

Regular Board Meeting

July 16, 2013

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

Minutes

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the minutes of the July 2, 2013, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$80,417.56
<u>Water Utility:</u>	\$10,782.44
<u>Sewer Utility:</u>	\$17,447.56
<u>Storm Water Utility:</u>	\$5,096.74

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the payment of all claims as listed. Roll call vote: Baltz – present; remainder of Board - aye. Motion approved.

Capital Improvement Planning Committee

President Manthei presented the Board with a proposed list of appointments to the newly-formed Capital Improvement Planning Committee. President Manthei has talked with each of the proposed members, and all are willing to serve. He intends to assist in organizing and chairing a first meeting of this Committee, commission the Committee with its duties and responsibilities, and ask the Committee to elect a Chairperson.

Motion by President Manthei, seconded by Trustee Lautz to approve the proposed appointments to the Capital Improvement Planning Committee as follows: Lill Twining, Herb Aleckson, Eric Bauer, Jim Quinn, Scott Schumacher, and John Lautz. Roll call vote: Unanimous aye.

Application for Temporary Class “B” Retailer’s License

Motion by Trustee Koelbl, seconded by Trustee Lautz to approve the issuance of a Temporary Class “B” Retailer’s (picnic) License to the Berg, Hemker, Olson Post 51 American Legion for a special event beginning on July 24 and ending July 26, 2013. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Alcohol Beverage License Applications

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the issuance of alcohol beverage licenses to Kari Lynn Bashaw and Dannielle Lee Philippi. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Planning Commission

President Manthei reported on the July 2, 2013, Planning Commission meeting. The purpose of the Planning Commission meeting was to review with possible recommendation for public hearing a Conditional Use Permit Application submitted by Marsha and Brad Jahnke. The Jahnkes would like to convert their single-family home back to a duplex home at 504 East Garland Street. Brad Jahnke explained the property has not been used as a duplex since 1999. The Jahnkes wish to sell the property, and they believe it will be more attractive to buyers if it can be converted back to a duplex. The Jahnkes do not plan to convert it to a duplex, but purchasers may wish to do so. Jahnkes are the present owners of the property, and, therefore, they are making the application. Building Inspector Randy Sullivan inspected the property on June 17. Mr. Sullivan noted there are two existing apartment units in the structure. Only one water meter exists, and a condition should be made to require the utility bills be paid by the landlord. All other utilities appear to be separated. A building permit will be required for any remodel and electrical work. Mr. Sullivan also listed eighteen items that need to be addressed prior to leasing the units. Attorney Klos submitted a proposed Conditional Use Permit for review by the Jahnkes and by the Planning Commission. The conditions of the permit include all improvements and items Inspector Sullivan listed as needing to be addressed prior to leasing the units. Condition No. 2 states all work required by the Building Inspector must be completed and inspected and approved by the Building Inspector no later than one year after the recordation of this conditional use permit or it will automatically cease to be an approved conditional use unless just cause for its extension is presented to the Village Board and the Village Board grants an extension. The Commission scheduled a public hearing on the proposed conditional use permit for Tuesday, July 23, 2013, at 6:30 p.m. with a Planning Commission meeting to follow.

Motion by President Manthei, seconded by Trustee Baltz to approve the minutes of the July 2, 2013, Planning Commission meeting. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the Finance and Personnel Committee meeting of July 8, 2013. The purpose of the meeting was to review current administration department and police department office staffing and to discuss for recommendation continuation of the part time office assistant position at the same hours per day, increase the hours of work per day, or convert the position to a full time office assistant position. The Committee was informed Office Assistant Ginnie Daniel has given notice she is retiring from work, and she and her husband are moving to North Carolina this month. Mrs. Daniel's last day of employment is July 12. Teresa Schnitzler presented the Committee with proposals to retain the present position at 20 hours per week, increase the hours to 30 hours per week, or convert the position to a full time position at 40 hours per week. The current part time office assistant position is funded half by the Water Utility and half by the Sewer Utility. The office assistant presently performs all clerical duties for the Public Works Department, including utilities work in this office. Other duties include assistance with reception, telephone, licensing, building permits, digital scanning of documents, file organization, research, minute preparation, meeting notice distributions, accounting,

and elections. An added service provided to the community by the addition of our office assistant is keeping the Administration Office open over the lunch hour. Chief Ashbeck has personnel concerns with secretarial workload in his department. The police department secretary is responsible for telephone and customer reception in addition to the paperwork, reporting, licensing, and incident reports for seven full time police officers. The proposal for increased hours or a full time office assistant in the Administration office would address secretarial needs in the police department. The Committee agreed the 20-hour per week office assistant position should be continued. The 2013 operating plan does not have funding available to increase the hours of an office assistant. The Committee discussed a possible increase of hours to 28 hours per week at some point. The Committee recommended filling the 20-hour per week office assistant position with the potential to increase the hours in the future.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the July 8, 2013, Finance and Personnel Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Koelbl to fill the 20-hour per week office assistant position with the potential to increase the hours in the future. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the July 20, 2013, Planning Commission meeting. The purpose of the meeting was to review requests from David Birdd to amend two conditions of Conditional Use Permit No. 1 and to review La Crosse County's plan for construction of new Lakeview Healthcare facilities and the West Salem School District's plan to construct a new middle school. David Birdd appeared before the Commission to request two amendments to Conditional Use Permit No. 1. The first request is to Condition No. 8 to allow commercial identification signage on the gables of each business tenant's unit. The second request is to delete the gating requirement for the mason block enclosed dumpster storage area. Mr. Birdd explained each tenant's business is included on the on-site signage in front of the commercial building. Some of the tenants have requested business identification signage be allowed on the gables above each tenant's business entrance. Mr. Birdd stated the maximum size of any signage could only be 2' X 6' or 3' X 6' as it is a small area. The Commission recommended approval for uniform sized signage on the gables above each tenant's business entrance, but each sign must be reviewed and approved by the Planning Commission prior to installation. Mr. Birdd then explained his reason for requesting the gating requirement on the mason block enclosed dumpster storage area be deleted from the Conditional Use Permit. It has been Mr. Birdd's experience and observation that users of dumpster areas with gates do not take the time to open the gates—they merely throw their garbage bags over the top of the gate. Oftentimes, garbage is then not in the dumpster and instead is on the ground around the dumpster. The Commission discussed safety and aesthetics of the original requirement to install a gate on the dumpster storage area. The Commission recommended amending Condition No. 10 to delete the gating requirement on the mason block enclosed dumpster storage area. Attorney Bryant Klos then spoke with the Planning Commission about discussions La Crosse County has had over the last eighteen months regarding Lakeview Health Care. La Crosse County plans to build a new nursing home facility

east of the existing facility stating the current facility is too large and is now beyond its useful life. The La Crosse County Board has approved replacement of the Lakeview facility with small neighborhood facilities. The West Salem School District plans to construct a new middle school at the far northern portion of property it already owns. However, the School District does need additional land for long-term future expansion. The Commission should begin thinking about street right-of-way widths, housing development around the present and future Lakeview Health Care facilities, rezoning, and infrastructure and utility extensions. Traffic congestion and the volume of vehicles using the North Mark Street area is an issue for the Village. La Crosse County would like to collaborate with the School District and the Village for all three entity's best interests and future plans. The Commission discussed the processes for rezoning and plat approvals, radon levels in the area, possible street placements, and costs negotiations associated with the developments.

Motion by President Manthei, seconded by Trustee Baltz to approve the Planning Commission meeting minutes of July 10, 2013. Roll call vote: Unanimous aye.

Motion by President Manthei, seconded by Trustee Baltz to amend Condition No. 8 of the Conditional Use Permit No. 1 to allow static, 18 inch by 6 foot long uniform sized signage within the gable area of the new commercial construction above the main floor, and before installation each sign shall be individually approved by the Planning Commission. Roll call vote: Unanimous aye.

Motion by President Manthei, seconded by Trustee Baltz to amend Condition No. 10 of Conditional Use Permit No. 1 to delete the gating requirement on the mason block enclosed residential dumpster storage area and if there is an issue with garbage blowing around, the garbage must be cleaned up within 24 hours or the property owner will be cited, and, in addition, all garbage receptacles must be located inside the cement mason block wall. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Koelbl to adjourn the meeting at 7:29 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator