

Regular Board Meeting

September 6, 2011

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

Minutes

Motion by Trustee Engel, seconded by Trustee Iverson to approve the minutes of the August 16, 2011, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$42,766.51
<u>Water Utility:</u>	\$47,904.98
<u>Sewer Utility:</u>	\$15,164.79
<u>Storm Water Utility:</u>	\$484.00

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the payment of all claims as listed with one additional claim for Band Box Cleaners. Roll call vote: Unanimous aye.

Ordinance No. 438 Floodplain Zoning

Motion by Trustee Engel, seconded by Trustee Iverson to schedule a public hearing for Tuesday, October 4, 2011, at 6:55 p.m. on Ordinance No. 438 to revise Chapter 14 regarding Floodplain Zoning. Roll call vote: Unanimous aye.

Ordinance No. 439 Joint Fire District

Motion by Trustee Wehrs, seconded by Trustee Schumacher to approve Ordinance No. 439 Joint Fire District Ratification and Approval of Second Amended West Salem Fire Protection Agreement. Roll call vote: Unanimous aye.

Notice of Conditional Use Permit Rescission

Motion by Trustee Engel, seconded by Trustee Wehrs to rescind Conditional Use Permit No. 3 issued to Shon M. Jordan and Lela R. Jordan for failure to comply with the terms of the Conditional Use Permit. Roll call vote: Unanimous aye.

Resolution 12.11

Motion by Trustee Iverson, seconded by Trustee Engel to approve Resolution No. 12.11 Opposition to Unfunded Mandate Requiring Municipalities to Convert Property Assessment Data to Electronic Format by January 2014. Roll call vote: Unanimous aye.

WHEREAS, unfunded mandates on local governments have increased significantly in recent years; and

WHEREAS, unfunded mandates require cities, villages, and towns to perform duties without consideration of local circumstances, costs, or capacity; and

WHEREAS, unfunded mandates require compliance regardless of other pressing local needs and priorities affecting the health, welfare, and safety of municipal citizens; and

WHEREAS, unfunded mandates too often impose unrealistic timeframes and specify procedures where less costly alternatives might be just as effective; and

WHEREAS, unfunded mandates impose harsh pressures on local budgets; and

WHEREAS, the State of Wisconsin has significantly reduced state aids and imposed strict limitations on levy increases; and

WHEREAS, the Village of West Salem currently does not maintain assessment data in electronic format; and

WHEREAS, the Wisconsin Department of Revenue has changed the Wisconsin Property Assessment Manual (WPAM) to require all municipalities to convert assessment data to electronic format for the 2013 assessment year.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Trustees of the Village of West Salem strongly opposes the current attempt to substantially transform the property assessment process by regulatory dictate. This opposition includes, but is not limited to, the IPAS/PAD program, the USPAP requirements, and the unfunded mandate that all records be converted to electronic format by January 2014; and

BE IT FURTHER RESOLVED that alterations and transformations this broad and expensive should be implemented only by the Legislature, the duly-elected representatives of the citizens, with the involvement of the public; and

BE IT FURTHER RESOLVED that upon adoption of this Resolution, copies shall be forwarded to Wisconsin League of Municipalities, State Assembly Representative Steve Doyle, State Senator Jennifer Shilling, and Governor Scott Walker for their review and consideration.

DATED this 6th day of September, 2011.

VILLAGE OF WEST SALEM, WISCONSIN

/s/ _____

Dennis Manthei, Village President

(VILLAGE SEAL) /s/ _____

Teresa L. Schnitzler, Village Administrator

Operator Licenses

Motion by Trustee Koelbl, seconded by Trustee Iverson to approve the issuance of operator licenses to Emma Josephine Molling and James A. Witte. Roll call vote: Unanimous aye.

Finance and Personnel Committee Meeting

Trustee Engel reported on the August 24, 2011, Finance and Personnel Committee meeting. The purpose of the meeting was to review and recommend for approval a revised West Salem Employee Handbook, review and recommendation of a managed e-mail archiving service contract proposal, review hiring of additional police officer, begin 2012 budget preparations and scheduled department budget submittal timelines, and to review Village-owned lands for possible public sale. Attorney Kieffer informed the Committee Act 10 requires all municipalities to establish a grievance system and

procedure. The deadline for adopting a grievance procedure is October 1. After drafting a grievance policy for the Village, Attorney Kieffer was asked to review the September 2006 West Salem Employee Handbook for required changes, updates, revisions, and overall compliance with State laws. Several typographical changes, word corrections, and clarifications were suggested. The Committee felt Grievance Step No. 3 should allow for the taking of further testimony or evidence at the discretion of the Finance and Personnel Committee. Attorney Kieffer explained an impartial hearing officer needs to be considered for Grievance Step No. 4. Safety provisions of the Handbook were modified to eliminate references to OSHA, and the residency requirement for non-union employees was changed to the same provisions as allowed in the Police Union Contract, i.e., all full time employees shall reside in the area defined as within twenty-five miles of the intersection of Leonard and Garland Street, but not beyond the boundaries of the State of Wisconsin. The Committee recommended the Village Board approve the handbook with the changes discussed. The Committee reviewed a proposed managed e-mail service contract with MCS Networks, Inc. The e-mail archiving system proposed will meet the requirements of open records requests, is hosted and managed by the computer maintenance and support service currently contracted by the Village, and includes a monthly cost of \$5.00 per e-mail account per month for a total cost of \$150.00 per month. The Committee approved recommendation of the managed e-mail service contract with MCS Networks, Inc. at the terms stated in the proposed contract. Police Chief Charles Ashbeck presented a spreadsheet with two proposals for the hiring of an additional police officer. The first proposal reduces first year police officer pay and adds a wage increase after four years of employment. The cost savings of the proposal over five years using a lower starting wage is \$16,027. The second proposal increases hours with current staffing levels. The current budgeted hours with current staff is 1,946 hours per year per police officer. If the hours worked were increased to 2,042 or 2,138, five and ten extra shifts, respectively, would be covered per month at regular pay rates. The annual increase in costs for an increase to 2,042 per year per officer is \$14,803, and the increase in costs for an increase to 2,138 per year per officer is \$29,605. The annual increases are less than the costs of hiring an additional police officer. The Committee tabled the additional police officer matter and a review of Village-owned lands for the next Finance and Personnel Committee meeting. The Committee recommended the department heads submit 2012 budget proposals with no expenditure increases above the 2011 amended budget. The next Finance and Personnel Committee meetings are scheduled for September 7, September 14, and September 21, all at 8:00 a.m. The additional police officer hiring, 2012 budget preparation, review of Village-owned lands for potential public sales, and the Recreation Department proposed 2012 budget will be agenda items for the September 7 meeting. The 2012 Public Works Department budget proposal will be reviewed on September 14, and the Police Department budget will be reviewed on September 21.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the August 24, 2011, Finance and Personnel Committee meeting as written. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the revised and updated West Salem Employee Handbook. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the managed e-mail archiving service contract proposal with MCS Networks, Inc. Roll call vote: Unanimous aye.

Street Committee Meeting

Trustee Koelbl reported on the Street Committee meeting held on August 25, 2011. The purpose of the meeting was to review and consider for recommendation to the Village Board a request from Rose and Daniel Wolbrink for installation of a speed bump or speed table on Lewis Street and to review a proposed list of eligible consulting/engineering firms to request proposals from for Safe Routes to School Program engineering. Rose and Daniel Wolbrink reside at 731 Lewis Street. The Wolbrinks distributed a map of the Lewis Street area, which map included statements there are 33 kids on Lewis Street east from Jim Zanter Park and eight residents of the area supporting a speed deterrent on Lewis Street. The Wolbrinks stated vehicles are driving at excessive speeds on Lewis Street from North Mark Street to the Maas residence at the end of Lewis Street. The Wolbrinks have discussed the issue with Mr. and Mrs. Maas and have placed warning devices in Lewis Street, and these actions have not solved the problem. The Wolbrinks are requesting a speed bump or the installation of stop signs to slow traffic on Lewis Street. The Committee received contacts from three residents on Lewis Street, all three opposing a speed bump. The Committee discussed the cost of speed bumps, maintenance issues, and storm water management issues associated with speed bumps, and the Committee concluded this matter is more a law enforcement issue. Police Chief Charles Ashbeck offered to more closely monitor this area and install a speed trailer to collect data, and Public Works Director Scott Halbrucker will install a "slow children at play" sign on Lewis Street. The Committee requested a follow-up in one month. Design and engineering for the Safe Routes to School Program will begin in 2011 for 2012 installation. Since the project is a grant-funded program, the Wisconsin Department of Transportation process must be followed in order to receive funding reimbursement. The Street Committee reviewed a list of five eligible engineering firms for consideration. The suggested engineer firms are: Cedar Corporation, Jewell Associates Engineers, Inc., MSA Professional Services, Inc., Short Elliott Hendrickson, Inc., and Schreiber/Anderson Associates. The Committee reviewed a draft of a letter requesting Safe Routes to School Program engineering proposals. The letter requests general and professional expertise, staff size and availability, familiarity with DOT procedures and the Sponsor's Guide to Non-Traditional Transportation Program Implementation, previous performance and experience with Safe Routes to School Programs, and any knowledge of West Salem.

Motion by Trustee Koelbl, seconded by Trustee Wehrs to approve the Street Committee meeting minutes of August 25, 2011. Roll call vote: Unanimous aye.

Law Enforcement Committee Meeting

Trustee Wehrs reported on the August 31, 2011, Law Enforcement Committee meeting. The purpose of the meeting was for the Committee to discuss a 2012 Police Union successor agreement and to review for recommendation the hiring of an additional police officer. The Committee convened in closed session 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: Discuss West

Salem Police Union successor agreement. In open session, Police Chief Charles Ashbeck reviewed a spreadsheet with two proposals for the hiring of an additional police officer. The first proposal reduces first year police officer pay and adds a wage increase after four years of employment. The cost savings of the proposal over five years using a lower starting wage is \$16,027. The second proposal increases hours with current staffing levels. The current budgeted hours with current staff is 1,946 hours per year per police officer. If the hours worked were increased to 2,042 or 2,138, five and ten extra shifts, respectively, would be covered per month at regular pay rates. The annual increase in costs for an increase to 2,042 per year per officer is \$14,803, and the increase in costs for an increase to 2,138 per year per officer is \$29,605. The annual increases are less than the costs of hiring an additional police officer. Chief Ashbeck stated West Salem would have 95 percent shift coverage with the hiring of a new officer. The Committee discussed the 2012 budget objectives and issues, and acknowledged the Finance and Personnel Committee has directed zero budget request increases for 2012. The Committee recommended to the Finance and Personnel Committee that the Village moves forward with hiring an additional police officer as long as the position can be funded in the 2012 budget.

Motion by Trustee Wehrs, seconded by Trustee Iverson to approve the Law Enforcement Committee meeting minutes of August 31, 2011. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Engel to adjourn the meeting at 7:35 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator