

Regular Board Meeting

June 3, 2014

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Baltz, Koelbl, Lautz, Leicht, and Schumacher. Absent: Wehrs. Also present: Public Works Director Scott Halbrucker, Coulee News Special Correspondent Emily Staed, Recreation Director Michelle Czerwan, Peyton Czerwan, Police Chief Charles Ashbeck, La Crosse County UW-Extension Community Resource Educator Karl Green, James Quinn, Lill Twining, Herb Aleckson, Village Attorney Bryant Klos, and Village Administrator Teresa Schnitzler.

Public Comment

John Havens, a resident of Bangor, appeared before the Board regarding the lack of stop or yield traffic control signs on the side streets along West Franklin Street. Mr. Havens frequently travels on West Franklin Street, and he stated on eleven occasions his vehicle has nearly been hit by vehicles coming onto West Franklin Street. Mr. Havens pointed out the only stop sign is on Griswold Avenue. The Village Board agreed to refer the matter to the Street Committee for review.

Minutes

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the minutes of the May 20, 2014, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$30,354.83
<u>Water Utility:</u>	\$8,216.49
<u>Sewer Utility:</u>	\$33,384.00
<u>Storm Water Utility:</u>	\$11,277.87

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.

Capital Improvement Planning Committee Recommendation

Capital Improvement Planning Committee Member James Quinn presented to the Village Board the Committee's capital improvement plan recommendation. Mr. Quinn introduced the Capital Improvement Planning Committee members, summarized the duties of the Committee, and commended the Committee and Village department heads for their work over the last year in researching, reviewing, and compiling a recommendation for the Village Board. Mr. Quinn stated the Village has seen significant growth over the last 34 years which adds additional service demands to the Village. State-imposed levy limits and decreases in State shared revenue have created significant budgeting challenges for all municipalities, but more so for the Village of

West Salem. Frugal choices in the past have left minimal room to cut from the budget. Improvements or acquisitions considered a capital improvement under the Committee's review included public buildings, public equipment, park acquisitions/development, streets, police protection equipment, and administration and emergency operations. Revenue sources are set forth in the capital improvement plan. Funding priorities ranked by the Committee were safety concerns, existing space demands/expanding or adding facilities, maintenance of infrastructure, equipment/machinery, maintenance of utility funded infrastructure, new infrastructure, and additional staffing. Each department itemized important projects and needs along with estimated costs. Compiling all projects, the life expectancies of each, and the estimated replacement timeframes, the Committee then created an estimated five-year capital improvement schedule. The capital outlay schedule was created to develop reserve accounts that would allow the Village to maintain minimal use of debt. Capital outlays must be recognized as spending necessary to maintain the current level of services and not to add services or additional staff. Mr. Quinn stated the Committee then decided on three financing scenarios to illustrate the impact on the Village tax rate. Each annual increase in the budget maintains the 2014 levy operating expenditure amount, increasing only the capital outlay projects. The three options outlined in the recommendation are all levy increases with no debt, all debt with no levy increases, or one-half levy and one-half debt. Five recommendations were made to the Village Board. The Committee has recommended the Village Board move forward with a no debt approach that would require a referendum asking the voters for levy increases for 2015, 2016, 2017, 2018, and 2019.

Motion by Trustee Koelbl, seconded by Trustee Schumacher to accept the Capital Improvement Plan as recommended by the Capital Improvement Planning Committee. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Resolution 1.14 Adoption Capital Improvement Plan and Recommendations

Motion by Trustee Schumacher, seconded by Trustee Lautz to approve Resolution 1.14. Roll call vote: Baltz – nay; remainder of Board – aye. Motion approved.

WHEREAS, the Village of West Salem Board of Trustees recognizes the importance of capital planning in that a capital planning program would allow West Salem to plan for capital expenditures and minimize unplanned expenses, thus progressing from a “reactionary position” on capital asset expenses to a more strategic approach to large capital expenses; and

WHEREAS, West Salem does not currently have a capital improvement plan in place and a capital planning program would assist the Village Board in complex infrastructure development and financial decisions and may avert expensive errors that may result from crisis management actions; and

WHEREAS, Chapter 9 of The West Salem Comprehensive Plan adopted in 2008 and amended in 2010 discusses the need for an ongoing financial planning program intended to help implement planning proposals; and

WHEREAS, the Village Board of Trustees approved the formation of a Capital Improvement Planning Committee in July of 2013, and six community and trustee appointments were made to the Capital Improvement Planning Committee; and

WHEREAS, the Capital Improvement Planning Committee was given the duties to identify needed public improvements, estimate costs, financial options, and establish priorities for such improvements for the next three to five years. Improvements and

acquisitions to be considered by the Committee included public buildings, park acquisition and development, streets, utility construction, and other community development planning. The Committee was asked to review the existing infrastructure dependent services, consider per capita service values, future infrastructure demands, and review public buildings and future needs of the Village of West Salem; and

WHEREAS, after extensive research, interviews with Village Department Supervisors, review of maintenance and replacement schedules, and evaluation of all Village-owned assets, the Capital Improvement Planning Committee ranked Village projects and needs and finalized a recommended capital outlay schedule for years 2015 through 2019; and

WHEREAS, the Capital Improvement Planning Committee has determined capital equipment outlay, additional street improvements, and special projects require a total funding of \$513,050 in 2015, \$466,050 in 2016, \$391,673 in 2017, \$344,182 in 2018, and \$342,382 in 2019; and

WHEREAS, the Capital Improvement Planning Committee has adopted a Capital Improvement Plan for recommendation to the Village Board of Trustees and the report details a variety of expenditures recommended for the Village of West Salem to meet public demand requirements while responsibly planning for the future of the Village; and

WHEREAS, following a nine-month review, the recommendations determined through the work of the Capital Improvement Committee are as follows:

1. Establish a Village Facility Feasibility Study Committee and implement a complete study of the existing condition of the Village facilities, make recommendations for maintenance and repairs to the existing facilities, and begin planning for new or expanded facilities to meet future space needs.
2. Establish a Long-Term Planning Committee to review the findings of the Facility Feasibility Study Committee, update the findings of the 2014 Capital Improvement Planning Committee, and implement long-term planning for Village facilities, to include buildings (starting with future location of police, parks and recreation, parks, streets, and equipment. The Long-Term Planning Committee could also develop a Utility (Water, Sewer, Storm Water) Long-Term Capital Investment Plan for each of the Utilities present in the Village. Depending on the complexity and scope of the findings of the Long-Term Planning Committee, that Committee may remain an ad hoc committee or possibly become a standing committee of the Village.
3. The Finance and Personnel Committee shall provide oversight to any Reserve Funds established.
4. The Finance and Personnel Committee will have the responsibility to continue to maintain and annually update the Capital Improvement Plan as part of the annual operating plan preparation.
5. Implement Scenario 1 as recommended in the Capital Improvement Plan which is a no-debt approach that would require a referendum asking the voters for an initial 40.42 percent increase, slowly decreasing the levy, and annual spending while building cash reserves that would allow the Village to continue a cash-basis approach to capital outlays.

NOW, THEREFORE, BE IT RESOLVED that the Capital Improvement Plan as recommended and approved by the Capital Improvement Planning Committee, a copy

of which is attached hereto and made a part hereof, be and it is hereby adopted by the Village Board of the Village of West Salem.

BE IT FURTHER RESOLVED that the Village Board of the Village of West Salem hereby supports an increase in the Village tax levy for the years 2015, 2016, 2017, 2018, and 2019 by the amounts set forth in this Resolution to fund capital equipment outlay, additional street improvements, and special projects, and thus, continuing the Village's no-debt approach to budgeting.

BE IT FURTHER RESOLVED that the Village Board of Trustees directs that the question of increasing the Village tax levy by \$513,050 in 2015, \$466,050 in 2016, \$391,673 in 2017, \$344,182 in 2018, and \$342,382 in 2019, shall be submitted to the electors in a referendum at the November General Election to be held on November 4, 2014.

ADOPTED this 3rd day of June, 2014.

/s/ _____
Dennis Manthei, Village President

(VILLAGE SEAL)

/s/ _____
Teresa L. Schnitzler, Village Administrator

President Manthei requested La Crosse County UW-Extension Community Resource Educator Karl Green facilitate a joint meeting of the Finance and Personnel Committee and the Capital Improvement Planning Committee and how to proceed forward.

Joint Board of Fire Commissioners

Attorney Klos informed the Board if the Village of West Salem reaches a population of 5,500 at the next federal census, West Salem will be required to form a joint fire board of commissioners. Towns that are part of a fire district with a village must also participate in the formation of a joint fire board. The sole duty of the fire commission is to hire and fire the fire chief and hire and fire firefighters, much the same as a Law Enforcement Disciplinary Committee. Attorney Klos recommended the Village Board begin working on a proposed amendment to the West Salem Fire Protection Agreement to add provisions for a fire commission so that the provisions will go into effect once West Salem's population reaches 5,500. Since it is the Village's population which triggers the requirement, Attorney Klos felt the Village of West Salem should initiate the amendment to the agreement and submit it to the towns for review and approval.

Motion by Trustee Koelbl, seconded by Trustee Schumacher to authorize Attorney Klos to meet with the Finance and Personnel Committee to begin the process to amend the West Salem Fire Protection Agreement to add provisions for a fire commission. Roll call vote: Unanimous aye.

Alcohol Beverage License Application

Motion by Trustee Schumacher, seconded by Trustee Lautz to approve the issuance of an alcohol beverage license to Nicole Marie Iverson. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Street Committee

Trustee Leicht reported on the May 22, 2014, Street Committee meeting. The purpose of the meeting was to review a request from the owner of 103 North Leonard Street for

lease of the street right-of-way on the south side of the building or no parking designations for certain hours of each day along the south side of the building. Craig Miller, partner in Three In One Construction, purchased and has moved into the property at 103 North Leonard Street. This is the former 1st Class Auto Body building. Mr. Miller informed the Committee there are two large garage doors on the south side of the building. The business needs access to those garage doors all day, every day. At various times during the day, the owners cannot access the garage doors due to vehicles parked in front of the doors. Mr. Miller is aware of the prior owner's lease arrangements with the Village for the right-of-way along the south side of the building, and he would like to propose a lease agreement with the Village for this same area. The business is willing to pay a reasonable amount of rent for the area with snow removal included in the lease provisions. Another option Mr. Miller presented to the Committee was to designate no parking at any time in front of the two garage doors or no parking from 6:00 a.m. to 6:00 p.m. each day. The Committee discussed snow removal from the right-of-way, possible no parking designations and in what areas, and access to the fenced storage area. Scott Halbrucker will document measurements of the area and submit a drawing to the Attorney Klos. Attorney Klos will then draft a proposed Lease Agreement for review by the Millers and the Street Committee.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the Street Committee meeting minutes of May 22, 2014, as presented. Roll call vote: Unanimous aye.

Motion by Trustee Koelbl, seconded by Trustee Leicht to adjourn the meeting at 8:27 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator