

Public Hearing
Proposed 2008 Operating Plan

December 4, 2007

Public hearing called to order at 7:00 p.m. by President Manthei. Trustees present: Hanson, Harold, Hoffman, Leicht, and Wehrs. Excused: Engel. Also present: Matt Perenchio, Charles Ashbeck, and Teresa Schnitzler.

This hearing was held for the purpose of hearing any taxpayer or citizen comments or questions pertaining to the proposed Village budget for 2008. There were no citizens present to speak for or against the proposed 2008 operating plan.

Motion by Trustee Hoffman, seconded by Trustee Leicht to adjourn the public hearing at 7:06 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator

Public Hearing
Ordinance No. 422 Park Hours

December 4, 2007

Public hearing called to order at 7:15 p.m. by President Manthei. Trustees present: Hanson, Harold, Hoffman, Leicht, and Wehrs. Excused: Engel. Also present: Matt Perenchio, Charles Ashbeck, and Teresa Schnitzler.

This hearing pertains to Ordinance No. 422, which, if adopted, will create an Ordinance regulating Village park hours.

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

Motion by Trustee Hoffman, seconded by Trustee Harold to adjourn the public hearing at 7:20 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator

Regular Board Meeting

December 4, 2007

Meeting called to order at 7:30 p.m. by President Manthei. Trustees present: Hanson, Harold, Hoffman, Leicht, and Wehrs. Excused: Engel. Also present: Ray Ebert, Eric Bauer, Martin Severson, Shane Wehrs, Tim Degenhardt, Dave Hundt, Lester Hanson, Matt Perenchio, Wade Peterson, Charles Ashbeck, and Teresa Schnitzler.

Public Comment

Dave Hundt stated the Village should not have ended the 6:00 daily testing of the warning sirens because of safety issues, tradition, and the whistles do more good than bad. Mr. Hundt has been collecting signatures of people who want the sirens, and he requested the Board reconsider keeping the 6:00 warning sirens on.

Martin Severson stated he agreed with the Board's decision to discontinue the siren as they are no longer needed and are too loud. He felt operating the daily sirens for tradition is an excuse not a reason.

Tim Degenhardt works at Brenengen Chevrolet, and he stated he cannot conduct telephone conversations during the 6:00 daily test. Mr. Degenhardt agrees with the Board's decision to discontinue the daily testing of the warning siren.

Eric Bauer agreed the daily testing is not necessary, and he would like to see the daily sirens discontinued.

Minutes

Motion by Trustee Harold, seconded by Trustee Leicht to approve the minutes of the November 20, 2007, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$57,548.45
<u>Water Utility:</u>	\$84,247.89
<u>Sewer Utility:</u>	\$9,611.87

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

Approval of Class "B" Beer License

Shane Wehrs, owner of Lloyd's Speedstop, appeared before the Board in support of his application for a Class "B" Beer License for Lloyd's Speedstop on Buol Road. Mr. Wehrs wishes to give the option to his customers of ordering beer to consume with their purchased food products. Chief Ashbeck informed the Board he would recommend approval of the application if Lloyd's Speedstop were restricted to serving beer to dining customers only.

Motion by Trustee Hoffman, seconded by Trustee Wehrs to approve the issuance of a Class "B" Beer License to Lloyd's Speedstop, Inc. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Hoffman reported on the November 29, 2007, Finance and Personnel Committee meeting. Diana Engel and Teresa Schnitzler updated the Committee on the progress made toward a concept plan for the lower Neshonoc Lake Addition Park. The Committee reviewed a memorandum from Chief Ashbeck. The video camera in one of the squad cars is no longer functioning. Estimates to repair the unit are \$400 to \$500. Chief Ashbeck stated it is not wise to expend the \$400 to \$500 to repair an 8-year old piece of equipment that is budgeted to be replaced in April of 2008. Chief Ashbeck proposed the remaining 2007 capital set aside for a new squad car purchase be used now to purchase the video camera, and the 2008 budget be increased for the squad car purchase. The Committee recommended acceptance of Chief Ashbeck's proposal regarding the video camera replacement. Attorney Bryant Klos contacted the Village regarding the hourly billing rate charged by his law firm for West Salem services. Mr. Klos proposed that for 2008 his office rates be increased to reflect current, average charges by area law firms. The Committee recommended acceptance of Bryant Klos' proposal. Upon receipt of an estimate for construction of a storage building at the library, the Committee recommended increasing the 2008 library building capital budget to \$20,000. The Committee discussed recognition of employees not enrolling in the Village health insurance program and a spreadsheet prepared by Teresa Schnitzler indicating what other municipalities provide in this regard and recommended not offering a monetary contribution in lieu of health insurance and continue to explore options and continue to research the matter. The Committee then reviewed the 2008 West Salem Fee Schedule. Changes proposed for 2008 include: Decreasing the forfeiture amount for an abandoned vehicle from \$50 to \$25; adding the credit card convenience fee of 3.5% of the payment amount; increasing parking fines 50¢; increasing appliance pick up to \$20 per appliance; and increasing park shelter rental fees to \$25 per day. The Committee recommended approval of Resolution 17.07 Fee Schedule as presented. The Committee also recommended approval of the 2008 Operating Plan with a levy of \$882,594.

Motion by Trustee Hoffman, seconded by Trustee Leicht to approve the minutes of the November 29, 2007, Finance and Personnel Committee meeting. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Resolution 17.07 – West Salem Fee Schedule

Motion by Trustee Harold, seconded by Trustee Hoffman to approve Resolution 17.07 re West Salem Fee Schedule. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

The Village Board of the Village of West Salem does hereby
establish the following Schedule of Fees:

Abandoned and Junked Vehicles or Appliances:

Abandoned Vehicle Impoundment Fee	Actual Cost & Administrative Fees
Abandoned Vehicle	\$ 25.00 Per Day
Junked Vehicle	\$ 100.00 - 500.00 Per Day
Removal of junked vehicle or appliance	Actual Cost & Administrative Fees
Interference with Removal/Disposal	\$ 100.00 - 500.00

Administrative Fee:

A fee equal to the cost of any legal, administrative, or fiscal work which may be undertaken by the Village.

Adult-Oriented Establishments:

License Fee	\$	500.00	Annual
Renewal Fee	\$	100.00	Annual
Late Fee:	\$	10.00	Each

Alcohol License Fees:

Temporary Operator	\$	10.00	Each
Provisional Operator	\$	5.00	Each
Operator	\$	15.00	Annual
"Class A" Liquor	\$	350.00	Annual
Class "A" Beer	\$	100.00	Annual
"Class B" Liquor	\$	350.00	Annual
Class "B" Beer	\$	100.00	Annual
Class "C" Liquor	\$	10.00	Annual
Class "D" Liquor	\$	10.00	Annual
Wholesaler's Fermented Malt Beverage	\$	10.00	Annual
Temporary Class "B" Beer (Special Event, Picnic)	\$	10.00	/ Event
"Reserve Class B" Liquor	\$	10,000.00	Each
Pharmacist's License	\$	10.00	Annual
Publication Fee	\$	20.00	Annual
Late Fee	\$	10.00	/License

Animal Control:

Unneutered Male Dog License	\$	17.00	Annual
Unspayed Female Dog License	\$	17.00	Annual
Neutered Male Dog License	\$	9.00	Annual
Spayed Female Dog License	\$	9.00	Annual
Animal Control Penalty	\$	25.00 - 250.00	Per Dog
Rabies Vaccination Required Penalty	\$	10.00 - 25.00	Per Dog

Amusements:

Amusement Devices (See Coin Machines)
Parades, Special Events (See Public Amusements)

Antenna Fee:

None Stated in Chapter 3.14(C)

Annexations:

A fee equal to the cost of any legal, engineering, administrative, or fiscal work which may be undertaken by the Village.

Appliance, Box, or Structure (See Recycling Charges)

(See also Abandoned and Junked Vehicles or Appliances)

Assessment Payment Schedule (Special):

If Special Assessments Exceed \$400, maximum terms are as follows:

\$400.00 or less	Paid by December 1 (same year)
\$401.00 to \$799.00	Paid over two (2) years
\$800.00 to \$1,499.00	Paid over three (3) years
\$1,500.00 to \$2,999.00	Paid over four (4) years
\$3,000.00 and over	Paid over five (5) years
Administrative Fees	7.5%
Interest	1% in excess of the then 1-year C.D. rate of the official Village bank

Bicycles:

License Fee	\$	1.00	Per Bike
Operating Rules Violation	\$	10.00	
Riding on Sidewalks Violation	\$	10.00	
Stunt or Trick Riding Violation	\$	10.00	
Unreasonable Speed Violation	\$	10.00	
Towing Person Violation	\$	10.00	

Carrying Extra Passenger Violation	\$	10.00	
Parking Violation	\$	10.00	
Billiards Fee:			
(See Coin Machines)			
Penalties	\$ 5.00	- 25.00	/ Table
Board of Appeals:			
Building Permit Appeal Application Fee	\$	100.00	/ Appeal
Building Permit Fees (Fees are in addition to any Department of Commerce Permit Fees):			
Garage	\$	35.00	Each
New Dwellings, Additions, Decks, and Alterations (Residential)	\$.20 per square foot	
Business, Institutional and Office Buildings	\$.10 per square foot	
Manufacturing and Industrial Buildings	\$.08 per square foot	
Razing Permits	\$	15.00	Each
Moving Buildings over Public Ways (any structure)	\$	25.00	Each
Permission to start construction	\$	35.00	Each
Building Permit Fees (cont'd):			
Fence permit	\$	25.00	Each
Failure to comply	\$ 10.00	- 100.00	
Variance Application (Board of Appeals)	\$	50.00	/ Appeal
Shoreland/Wetland Zoning Permit (County fee)			
Sign Permit	\$.50 per square foot	
Sign Permit Violations	\$	4 times Permit Amount	
Minimum cost for any building permit not listed	\$	20.00	Each
Cable and Video Television Franchise Fee:		5% of gross receipts	
Capital Improvement for Park Development (See Development Fees)			
Cell Towers (See Telecommunications Structures and Towers)			
Certified Survey Map Review (See Development Fees)			
Cigarette License:		\$ 50.00	Annual
Code of Ethics Violation Penalty:		\$ 100.00 - 1,000.00	Each
Coin Machines, Juke Box/Pinball Machines:			
License Fee	\$	10.00	Annual
Penalty	\$ 5.00	- 50.00	Per Machine
Conditional Use Permit:		\$ 100.00	Each
Credit Card Convenience Fee		3.5% of payment amount	
Dance License:			
Fee	\$	5.00	Annual
Penalty	\$ 10.00	- 50.00	Each
Delinquent Personal Property Tax Interest Rate:		1% per month until paid	
Development Fees:			
Preliminary Plat Review	\$ 25.00 plus \$2	/each lot or parcel	
Final Plat Review	\$ 25.00 plus \$2	/each lot or parcel	
Plat Reapplication Fee	\$	15.00	
Capital Improvement for Park Development (w/land dedication)	\$	345.00	Per Dwelling
Public Park Site Fee	\$	839.00	Per Dwelling
Park Fees for Annexed Lands	\$	839.00	Per Dwelling
Park Fees for Commercially Developed Lands	\$300.00 plus \$25 per acre		
Public Improvement Inspection Fees (utilities, streets)	Actual Cost & Administrative Fees		
Engineering Fees	Actual Cost & Administrative Fees		
Administrative Fees	Actual Cost & Administrative Fees		

Development and Subdivision Penalties	\$ 25.00 - 200.00	
Certified Survey Map Review	\$ 100.00	Per Lot
Resubmittal of Certified Survey Map for Review	\$ 50.00	Per Lot
Direct Seller's Permit (See Transient Merchant)		
Discrimination in Housing Penalty	\$ 10.00 - 200.00	Each
Dumpster Permit:	\$ 10.00	Per Unit
Elections (special for non-municipal purposes)	Actual Cost and Administrative Fees	
Engineering Fees (See Development Fees)		
Fascimile Service:	\$ 1.00	/ Page
Flood Plain Penalties	\$ 50.00 - 200.00	Each
Gas Installation Permit	\$ 10.00	Annual
Gasoline Station Permit Fee	\$ 10.00	Each
Gas Safety License Fee	\$ 10.00	Annual
Grass, Leaves, and Noxious Weeds:		
Grass and Weed Cutting	\$ 75.00/hr. – Minimum	
Blowing or Placing Grass and Leaves in Right-of-Ways	\$ 10.00 - 200.00	
Grass and Weed Cutting Penalty	\$ 75.00	
Historic Preservation Penalties		
Hotel/Motel Room Tax:		
Tax Imposed	1% of gross receipts	
Administration Fee	5% of tax imposed	
Permit Fee	\$ 10.00	Annual
Renewal Fee	\$ 5.00	Annual
Failure to File Return	10% of tax required to be paid	
Unpaid Room Tax Interest	18% per annum	
Delinquent Tax Return	\$ 10.00	
Negligent and Late Return	25% of tax, exclusive of interest	
Failure to Obtain Permit	\$ 1,000.00 plus costs	
Insufficient Funds Check (See Return Check Charge)		
Juke Box/Pinball Machines (See Coin Machines)		
Junked Vehicles (See Abandoned and Junked Vehicles and Appliances)		
Library Community Room Use:		
Refundable Security Deposit	\$ 20.00	Per Use
Mobile Home Parks:		
License fee	\$ 2.00	/ Space
Delinquent Payment of Monthly Fees	Interest as applied to taxes	
NSF Check Charge (See Return Check Charge)		
Parking:		
Removal of Parking Signs in Violation of Ordinance	Actual Cost & Administrative Fees	
Removal Violating Vehicles	Actual Cost & Administrative Fees	
Alternate Side Parking	\$ 8.00	Per Day
Overtime Parking	\$ 8.00	Per Day
Abandoned Vehicle	\$ 25.00	Per Day
Alley Parking	\$ 8.00	Per Day
Parking in Loading Zone	\$ 8.00	Per Day
Handicapped Parking	\$ 50.00	Per Day

Fire Hydrant Zone	\$	50.00	Per Day
Parking in School Zone	\$	8.00	Per Day
Night Parking	\$	8.00	Per Day
No Parking Zone	\$	8.00	Per Day
Bicycle Parking	\$	10.00	Per Day
Park Shelter and Park Use Fees:			
Shelter Rental	\$	25.00	Per Day
Refundable Deposit	\$	20.00	/ Renter
Lion's Shelter Light Charge	\$	10.00	/ Renter
Lion's Shelter Rolldown Doors (with Board approval) (Plus \$1,200 Security Deposit)	\$	250.00	Per Day
Ballfield Rental (1 day event)	\$	40.00	/ Field
Ballfield Rental (Weekend Tournament)	\$	200.00	Per Weekend
Photocopy Fees:			
	\$.20	/ Copy
Police Department Charges:			
Accident Report	\$	1.00	/ Report
Photocopy Charges			
Public Amusement:			
Annual License Fee	\$	500.00	Annual
Daily License	\$	25.00	/ Event
Bond	\$	1,000.00	/ Event
Extra Ordinary Fees			Actual Cost & Administrative Fees
Public Works Charges:			
Labor	\$	40.00	/ Hour
Equipment Rental	\$	40.00 - 75.00	/ Hour
			Depending on Equipment Used
Any and all supplies, property, etc. used for repairs/damages			Actual Cost & Administrative Fees
Return Check Charge:			
	\$	25.00	/ Check
Recycling Charges:			
Appliances	\$	20.00	Per Unit
Automobile Tires	\$	2.00	Per Tire
Truck Tires	\$	10.00	Per Tire
Tractor Tires	\$	15.00	Per tire
Large Appliances			Actual Cost Charged by Recycler
Recycling Bin	\$	9.00	Per Bin
Recyclable Materials Penalty – 1 st Offense	\$	50.00	
- 2 nd Offense	\$	200.00	
- 3 rd Offense & Subsequent	\$	2,000.00	
Sewer Accidental Discharge Penalty:			
	\$	500.00	If Reported
	\$	1,500.00	If Not Reported
			Plus Actual Costs Incurred
Sidewalk Permits			
Installation	\$	5.00	Each
Repair	\$	5.00	Each
Village Installed or Repaired			Actual Cost & Administrative Fees
Sign Permit (See Building Permits)			
Snow and Ice Removal:			
	\$	75.00/hr.	– Minimum
Snowmobiles:			
Operator's Permit	\$	2.00	Annual
Parking/Highway Fees			Same as Motor Vehicle Fines
Stormwater Management Permit Fee			
	\$	250.00	Each
Street and Sidewalk Excavation (Street Opening Permit):			
	\$	25.00	/ Site

Taxicabs			
License Fee	\$	10.00	Annual
Each Additional Vehicle Operated	\$	5.00	Annual
Vehicle Operator	\$	2.00	Each
Telecommunications Structures and Towers (Cell Towers):			
Conditional Use Permit Fee	\$	1,000.00	Each
Annual Report Fee	\$	250.00	Annual
Fees equal to the cost of any legal, administrative, or fiscal work which may be undertaken by the Village.			
Tobacco License (See Cigarette License)			
Transient Merchant:			
Registration Fee	\$	10.00	Each
Penalty	\$	10.00 - 1,000.00	
Trees			
Planting or Transplanting Tree	\$	5.00	Each
Removal Tree	\$	5.00	Each
Unlawful Planting or Removal	Actual Cost & Administrative Fees		
Vacate Street or Alley	Actual Cost & Administrative Fees		
Weed Cutting:	\$	75.00/hr.	– Minimum
Zoning Amendment Petition (Rezoning):	\$	100.00	Each

Adopt 2008 Operating Plan

Motion by Trustee Hoffman, seconded by Trustee Leicht to approve the 2008 Operating Plan, which calls for total expenditures of \$2,047,104 and a levy of \$882,594. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Ordinance No. 422 – Creating Village Park Hours

Motion by Trustee Harold, seconded by Trustee Wehrs to approve Ordinance No. 422 as presented. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Planning Commission Meeting

President Manthei reported on the December 3, 2007, Planning Commission meeting. The Commission reviewed a conditional use permit application submitted by Rick Beyer for construction of a 44-unit multi-family housing project along County Trunk Highway C (also known as Neshonoc Road). Multi-family housing is permitted in a Business District with a conditional use permit. Mr. Beyer's plan includes 44, 1-2 bedroom 2-story units on grade. The project is targeted to house new employees at the Sprint building on Neshonoc Road with a construction to begin Spring of 2008. Architect Tom Lyons met with Public Works Director Wade Peterson to address storm water issues, water utilities, and sanitary sewer utilities. The south end of the parcel is designated as the storm water retention area, and Mr. Lyons believes the project will aid in managing run off from County Trunk Highway C. Teresa Schnitzler noted one of the access roads from the development is onto Neshonoc Road. Mr. Lyons stated he had talked with the County Highway Commissioner and the plans for access to Neshonoc Road were satisfactory to him if the access road lined up exactly with Industrial Drive. As the business park continues to develop, traffic will increase significantly. In addition,

whenever Shorewood is connected up with Industrial Drive, those residents will be utilizing this route to West Salem. The Commission directed Mr. Lyons to plan a second access street to the development by extending either East Franklin Street or East Hamilton Street. Mr. Lyons will further survey the right of way locations for the two streets. Commission members requested additional information regarding street widths, requirement for privacy fencing along the west property line of the development, provisions for pedestrian traffic in and out of the development, access to Village parks, allocations for green spaces, storm water management plans, garbage and recycling considerations, and provisions for noise buffers for the development since it is located near a major roadway. The additional information will also satisfy implementation provisions of the West Salem Comprehensive Plan. The Planning Commission will meet again once all additional information requested from the developer is available. Dan Meeker appeared before the Commission in favor of his request for annexation to the Village of West Salem. Lot 1 of the scale map is Linda's Bakery, and Lot 2 is the new residence of Linda and Dan Meeker. Annexation is requested for access to municipal utilities. Approval of the annexation would now enable property across Highway 16 to connect to municipal utilities. The State of Wisconsin Department of Administration issued its advisory opinion on the Petition and found the proposed annexation to be in the public interest. The Department of Administration's letter stated the subject petition is for territory that is reasonably shaped and nearly contiguous to the Village. However, in order to actually become contiguous, the intervening Highway 16 right-of-way separating the petitioned territory from the Village needs to be included in the annexation ordinance. The Commission approved the Petition for Direct Annexation contingent upon petitioners including the intervening Highway 16 right-of-way in the petition. The Commission thoroughly reviewed the first completed draft of the West Salem Smart Growth Plan. Planning Commission updates, revisions, and changes will be submitted to the contracted consultants. The Planning Commission will meet on Thursday, January 3, 2008, to review the final Plan for approval to the Village Board. Upon Planning Commission approval by resolution, the Plan will be distributed in full to all interested parties. It is expected the Village Board will schedule a public hearing for Tuesday, February 19, 2008, for approval and adoption of the Plan.

Motion by President Manthei, seconded by Trustee Hoffman to approve the minutes of the December 3, 2007, Planning Commission meeting. Roll call vote: Unanimous aye.

Ordinance No. 423 – Annexation of 2.91 Acres

Motion by Trustee Leicht, seconded by Trustee Wehrs to schedule a public hearing on Ordinance No. 423 Annexation for 7:20 p.m. on Thursday, January 3, 2008. Roll call vote: Unanimous aye.

Reconsideration of Discontinuance of Village Warning Siren Daily Test

Motion by Trustee Leicht, seconded by Trustee Hanson to reconsider the Board's action on November 20, 2007, to discontinue the 6:00 daily warning siren as of January 1, 2008. Roll call vote: Harold and Wehrs – nay; remainder of Board – aye. Motion approved.

Trustee Leicht and Trustee Hanson stated they had received many phone calls and visited with people regarding the Board's recent decision to discontinue the 6:00 daily warning siren test. They stated the comments received cited public safety, tradition,

community service, and uniqueness to our community. Trustee Hoffman felt there are safety concerns in discontinuing the daily testing, the siren has value to some people, and stated the Village has spent a fair amount of money maintaining the siren to date. Trustee Harold stated she had not heard from anyone wanting the daily siren tests to continue, and Trustee Wehrs stated no one had contacted him regarding the Board's decision, but he continues to believe the siren serves no purpose and is a nuisance.

Motion by Trustee Leicht, seconded by Trustee Hanson to continue the 6:00 daily test of the warning siren located at the fire station and discontinue the 6:00 daily test of the warning siren located behind Kwik Trip effective January 1, 2008, subject to change as future public safety reasons may warrant. Roll call vote: Harold and Wehrs – nay; remainder of Board – aye. Motion approved.

Economic Development Advisory Committee

Trustee Wehrs reported on the November 26, 2007, Economic Development Advisory Committee meeting. Trustee Wehrs stated the minutes should be corrected to reflect the Committee recommended to the Village Board that the Pathways application be submitted by the Village for the TE Grant Program for 2008. The Committee reviewed the last application submitted and discussed revisions to be made for the next application.

Motion by Trustee Wehrs, seconded by Trustee Harold to approve the minutes of the November 26, 2007, Economic Development Advisory Committee meeting with the correction noted. Roll call vote: Hanson – nay; remainder of Board – aye. Motion approved.

Approve Operator's License Application

Motion by Trustee Hoffman, seconded by Trustee Harold to approve an operator's license for Mary J.H. Watkins. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Harold to adjourn the meeting at 8:49 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator