

Public Hearing
Citizen Participation Plan Adoption

May 3, 2011

Public hearing called to order at 7:00 p.m. by President Manthei. Trustees present: Engel, Leicht, Schumacher, and Wehrs. Excused: Trustee Iverson. Trustee Koelbl arrived later as noted below. Also present: Public Works Director Scott Halbrucker, County Board Supervisor Ray Ebert, Village Attorney Bryant Klos, Community Development Specialist Brad Hentschel, and Village Administrator Teresa Schnitzler.

The purpose of this hearing is to adopt a Citizen Participation Plan for the Village of West Salem. The Citizen Participation Plan provides for and encourages citizen participation within the Village, with particular emphasis on participation by persons of low and moderate income, affording citizens the opportunity to participate in the planning and implementation of Community Development Block Grant funded activities. In addition, this plan will allow the Village to guide the public involvement efforts of the Village as they apply for and administer Community Development Block Grant Projects.

There were no citizens present to speak for or against the proposed Citizen Participation Plan.

Trustee Koelbl arrived at 7:07 p.m.

Motion by Trustee Leicht, seconded by Trustee Engel to adjourn the public hearing at 7:08 p.m. Roll call vote: Unanimous aye.

Teresa L. Schnitzler, Village Administrator

Public Hearing
Community Development Block Grant
Citizen Participation Hearing

May 3, 2011

Public hearing called to order at 7:15 p.m. by President Manthei. Trustees present: Engel, Koelbl, Leicht, Schumacher, and Wehrs. Excused: Trustee Iverson. Also present: Coulee News Special Correspondent Emily Wilson, Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, County Board Supervisor Ray Ebert, Village Attorney Bryant Klos, Community Development Specialist Brad Hentschel, and Village Administrator Teresa Schnitzler.

The purpose of this hearing is to meet the requirements of the Community Development Block Grant process to involve citizen participation. The public was invited to make

comment on the Community Development Block Grant, which, if approved, will provide funds for construction of downtown improvements.

There were no citizens present to speak at the public hearing.

Motion by Trustee Leicht, seconded by Trustee Wehrs to adjourn the public hearing at 7:28 p.m. Roll call vote: Unanimous aye.

Teresa L. Schnitzler, Village Administrator

Regular Board Meeting

May 3, 2011

Meeting called to order at 7:30 p.m. by President Manthei. Trustees present: Engel, Koelbl, Leicht, Schumacher, and Wehrs. Excused: Trustee Iverson. Also present: Police Chief Charles Ashbeck, Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Wilson, County Board Supervisor Ray Ebert, Public Works Director Scott Halbrucker, Community Development Specialist Brad Hentschel, American Legion Auxiliary Liz Staff, 2011 Poppy Princess Hannah Anderson, Dawn Anderson, and Village Administrator Teresa Schnitzler.

Liz Staff introduced Hannah Anderson, the 2011 Poppy Princess, and her mother Dawn Anderson. Ms. Staff read the Memorial Poppy Proclamation which declares May the American Legion Auxiliary Poppy Month.

Minutes

Motion by Trustee Engel, seconded by Trustee Leicht to approve the minutes of the April 19, 2011, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

General Fund: \$22,569.43

Water Utility: \$16,091.05

Sewer Utility: \$8,790.08

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

Resolution 5.11 Citizen Participation Plan

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve Resolution 5.11 Adopting a Citizen Participation Plan for the Village of West Salem. Roll call vote:

Unanimous aye.

WHEREAS, the Village of West Salem has applied for a Community Development Block Grant; and

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the Village of West Salem has prepared and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED that the Village of West Salem officially adopts the Citizen Participation Plan.

ADOPTED this 3rd day of May, 2011.

/s/ _____
Dennis Manthei, Village President

(VILLAGE SEAL)

/s/ _____
Teresa L. Schnitzler, Village Administrator

Resolution 6.11 Community Development Block Grant Application

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve Resolution 6.11 Authorizing Submission of a Community Development Block Grant Application Relating to the Village of West Salem Participation in the Community Development Block Grant Program. Roll call vote: Unanimous aye.

WHEREAS, Federal monies are available under the Community Development Block Grant program, administered by the State of Wisconsin, Department of Commerce (Commerce), for the purpose of the provision or improvement of public facilities; and

WHEREAS, after public meeting and due consideration, the Board has recommended that an application be submitted to the Department of Commerce for the following project(s): Downtown Improvements; and

WHEREAS, it is necessary for the Village Board to approve the preparation and filing of an application for the Village to receive funds from this program; and

WHEREAS, the Village Board has reviewed the need for the proposed project(s) and the benefit(s) to be gained therefrom;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board does hereby approve and authorize the preparation and filing of an application for the above-named project(s); and that the Village President and Village Administrator are hereby authorized to sign all necessary documents on behalf of the Village, and that authority is hereby granted to the Board to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this Resolution.

ADOPTED on this 3rd day of May, 2011.

The governing body of the Village of West Salem has authorized the above Resolution by Resolution No. 6.11, dated May 3, 2011.

/s/ _____

(VILLAGE SEAL)

Dennis Manthei, Village President

/s/ _____
Teresa L. Schnitzler, Village Administrator

Resolution 7.11 Redevelopment Area

Motion by Trustee Leicht, seconded by Trustee Wehrs to approve Resolution 7.11 being a Resolution of the Village President and Village Board of the Village of West Salem finding that a redevelopment area exists in the municipality. Roll call vote: Unanimous aye.

WHEREAS, the Village desires to apply for State Community Development Block Grant funds for an activity that will aid in the prevention or elimination of blight; and

WHEREAS, the State of Wisconsin Community Development Block Grant Program provides assistance for eligible activities which aid in the prevention or elimination of blight in designated areas;

NOW, THEREFORE, BE IT RESOLVED, that the Village of West Salem Board of Trustees finds that there are one or more blighted areas in the Village, and the Village finds that the blight area exists in the area generally described as:

- Bounded on the north by Garland Street, and
- Bounded on the east by Mill Street, and
- Bounded on the south by Jefferson Street, and
- Bounded on the west by Youlon Street;

BE IT FURTHER RESOLVED, the redevelopment of the above-described area is necessary in the interest of the public, health, safety, morals, and welfare of the residents of the Village of West Salem;

BE IT FURTHER RESOLVED, the attached map further identifies the area in need of redevelopment.

PASSED AND ADOPTED by a two-thirds vote of the Village Board on this 3rd day of May, 2011.

/s/ _____
Dennis Manthei, Village President

(VILLAGE SEAL)

/s/ _____
Teresa L. Schnitzler, Village Administrator

Resolution 2.11 Complete Streets

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve Resolution 2.11 Enacting a "Complete Streets" Policy for the Village of West Salem. Roll call vote: Unanimous aye.

WHEREAS, in 2010, the Village adopted the West Salem Comprehensive Plan, which identifies goals, objectives, and recommendations for improved transportation methods. The goals noted are:

1. The Village of West Salem will work with La Crosse County and neighboring jurisdictions to provide a safe, efficient, and economically sound transportation system that meets the needs of all its residents, businesses, and visitors.
2. Encourage and promote biking and snowmobiling activities and services on the La Crosse River State Trail.
3. Provide an attractively designed transportation system.
4. Support transportation strategies that improve West Salem's economic vitality.

5. Ensure affordable transportation.

WHEREAS, the planning, scoping, design, implementation, operation, and maintenance of streets should address the safety and accessibility needs of all users of all ages and abilities, including those with disabilities; and

WHEREAS, the needs of motorists, pedestrians, transit users and vehicles, bicyclists, and commercial and emergency vehicles moving along and across streets, intersections, and crossings should be considered in a manner that is sensitive to the local context; and

WHEREAS, the Village recognizes the safety, transportation, economic, environmental, health, and quality of life benefits of providing accommodations for all users within the right-of-way of the Village streets; and

WHEREAS, integrating pedestrian, bicycle, and transit facilities and accommodations into the initial design of street projects avoids the expense of future retrofits; and

WHEREAS, the intent of the Village of West Salem is to establish a Complete Streets Policy for all streets within the Village of West Salem, including private streets and roads, to ensure that streets, development of streets, and street re-development projects within the Village include accommodations for all users regardless of age or ability; and

WHEREAS, the Village shall support this policy by updating development regulations to include, where appropriate, requirements for sidewalks, pedestrian-scale street lighting, bicycle parking, transit shelters, shared-use paths, and other accommodations;

NOW, THEREFORE, BE IT RESOLVED that the Village of West Salem hereby adopts the Complete Streets Policy as provided below:

1. The Village shall construct, reconstruct, rehabilitate, resurface, repaint, and maintain its streets so as to accommodate the needs of pedestrians, including children, the elderly, and persons with disabilities; bicyclists; transit users; and transit, commercial, freight, and emergency vehicles in a manner that balances the needs of motorized and non-motorized users. Accommodations shall include, but not be limited to, sidewalks, raised intersections and crosswalks, highly visible crosswalks at intersections and mid-block, street and crosswalk illumination, longer pedestrian clearance times at signalized intersections, pedestrian lead phases, pedestrian-activated flashing beacons, pedestrian countdown timers, bicycle-accessible push buttons, bike lanes, colored pavement for bike facilities in high-conflict areas, shared lane markings, edge lines, cameras or loops at intersections for bicycle detection, shared-used paths, curb extensions, bus turnouts, traffic calming measures, low curb-return radii, signage, mid-block crossings, median refuges, pedestrian-scale lighting, bicycle parking, and transit shelters.
2. The Village shall construct, reconstruct, rehabilitate, resurface, and repaint its streets so as to enhance the connectivity of the transportation system for each mode. Bicycle and pedestrian connections shall be maintained or created during permanent street closures.
3. The Village shall refer to the most up-to-date standards, requirements, and recommendations as provided by the American Association of State Highway and Transportation Officials (AASHTO), the Access Board, and the Institute of Transportation Engineers (ITE) recommended practices

when constructing, reconstructing, and rehabilitating streets so as to ensure safe and accessible travel for all users of all ages and abilities.

4. The Village shall refer to the most recent version of its comprehensive plan and model plans for recommendations related to the safe and accessible travel of pedestrians, bicyclists, and transit users.
5. The Village shall refer to the most recent version of the regional bicycle plan, pedestrian safety plan, transit development plan, and metropolitan transportation plan as prepared by the La Crosse Area Planning Committee, the Metropolitan Planning Organization (MPO) for the La Crosse and La Crescent urbanized area, for recommendations related to the safe and accessible travel of pedestrians, bicyclists, and transit users.
6. The Village shall refer to Safe Routes to School plans as prepared for the Village of West Salem Schools for recommendations related to the safe travel of children to school.
7. The Village shall include bicycle and pedestrian facilities and consider transit facilities in all street construction, reconstruction, rehabilitation, and resurfacing projects, unless excepted as stated in Wis. Stat. Sec. 84.01(35) and Wisconsin Department of Transportation TRANS 75.
8. The Village shall follow all federal guidelines for the construction of bicycle facilities unless doing so would preclude the inclusion of a facility in a location that has a demonstrated need for improved safety and accessibility. Rather than eliminate bicycle accommodations in constrained street projects, the Village shall incorporate innovative and non-standard (i.e., four-foot bike lane) facilities when appropriate.
9. The Village shall update relevant development codes to accommodate the bicycle, pedestrian, and transit modes during development and redevelopment, with explicit consideration of the elderly and persons with disabilities.
10. The Village shall assist the La Crosse Area Planning Committee in tracking planning area performance measures by informing the Metropolitan Planning Organization when projects are completed; what bicycle, pedestrian, and/or transit accommodations were included; and the extent of the project.
11. Complete Streets information is attached to this Resolution and made a part hereof.

FURTHER, BE IT RESOLVED that the scoping or feasibility report prepared for a street project shall include documentation of compliance with this policy.

DATED this 3rd day of May, 2011.

/s/ _____
Dennis Manthei, Village President

(VILLAGE SEAL)

/s/ _____
Teresa L. Schnitzler, Village Administrator

Class "A" License Applications

Motion by Trustee Wehrs, seconded by Trustee Koelbl to approve the issuance of Alcohol Beverage Licenses to Skytime Investments, LLC, doing business as Neshonoc Sports. Roll call vote: Unanimous aye.

Joint Fire District Second Amended Fire Protection Agreement

The West Salem Fire Protection District presented a second amended agreement for approval by the Village Board. The amended agreement has two sets of changes from the First Amended Agreement. The first proposed amendment changes the Fire District budget from a calendar year to a fiscal year ending June 30. The second proposed amendment omits a provision that the Fire Chief annually furnish a public annual report of funds received and disbursed from any fundraisers conducted by the department or any separate non-profit associations set up by it to receive and disburse funds. Trustee Wehrs explained the provision for a public annual report should lend local transparency to the credibility of their fundraising and will benefit them in the long run.

Motion by Trustee Wehrs, seconded by Trustee Leicht to authorize Village Attorney Bryant Klos to write a letter to the Fire District stating the first change is acceptable and the second change needs to be revised. Roll call vote: Unanimous aye.

La Crosse County Supervisory Redistricting

President Manthei explained to the Board that on March 21, 2011, La Crosse County received the official results of the 2010 Federal Decennial Census of Population. Therefore, the La Crosse County Board is now required to adopt a tentative county supervisory district plan within sixty days of receiving the data. La Crosse County population has been established at 114,638. The Redistricting Committee has met several times and has recommended a 2011 tentative county supervisory district plan consisting of 29 supervisory districts. Due consideration was given to public comment and suggestions by the Cities of Onalaska and La Crosse and the Village of West Salem. Upon receipt of the tentative plan, each municipality is required to create wards in accordance with State law. The Board agreed Deputy Clerk Carrie Cooper and Village Administrator Teresa Schnitzler will create the required wards for the Village of West Salem.

Utilities Committee

Trustee Schumacher reported on the May 2, 2011, Utilities Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board an offer received from Harter Landscaping and Mrs. Faye Harter to fund the Faye Drive erosion control project. Attorney Klos distributed a letter received from Attorney Cheryl Gill representing Joseph F. Harter Enterprises, Inc. In her letter, Attorney Gill stated that originally Harter Landscaping and Mrs. Faye Harter wanted to perform the work necessary to correct the erosion on Faye Drive. To that end, plans and agreements were drawn up. At this time, however, the Harters do not wish to perform the work but would rather make an offer to the Village of West Salem to resolve the matter and eliminate Mrs. Faye Harter's future responsibility and liability. Mrs. Harter is willing to pay \$90,000 to the Village for the work necessary to deal with the erosion issue for a release from all future responsibility. Attorney Klos recommended to the Committee that part of the requested release also include an easement from Danny Carr because a portion of the area is on Mr. Carr's land. In addition, the release should include an easement from Pfuhs for both a construction easement and for the ditch itself. Attorney Klos believes a survey will be required for the construction easement, and Cedar Corporation will be asked to provide such survey. Engineer Dave Sauer, Attorney Klos, and Scott Halbrucker will review the site Wednesday morning, May 4. The Committee recommended accepting Harter's offer to pay the Village \$90,000, subject to acquiring

the two easements.

Motion by Trustee Schumacher, seconded by Trustee Koelbl to approve the minutes of the May 2, 2011, Utilities Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Schumacher to accept the offer from Harter Landscaping and Mrs. Faye Harter to fund the Faye Drive erosion control project subject to acquiring the necessary easements. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Leicht to adjourn the meeting at 8:08 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator