not originally required. Using Wisconsin Department of Transportation pavement design software resulted in additional engineering time and effort.
2. As of June 2010, a full environmental review report was also required for the project when previously only an environmental screening worksheet was required.
3. Chapter Trans 75, Bikeways and Sidewalks in Highway Projects was adopted by the Wisconsin Department of Transportation in December 2010. Since West Garland Street was designed to be a bikeway within the Village, additional review and approvals of the proposed upgrade design were required.
4. Lastly, Cedar Corporation was directed to resolve an existing storm water issue at the intersection of West Garland and North Leonard Street.

Mr. Sauer is requesting Village consideration for additional engineering costs to cover the extra work required by the Wisconsin Department of Transportation and the Village. The additional requirements which developed over the course of the design were out of Cedar's control and were not known when the project was commenced. A cost estimation spreadsheet was reviewed by the Committee wherein Cedar Corporation is requesting \$11,500 to cover the additional work completed. The Committee recommended to the Village Board to pay the \$11,500 but see if Cedar Corporation will accept a 75/25 cost share. Mr. Sauer was contacted on July 1, and he has agreed to a 75/25 cost share split on \$10,030 of additional engineering services rendered due to Wisconsin Department of Transportation changes and requirements. The Village will fully fund its request to resolve an existing storm water issue at the intersection of West Garland and North Leonard Street. Part of the reconstruction of West Garland Street includes acquiring small temporary limited easements from thirteen property owners. The easements are all located at street corners and are needed to give the contractor additional room and for minor sloping and blending. All of the properties are considered to be nominal in nature. The Committee reviewed a proposal for real estate services submitted by Timbers-Selissen Land Specialists, Inc. The proposal submitted includes project management, client/consultant coordination, real estate appraisal and reports, all easement acquisition tasks, and negotiations for a total cost of \$5,900. The Committee recommended acceptance of the proposal from Timbers-Selissen Land Specialists, Inc. in an amount not to exceed \$5,900.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the minutes of the June 30, 2011, Street Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to pay Cedar Corporation a 75/25 cost share split on \$10,030 of additional engineering services rendered due to required additions and changes to the West Garland Street project and to fully fund the

engineering services to resolve the existing storm water issue. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Koelbl to accept the proposal from Timbers-Selissen Land Specialists, Inc. in an amount not to exceed \$5,900 for acquisition of the temporary limited easements for the West Garland Street project. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Leicht to convene in closed session at 7:21 p.m. pursuant to Wis. Stat. Sec. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session, to-wit: Discussion and consideration of purchase of real estate. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to convene in open session at 7:52 p.m. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Wehrs to adjourn the meeting at 7:53 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator