

Public Hearing  
Ordinance No. 457 Appliances, Tires, and Other Large Article Items

November 5, 2013

Public hearing called to order at 6:55 p.m. by President Manthei. Trustees present: Baltz, Koelbl, Leicht, and Wehrs. Excused: Schumacher. Absent: Lautz. Also present: Public Works Director Scott Halbrucker, James Quinn, La Crosse County Board Supervisors Ray Ebert and Robert Keil, Police Chief Charles Ashbeck, Coulee News Special Correspondent Emily Staeed, and Village Administrator Teresa Schnitzler.

The public hearing concerns proposed Ordinance No. 457 which, if adopted, will delete and recreate Section 2.07(A) of the Code of Ordinances relating to appliance, tire, and other large article item pickup.

There were no citizens present to speak for or against the proposed Ordinance.

Motion by Trustee Leicht, seconded by Trustee Koelbl to adjourn the public hearing at 6:57 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator

Regular Board Meeting

November 5, 2013

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Baltz, Koelbl, Lautz, Leicht, and Wehrs. Trustee Schumacher arrived at 7:04 p.m. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Staeed, La Crosse County Board Supervisors Ray Ebert and Robert Keil, James Quinn, and Village Administrator Teresa Schnitzler.

Public Comment

County Board Supervisor Ray Ebert informed the Board new bathrooms have been constructed at Swarthout Park in response to a complaint received from Neshonoc Sports regarding lack of restroom facilities at the park. The facilities were paid for out of the proceeds received from land sales adjacent to Lake Neshonoc.

James Quinn operates American Family Insurance on East Hamilton Street. Mr. Quinn and Attorney Darrel Talcott would like the Village Board to reconsider the ten-minute parking ordinance recently enacted for the north side of East Hamilton Street in front of the present West Salem Boys & Girls Club. The ten-minute parking restriction in effect from 7:00 a.m. to 7:00 p.m. deprives business use of the north side of East Hamilton during normal business hours. Mr. Quinn presented Pathways project objectives one of which was to increase downtown business and tourism traffic and maintain adequate parking in the downtown area. Mr. Quinn and Attorney Talcott are requesting the Village Board repeal the ten-minute parking

included in Ordinance 454, or in the alternative, revise the ordinance to apply ten-minute parking during the peak pickup and drop off period at the Boys & Girls Club.

Minutes

Motion by Trustee Baltz, seconded by Trustee Wehrs to approve the minutes of the October 15, 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>	\$37,767.48
<u>Water Utility:</u>	\$8,395.95
<u>Sewer Utility:</u>	\$10,680.57
<u>Storm Water Utility:</u>	\$378.62

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.

Ordinance No. 454 – Ten-Minute Parking

Motion by Trustee Koelbl, seconded by Trustee Leicht to refer Ordinance No. 454 regarding ten-minute parking to the Street Committee. Roll call vote: Unanimous aye.

Ordinance No. 457

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve Ordinance No. 457 Appliances, Tires, and Other Large Article Items. Roll call vote: Unanimous aye.

La Crosse County Utility Easement

The Board reviewed a Utility Easement Agreement granted by La Crosse County to the Village of West Salem, which easement locates an existing sewer force main running from East Garland Street to East Avenue. The utility easement was located and granted to the Village in conjunction with La Crosse County’s construction of a new facility on East Garland Street.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the La Crosse County Utility Easement and authorize execution of the agreement. Roll call vote: Unanimous aye.

Alcohol Beverage License

Motion by Trustee Schumacher, seconded by Trustee Wehrs to approve the issuance of an Alcohol Beverage License to Sharon L. Leonard. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Capital Improvement Planning Committee

Trustee Lautz reported on the October 21, 2013, Capital Improvement Planning Committee meeting. The purpose of the meeting was to meet with Public Works Director Scott Halbrucker and Village Administrator Teresa Schnitzler regarding short-term and long-term department requirements in order to continue services and capital expenditure needs and

requirements for storage, space, and staffing and to continue discussions and planning. As part of the capital improvement planning effort, the Committee has determined it will interview department heads as part of the review and researching process for a capital improvement plan recommendation. Karl Green prepared a list of suggested questions for use as a guide in the process. During each interview, the Committee lists projects proposed by each department. The questions then relate to the projects proposed by each department. Chair Lautz stated with the scope of what is involved with the public works department, Karl Green has recommended the Committee delay its review of the public works department to a later date and move on to the other departments and return to the review of public works. Public Works Director Scott Halbrucker briefly answered questions posed to him at the last Committee meeting. Mr. Halbrucker stated six percent of the Village water mains are undersized, and some of the water mains included in this six percent do not need to be replaced. Mr. Halbrucker also counted 126 or thirty percent of the Village's storm water catch basins are in need of repair and/or replacement. Karl Green forwarded to the Committee a memorandum setting forth the background for the Sewer Utility's equipment replacement fund. Planning to sustain infrastructure replacement funds is necessary for planning replacements and continued service. Mr. Green's sewer replacement fund budget worksheet was distributed to the Committee. The spreadsheet listed items by life expectancy. Since infrastructure has variation in equipment life ranges, it makes sense to rank the existing sewer fund by what is currently at or near life expectancy, and equipment with anticipated life remaining can be extended as future projects. The spreadsheet illustrates an additional \$487,000 of sewer utility equipment will need replacing in five years. In theory, this amount should be saved incrementally during the next five years to allow for replacement to occur without major borrowing or utility rate increases. The same equipment replacement fund example can be utilized for all Village departments. Administrator Teresa Schnitzler presented the Committee with six projects proposed for the Administration Office and the Community Center Building. Technology updates, Community Center Meeting Room expansion and upgrade, integrated central telephone system, security systems/security measures for the building, staff expansion, and a heating/cooling systems upgrade. None of the projects proposed are necessary to meet current or upcoming State of Wisconsin or technology mandates. The Community Center Meeting room is no longer adequate to perform several department functions, such as elections, large meetings, and training sessions. The meeting room also serves as the Emergency Operations Center for the Village, and the room will not support the technology requirements of an Emergency Operations Center nor does it meet the space requirements. Technology updates would include digital document storage and electronic and paperless correspondence, all in an effort to save paper, postage, staff time, file folders, and relieve document storage issues. The Committee directed Ms. Schnitzler to talk with the Village information technology consultant regarding digital document storage and electronic correspondence and storage and the approximate costs. Ms. Schnitzler discussed an integrated phone system wherein callers can be easily transferred to another department and calls can be answered from one central location by either staff or by automation. The Committee directed Ms. Schnitzler to research costs of such a system. Security systems and security measures are a concern in the Community Center Building. Many times during the year there are large amounts of cash in all departments, all departments are oftentimes confronted by upset and angry visitors, and many times staff has been anxious about people in the building. The police chief installed a "door bell" type system in the Administration office. When the button is pushed, a door bell rings in the police department signaling an urgent request for assistance. The police department, recreation office, and administration office are too exposed to harm with the

present arrangement. The Committee will discuss this with Police Chief Charles Ashbeck at a later date. Staff expansion was included as a proposed project. Ms. Schnitzler explained West Salem is served by an Administrator/Clerk-Treasurer. The position is also responsible for and acts as zoning administrator, human resources administration, code enforcement, purchasing agent, personnel officer, public information officer, and liaison with community and businesses. The workload demands of this combined position will need to be examined as the duties of each job could each have a higher rate of performance if the workload was not as it presently is. The questionnaire includes an inquiry asking if projects could only be completed through budget cutting, what could be eliminated from the budget. Ms. Schnitzler explained the administration portion of the Village Operating Plan only includes essential, required and/or State-mandated services and requirements, including: elections; audits; assessments; all departments' property, casualty, workers compensation, equipment, auto, and general liability insurance; all departments' postage and utilities; municipal court; shared ride; inspections; garbage and recycling; senior center; economic development; tourism; and streetlights. The next meeting of the Committee is scheduled for Monday, November 4, 2013, at 4:30 p.m. The Committee will meet with the Recreation Director Michelle Czerwan for review of the recreation department maintenance and capital needs.

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the October 21, 2013, Capital Improvement Planning Committee meeting as presented. Roll call vote: Unanimous aye.

#### Finance and Personnel Committee

Trustee Leicht reported on the October 23, 2013, Finance and Personnel Committee meeting. The purpose of the meeting was to review the proposed 2014 Police Department budget, continue 2014 operating plan preparations, and convene in closed session to consider employment, promotion, compensation, or performance evaluation data of a public employee. Charles Ashbeck presented the proposed 2014 Police Department budget. Included in the Salaries and Fringes account lines is a provision for 599 hours of a part time clerk to assist in the Police Department. Expenses increasing are gasoline, legal expenses, operating supplies, squad car equipment maintenance, training, and contracts. Expense account items proposed to be decreased are squad maintenance, uniform expenses, and services and expenses. Police capital items proposed are a replacement of the interview room recorder, office computer equipment replacement, weapons, replacement of the portable alarm system, and two tasers. The Committee convened in closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: Police Department Staffing. The Committee then reconvened in open session and adjourned.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the Finance and Personnel Committee meeting minutes of October 23, 2013. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

#### Finance and Personnel Committee

Trustee Leicht reported on the October 28, 2013, Finance and Personnel Committee meeting. The purpose of the meeting was to review the proposed 2014 Public Works Department budget, continue 2014 operating plan preparations, and convene in closed session to consider employment, promotion, compensation, or performance evaluation data of a public

employee. Public Works Director Scott Halbrucker presented the proposed 2014 Public Works Department budget. Proposed increases to the budget include engineering expenses, weed control, machinery repairs, and sidewalk expenses. Decreases noted are snow and ice equipment repairs and tree and brush expenses. Capital expenditures include replacement of the 2002 pickup truck and purchase of a four-wheel drive mower. Mr. Halbrucker stated a four-wheel drive mower is needed to maintain utility-owned properties, and of the \$20,000 purchase price, \$7,200 of the price can be allocated to the Water, Sewer, and Storm Water Utilities. The Village garage roof is in very poor shape and needs replacing at an estimated cost of \$50,000. The estimated cost to reconstruct West Hamilton Street from Leonard to Youlon is \$128,375, and the estimated cost to reconstruct Elm Street from Mill to Leonard is \$39,000. A proposal to reconstruct the two deteriorating blocks of West Hamilton from Leonard to Harmony was then presented to the Committee. The estimated cost to reconstruct two blocks of West Hamilton is \$217,343. The Committee reviewed a proposal to borrow funds to complete approximately 45 percent of the Public Works Department capital projects. Repayment would be made over three years, and the cost of borrowing would be approximately \$6,000. The Committee directed Ms. Schnitzler to include the Public Works Department proposed budget with the borrowing in the operating plan for further review at its next meeting on Friday, November 1. The Committee convened in closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: Police Department Staffing. The Committee reconvened in open session, and then the meeting was adjourned.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the minutes of the Finance and Personnel Committee meeting held on October 28, 2013. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

#### Finance and Personnel Committee

Trustee Leicht reported on the November 1, 2013, Finance and Personnel Committee meeting. The purpose of the meeting was to continue 2014 Operating Plan review and preparation, review and recommend for approval 2014 West Salem Fee Schedule, consider a recommendation to schedule a public hearing on the 2014 Operating Plan, and entertain a motion to convene in closed session for employee evaluations and compensation. The Committee reviewed Resolution 7.13 West Salem Fee Schedule, and the Committee agreed to recommend revision of the annual boulevard variance permit renewal fee from \$50 to \$5. The Committee recommended changing the boulevard variance permit renewal fee to \$5 and recommend to the Village Board approval of Resolution 7.13 West Salem Fee Schedule. The Committee reviewed the final draft of the operating plan which incorporates all department budget requests and anticipated revenues and expenditures for 2014. The 2014 operating plan includes financing for reconstruction of one additional block of West Hamilton Street and reconstruction of Elm Street in the amount of \$130,000 at 2.75% interest for a term of three years. Principal and interest payments are then included as an addition to the allowed levy. The Committee discussed the fact no surplus funds have been designated to balance the 2014 operating plan. The Committee recommended approval of the 2014 operating plan, which calls for total expenditures of \$2,426,532, and a levy of \$1,176,631. The Committee recommended a public hearing on the 2014 operating plan be scheduled for Tuesday, November 19, 2013, at 6:50 p.m.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the minutes of the November 1, 2013, Finance and Personnel Committee as presented. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Resolution 7.13 West Salem Fee Schedule

The Board agreed water impact fees should be listed and included in the West Salem Fee Schedule and discussion was had regarding the annual boulevard variance renewal fee.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve Resolution 7.13 West Salem Fee Schedule with the addition of water impact fees and revision of the annual boulevard variance fee to \$5. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to schedule a public hearing on the proposed 2014 Operating Plan for Tuesday, November 19, 2013, at 6:50 p.m. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Leicht to adjourn the meeting at 7:36 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator