

Regular Board Meeting

October 2, 2007

Meeting called to order at 7:30 p.m. by President Manthei. Trustees present: Engel, Harold, Leicht, and Wehrs. Excused: Hanson and Hoffman. Also present: Wade Peterson, Charles Ashbeck, Gerry Van Oss, Paul Degenhardt, and Teresa Schnitzler.

Minutes

Motion by Trustee Harold, seconded by Trustee Engel to approve the minutes of the September 4, 2007, Regular Board meeting as written. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Harold to approve the minutes of the October 1, 2007, Special Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$123,012.00
<u>Water Utility:</u>	\$45,508.77
<u>Sewer Utility:</u>	\$ 6,199.88

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

Utilities Committee

Trustee Engel reported on the September 26, 2007, Utilities Committee meeting. The Committee met with Village Attorney Bryant Klos to discuss the Faye Drive storm water drainage area repairs, easement for maintenance of the ditch considerations, and future ownership and maintenance of the storm water ditch. Resident Kurt Pfuhl owns the entire drainage ditch. The Village has an agreement with Harter Development for all maintenance of the ditch. Harter Development is no longer in existence, and the remaining party to the agreement is Faye Harter. Harter representatives Sally McCann and Danny Carr have indicated Faye Harter would be willing to fund the \$59,554 in repairs, engineering, and permitting contingent upon being released of all future responsibility for the storm sewer system. Attorney Klos felt the best solution would be Mr. Pfuhl either transfers ownership of the property to the Village or grants a maintenance easement over his property to the Village. Relying on Mr. Pfuhl to properly maintain the storm water ditch is not the ideal solution. Long-term maintenance of the storm water area does need to be addressed, and the Committee discussed meeting with the adjoining property owners regarding proper maintenance of the area that adjoins their properties. The Committee recommended that Attorney Klos contact Kurt Pfuhl for his consideration to grant a maintenance easement to the Village as step one, and step two would be to go ahead with the project at Harter's expense at the quoted price and Harter then be relieved of future maintenance responsibilities.

Motion by Trustee Engel, seconded by Trustee Harold to approve the Utilities Committee meeting minutes of September 26, 2007. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Engel reported on the September 26, 2007, Finance and Personnel Committee meeting. The Committee met in closed session to discuss a Lakeview Business Park prospect. Once reconvening in open session, the Committee discussed an independent financial advisor for the upcoming water utility bond issuance. Bids have been let for the iron filtration system portion of the 2008 water utility projects. The water reservoir project is partially federal grant funded and both projects will be partially funded by the tax incremental district for Lakeview Business Park. Springsted has been contracted by La Crosse County as its financial advisor. The Committee recommended the Village request the services of Springsted as the independent financial advisor for the water utility bonding and to ask Springsted for a proposal and a time line. The Committee then met with the property owners on Maple Street and North Tilson Street who have expressed interest in purchasing Village land adjoining their properties. The Committee requested Wade Peterson stake the Village property and also locate the State right-of-way.

Motion by Trustee Engel, seconded by Trustee Leicht to approve the minutes of the September 26, 2007, Finance and Personnel Committee meeting. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Engel reported on the Finance and Personnel Committee meeting of September 27, 2007. Public Works Director Wade Peterson presented his proposed 2008 Public Works Department budget. Street capital expenditures include reconstruction of Linden Lane, resurfacing of Birchwood Lane, widening and reconstruction of a portion of West Franklin, and an assessable portion of curb and gutter on fairgrounds road. Also included are various street repairs, machinery repairs, installation of Wagon Drive sidewalks, and a three-year lease on a street sweeper. Mr. Peterson noted the emergency notification siren mounted on top of the fire department building would need to be replaced in 2009. The Committee requested Ms. Schnitzler research possible grants to fund this replacement. Police Chief Charles Ashbeck presented his proposed 2008 Police Department budget. The Department will acquire a new squad car in 2008 with required equipment, a new computer, and set aside funds for records management. Chief Ashbeck plans to implement a vehicle registration and plate renewal service for the Village wherein the Village would retain a processing fee for providing the service. Recreation Director Mary Freybler presented her proposed 2008 Parks and Recreation Department budget. Park expenses include annual maintenance and repairs, seal coating the tennis court and basketball courts, and usual and customary expenses for field and park maintenance. Proposed parks capital includes development of the Lewis/Mark Street parkland, parkland acquisition set aside, Pineview Park bleachers, and conceptual planning for the 12-acre Neshonoc Lake Addition park. The Committee discussed future meeting dates with October 9, 10, and 11 presented as potential dates.

Motion by Trustee Engel, seconded by Trustee Harold to approve the Finance and Personnel Committee meeting minutes of September 27, 2007. Roll call vote: Unanimous aye.

Recreation Committee

Trustee Leicht reported on the September 27, 2007, Recreation Committee meeting. With regard to the Village Park grounds condition, Mr. Degenhardt presented to the Committee his concerns on areas within the West Salem Village Park that pool with excessive water after rainstorms. These areas often retain water for a couple of days depending on the amount of rainfall. Proper grading and seeding of the areas would help to move the water to proper drainage areas. The Committee recommended seeking estimates for the grading and seeding to the Village Park to repair the standing water issues. It was recommended the work be accomplished in 2007. A brief discussion was held on concerns regarding various "pot holes" in the Village Park as well as in other village parks. The Committee feels that taking care of these "pot holes" should be part of routine maintenance and that most could be identified and marked during mowing operations. The Committee recommended having the Village Crew and Part-time Parks employees identify and repair any existing or future "pot holes" in all parks. The crew should also provide enough material and seed to properly backfill the concrete slab area by the Village Park Shelter as soon as possible.

The Committee reviewed the bids for the park improvement projects. The Committee recommended accepting the bid from Harter Trucking on the Mark and Lewis Street park project, with one change to be made before the work begins. The change is to the sidewalk on Lewis Street, changing from a 5-foot width to a 4-foot width. The Committee also discussed moving forward with a naming contest for the park. The Director will start gathering ideas to promote the contest.

The Committee reviewed the bids received for the Riverview Ball Diamond #2 project, and the Committee recommended accepting the low bid from McHugh Excavating. The infield mix will still need to be completed. It is not part of this bid. This will be another \$3,000-\$5,000 depending on the amount and type of mixture that needs to be imported. This portion of the entire project could still possibly be completed in 2007 separately of the accepted bid.

Motion by Trustee Leicht, seconded by Trustee Harold to approve the Recreation Committee meeting minutes of September 27, 2007. Roll call vote: Unanimous aye.

Award of West Salem 2007 Park Improvement Projects Bids

Motion by Trustee Leicht, seconded by Trustee Wehrs to accept the low bid from McHugh Excavating in the amount of \$45,815 for the Riverview Ballfield Diamond #2 project. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Engel to accept the low bid from Steiger Construction in the amount of \$31,664 for the Mark & Lewis Street Park project. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the October 1, 2007, Planning Commission meeting. The Commission reviewed a certified survey map submitted by Bethany and Brian Poellinger. The certified survey map will split into two separate parcels Lot 10, Golden Meadow Addition (more commonly known as 1006 West elm Street and 134 Griswold Avenue). An acceptable Conditions of Maintenance agreement was also submitted. The Commission recommended approval of the certified survey map.

Commission members reviewed the proposed Village future land use map for comprehensive smart growth planning. The Commission recommends the proposed land use south of the Village be eliminated, and the Town of Hamilton's designation of Exclusive Ag will be noted. The Village map will also reflect Conservation Design Subdivision west of the Village along Highway 16, as recommended at the September Planning Commission meeting. The Commission thoroughly reviewed and discussed final Recommendations for each of the element objectives and the Implementation section, and all noted additions and changes would be forwarded to the consultant for inclusion in a complete first draft of the Village Comprehensive Smart Growth Plan.

Motion by President Manthei, seconded by Trustee Engel to approve the minutes of the October 1, 2007, Planning Commission meeting. Roll call vote: Unanimous aye.

Resolution 12.07 re Authorization re Village of West Salem Credit Card

Motion by Trustee Engel, seconded by Trustee Leicht to approve Resolution 12.07 re Authorization re Village of West Salem Credit card, with the addition of a credit card limit of \$5,000.00. Roll call vote: Unanimous aye.

WHEREAS, by Village Ordinance 1.05, the Village Administrator is responsible to provide for the uniform and cost effective purchase of items, materials, and services on behalf of the Village of West Salem; and

WHEREAS, Village Ordinance 1.05(7) provides the Village Administrator is to act as purchasing agent directing the purchase of materials, supplies, equipment, and services of every kind and character for any and all departments and subdivisions of the Village; and

WHEREAS, the Village Board of Trustees has determined the Village should apply for and maintain a bank credit card with no annual fees in the Village of West Salem's name in order to provide for said uniform and cost effective purchases of items, materials, and services on behalf of the Village of West Salem;

BE IT RESOLVED, that the Village Administrator, or designee(s), is hereby authorized to apply for, sign, and maintain a Village of West Salem credit card with no annual fees and a credit limit of \$5,000.00 through one of its present financial institutions;

FURTHER, BE IT RESOLVED, the Village Administrator is hereby directed to continue to carry out the purchasing and payment provisions as provided in Village Ordinance 1.05.

ADOPTED AND DATED this 2nd day of October, 2007.

/s/ _____
Dennis Manthei, Village President

(SEAL)

/s/ _____
Teresa L. Schnitzler, Village Administrator

West Salem Police Department Update

Police Chief Ashbeck updated the Board on activities and number of incident calls handled by the West Salem Police Department during the months of August and September. Recent acts of vandalism in the Village Park and Lions Shelter have led Chief Ashbeck to ask the Board to consider enacting a park closing hours ordinance and other measures to assist in the security of Village-owned property. The installation of motion lights and infrared lights was suggested. The Board directed Chief Ashbeck and Administrator Schnitzler to draft a proposed park-closing ordinance for Board review.

Motion by Trustee Engel, seconded by Trustee Wehrs to refer for consideration the installation of motion and infrared lighting at the Lions Shelter and in the Village Park to the Recreation Committee. Roll call vote: Unanimous aye.

The Village recently annexed the County farmland property east of the Village. Included in the annexation is public hunting land. Village Ordinances prohibit the discharge of firearms within the Village limits, unless permission is obtained from the Police Chief. Chief Ashbeck received a request to hunt the County-owned land, and he would like Board direction on the matter. The Village Board did not feel the continued use of the County farm property as hunting land is a problem, and, therefore, instructed the Police Chief to evaluate all requests to hunt the property and grant such permission on a case-by-case basis.

Motion by Trustee Leicht, seconded by Trustee Engel to adjourn the meeting at 8:23 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator