

Regular Board Meeting

September 15, 2015

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Brown, Deal, Hennessey, Leicht, and Schumacher. Excused: Lautz. Also present: Public Works Director Scott Halbrucker, Coulee News Special Correspondent Tobias Mann, Police Chief Charles Ashbeck, Recreation Director Michelle Czerwan, Peyton Czerwan, Dave Tauscher, Village Attorney Bryant Klos, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 1, 2015, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$61,176.10
<u>Water Utility:</u>	\$11,805.88
<u>Sewer Utility:</u>	\$17,118.51
<u>Storm Water Utility:</u>	\$1,525.79

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

Special Event Application

Motion by Trustee Schumacher, seconded by Trustee Hennessey to approve a Special Event Application submitted by Randy Dammon, West Salem High School, to hold the annual Homecoming Parade on Friday, October 9, 2015, at 2:15 p.m. Roll call vote: Unanimous aye.

Ordinance No. 467

Motion by President Manthei, seconded by Trustee Leicht to schedule a public hearing on Ordinance No. 467 Amending Chapter 8 Sewer Use Ordinance/User Charge System for Tuesday, October 6, 2015, at 6:30 p.m. Roll call vote: Unanimous aye.

Alcohol Beverage License

Motion by Trustee Schumacher, seconded by Trustee Deal to approve issuance of an Alcohol Beverage License to Krystal M. Tester. Roll call vote: Unanimous aye.

Law Enforcement Committee

Trustee Leicht reported on the September 1, 2015, Law Enforcement Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board a Renewal Application to Exceed Pet Limit and review for possible

recommendation Section 11.08(D)(3) of the Code of Ordinances relating to barking dogs. The Committee reviewed a Renewal Application to Exceed Pet Limit submitted by Dave Hemker, 412 North Leonard Street. Mr. Hemker wishes to continue keeping three female Labrador Retrievers at his residence. Chief Ashbeck confirmed there have been no complaints received with regard to the Hemkers three dogs. Ms. Schnitzler received one comment from a neighbor stating she continues to support the Hemkers keeping three dogs, and she has no objection. All three animals are current with rabies vaccinations and will primarily be kept indoors. The Committee recommended approval of the Renewal Application to Exceed Pet Limit submitted by Dave Hemker. The Committee discussed the renewal process as set forth in the Village Ordinances. The renewal process would be more efficient if applications were reviewed by the Village Administrator and Police Chief. If there have been no complaints filed or police contacts at the residence, the renewal application should be approved by the Village Administrator instead of review by the Committee and Village Board. The Committee directed Village Administrator Teresa Schnitzler to draft an ordinance change to allow the Village Administrator after consultation with the Police Chief to approve future renewal applications to exceed the pet limit. The Village Board referred Section 11.08(D)(3) of the Code of Ordinances relating to barking dogs to the Law Enforcement Committee for review with possible revisions. The matter was tabled previously by the Committee. The present Ordinance states:

(3) (a) No owner shall keep or allow to be kept about the owner's premises any dog which shall repeatedly by barking, howling, or other noise disturb the peace and quiet of any person or persons in the vicinity thereof.

(b) It shall be unlawful for any person to keep or house a dog outside the primary residence, between the hours of 10:30 p.m. and 7:00 a.m. when the owner of the dog has been notified of three (3) verified complaints within any six-month (6) period made to the Police Department of frequent or habitual barking, howling, or other noise.

The Committee discussed issues with documenting "vicinity", the location of the police officer in relation to the complainant and location of the animal, and defining ordinary sensibility and habitual. The Committee agreed changing the ordinance would make the ordinance too confusing and more difficult to enforce, and, therefore, recommended the ordinance should be left as is.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the minutes of the September 1, 2015, Law Enforcement Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the Renewal Application to Exceed Pet Limit submitted by Dave Hemker, 412 North Leonard Street. Roll call vote: Unanimous aye.

Ordinance N. 468 Amending Animal Control

Motion by Trustee Leicht, seconded by Trustee Schumacher to schedule a public hearing on Ordinance No. 468 Amending Animal Control for Tuesday, October 6, 2015, at 6:40 p.m. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the September 14, 2015, Finance and Personnel Committee meeting. The purpose of the meeting was to review the proposed 2016 Public Works Department, Police Department, Recreation Department, Library, and West Salem Fire Protection District budgets, discuss continuance of Shared Ride Public Transit program, and continue 2016 operating plan preparations. Scott Halbrucker presented the Public Works Department proposed budget for 2016. Street engineering expenses are reduced for 2016 due to the North Mark Street project design engineering being nearly completed in 2015. Mark Street reconstruction is scheduled for 2017 with a local municipal match of approximately \$83,000. Mr. Halbrucker is proposing a \$35,000 set aside in the 2016 budget toward a 2017 reconstruction of Youlon Street from Hamilton to Elm Street. The State of Wisconsin Department of Transportation has audited and closed out its books on the West Garland Street and Safe Routes to school Projects. The Department of Transportation has determined West Salem was overbilled and overpaid on the two projects a total of \$54,610.25. These funds have been deposited into the General Fund, and Mr. Halbrucker is proposing the funds be set aside for the 2017 Youlon Street project. Mr. Halbrucker will apply for Local Road Improvement Project funding to also be put toward the Youlon Street project, which would require the project be bid and completed prior to July 1, 2017. Final payment on the West Hamilton Street and Elm Street reconstruction projects will be paid in 2016. The Committee requested Mr. Halbrucker compute the costs of curbside tree and brush pick up as discontinuing this service may be reviewed for budget reductions. Teresa Schnitzler requested the Committee and Village Board consider including future sidewalk repairs and replacements as a budgeted capital expense each year to be assessed on the tax roll to all property taxpayers instead of utilizing the special assessment procedures. Police Chief Charles Ashbeck presented the proposed 2016 Police Department budget. Basic police department operating expenses are shown as a slight increase of \$2,900, and capital expenses are reduced \$31,580 as replacement squad cars and patrol equipment are not included in the proposed budget. Capital expenses proposed by Chief Ashbeck include remodel of the police officer's workroom and various police equipment acquisitions. Chief Ashbeck explained the continuing need to have a second shift supervisor/detective position added to the West Salem Police Department. The Committee directed Chief Ashbeck to put together budget numbers and collect comparables to other smaller municipal police departments. Chief Ashbeck and Bangor Police Chief Alo have had discussions regarding a consolidation of the two police departments as well. Teresa Schnitzler distributed the 2016 library budget requests. Library staff has requested \$2,074 be included in the 2016 Operating Plan. Requests include continuation of the adult magazine renewals, book trucks, steel book supports, headphones, replacement of the puppet theater and a floor lamp, and additional acrylic book holders. Mr. Halbrucker would like funds included in the library budget to cover a lighting upgrade at the library in an estimated amount of \$1,500. The aluminum can fundraising money market account has a present balance of \$2,821, and Ms. Schnitzler proposed some or all of these funds can be utilized for library budget requests. The City of Onalaska submitted the Onalaska/Holmen/West Salem Shared Ride System costs and anticipated 2016 municipal contributions. West Salem's share has increased \$3,644. Teresa Schnitzler explained this item is on the agenda for discussion by the Committee and Village Board because if the Village decides to terminate the shared ride contract, notice must be given by October 1. Trustee Leroy Brown is the appointed West Salem representative on the Onalaska Utilities Committee which oversees the shared ride program. Trustee Brown informed the Committee discussions have been

had regarding increasing ride fares, the fact that two or three years grant funding for new vehicles was not given, and explained the state and federal subsidies given to the transit program. July 2015 statistics supplied by the Onalaska Utilities Committee shows West Salem trips total 878 which is a decrease of 496 rides from July 2014. The ridership decrease may be due to the death of frequent users and the fact the medical clinics no longer reimburse riders on trips to the clinics. Trustee Brown will make contact with the Onalaska Finance Director for more information on the riders utilizing the service in West Salem. The Committee recommended to the Village Board that West Salem terminate its participation in the Joint Shared Ride Agreement. Dave Tauscher presented the 2015-2016 West Salem Fire Protection District budget. Mr. Tauscher noted the Fire Board did approve a \$2.00 per call increase for 2016. The proposed total budget increased only \$365, and West Salem's share based on equalized value is \$101,584.79. Michelle Czerwan presented the proposed 2016 Recreation Department budget. Last year Mrs. Czerwan proposed changing how the park worker duties are accomplished. Instead of utilizing two part time employees, Mrs. Czerwan had proposed to use one employee working 28 hours per week starting in the month of March and ending the end of October. Unfortunately, no one applied for the revised position, and instead a park worker was hired to work June through August. The position will be advertised again for 2016. Park expenses listed in the proposed budget include routine park maintenance with requests for additional trash receptacles at the lower park, new signage for the lower park, and additional weed and fertilizer applications. The Neshonoc Lake District has generously donated funding for improvements to the lower park, and included in the 2016 is a request to the Lake District for approximately \$2,440 to fund three or four trash receptacles and one additional grass treatment in the fall. Overall, the proposed budget is \$15,954 over the 2015 budget. The Committee directed Ms. Schnitzler to include the presented budget requests into a master operating plan for review by the Committee on Monday, October 5, 2015, at 4:00 p.m.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 14, 2015, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Shared Ride Public Transit Program

The Board discussed the Finance and Personnel Committee's recommendation to terminate the Village of West Salem and City of Onalaska Joint Shared Ride Agreement. It was noted West Salem's subsidized per ride cost has increased from \$21 per ride to \$38 per ride, and the overall Village contribution to the program for 2016 has been determined by the City of Onalaska to be \$33,753. West Salem ridership numbers have decreased nearly 500 rides from last year, but the costs to West Salem to maintain the transit program have continued to increase. The Board discussed whether increasing ride fares would reduce the expenses to operate the program enough to justify a decision to continue maintaining the program and transportation alternatives for present users of the program. If West Salem were to terminate its participation in the program, residents will have until the end of 2015 to utilize the service. West Salem's allowed levy increase for 2016 is \$8,900, and the \$3,644 increase will require 41 percent of that allowed levy increase.

Motion by President Manthei, seconded by Trustee Leicht to provide written notice of termination of the Village of West Salem and City of Onalaska Joint Shared Ride Agreement to the City of Onalaska prior to the contracted deadline of October 1. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to adjourn the meeting at 7:32 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator