

Regular Board Meeting

June 6, 2017

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Brown, Lautz, Leicht, Schumacher, and Wee. Excused: Hennessey. Also present: Coulee News Special Correspondent Tobias Mann, Public Works Director Scott Halbrucker, Police Chief Charles Ashbeck, Lieutenant Jeremy Randall, Police Officer Jacob Donley, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the minutes of the Tuesday, May 16, 2017, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$58,191.85
<u>Water Utility:</u>	\$116,140.52
<u>Sewer Utility:</u>	\$51,206.20
<u>Storm Water Utility:</u>	\$8,770.07

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

West Salem Community Shelter Pull Down Door Use Policy

Trustee Leicht informed the Board he had been contacted on a Friday afternoon in May by parties who had rented the West Salem Community Shelter for that Friday and Saturday. There were six graduation parties scheduled, and the shelter had been rented for use both days. It was raining and breezy with low temperatures on Friday, and the same weather was predicted for Saturday. The parties asked that the roll down doors be pulled down for the two days. Trustee Leicht contacted President Manthei and Public Works Director Scott Halbrucker, and the doors were lowered Friday afternoon for the events. One of the parties remitted a \$200 payment to the Administration office.

The present policy reads: Use of the roll-down doors requires prior Village Board approval. If approved, the rental fee is \$250 per day plus a refundable security deposit of \$1,200. If the roll-down doors are damaged in any way, renter will be liable for all repair or replacement costs and will forfeit security deposit. Unauthorized use of the roll-down doors is prohibited and will result in a non-refundable deposit plus an additional \$200 rental fee. Trustee Leicht asked the Board to consider revising the policy so that Village Board approval is eliminated and instead approval is given by the

Village Administrator. The Board discussed the notification and request process, the charges for use of the doors, and staff availability.

Motion by Trustee Leicht, seconded by Trustee Wee to revise the West Salem Community Shelter roll down door policy to read as follows:

Use of the roll-down doors requires at least twenty-four (24) hour notice and Village Administrator approval. If approved, the rental fee is \$250 per day plus a refundable security deposit of \$1,200. If the roll-down doors are damaged in any way, renter will be liable for all repair or replacement costs and will forfeit security deposit. Unauthorized use of the roll-down doors is prohibited and will result in a non-refundable deposit plus an additional \$200 rental fee.

Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the Special Event Application submitted by Shawn McClone on behalf of the La Crosse Area Family YMCA for the 14th annual YMCA Got Energy Triathlon scheduled for Sunday, June 25, 2017, from 8:00 a.m. to 10:30 a.m. Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the Special Event Application submitted by Shawn McClone on behalf of the La Crosse Area Family YMCA for the 1st annual YMCA Canoe and Du, a canoe triathlon and a duathlon scheduled for Saturday, August 26, 2017, from 8:00 a.m. to 11:30 a.m. Roll call vote: Unanimous aye.

Special Event Application

Motion by Trustee Schumacher, seconded by Trustee Brown to approve the Special Event Application submitted by Tony Yang on behalf of the Hmoob Cultural and Community Agency for the Hmong New Year utilizing all of Veterans Memorial Park scheduled for Saturday, October 14, 2017, and Sunday, October 15, 2017, from 6:00 a.m. to 5:00 p.m. each day. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Schumacher reported on the May 22, 2017, Utilities Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board a request from La Crosse County to add a grinder pump location at the new maintenance building in Veterans Memorial Park and to review with recommendation to the Village Board a 2017 Public Service Commission simplified rate case application. La Crosse County Facilities Director James Speropulos submitted a request with specifications for an additional grinder pump at the new maintenance building located in Veterans Memorial Park. The new maintenance building is 30' X 60', and the building will be staffed year-around with two employees in the winter and four employees during the summer months. There will be four plumbing fixtures, one stool, one sink, one hose bib, and one condensate drain. La Crosse County wishes to serve the building with a single E/One grinder pump located outside the building. A two-inch forcemain from the grinder pump connection to the Village four-inch forcemain is planned. Village Engineer Dave

Sauer submitted five recommendations before approval should be given and none of the recommendations are issues with La Crosse County. The usage will be billed quarterly by the Village.

The Committee recommended approval of the addition of a grinder pump to tie into the Village system per Village Engineer Dave Sauer's recommendations. Teresa Schnitzler informed the Committee the Public Service Commission has determined the 2017 rate increase factor and the overall rate of return that should be used in a Simplified Rate Case Application. Increase factors and benchmark rates of return are revised annually on March 1. After the filing of West Salem's annual Public Service Commission Annual Report, the application for a simplified rate increase of three percent was drafted. West Salem financially qualifies for an increase of the standard three percent. The Committee noted a full rate increase is professionally prepared at an estimated cost of \$6,000, and the last full rate increase was in January of 2009. The Notice of Rate Increase recommended by the Public Service Commission states the increase is necessary to reduce the existing deficiency in present rates, and rate increases granted under Wis. Stat. 196.193 do not require a public hearing. The Public Service Commission recommends municipalities utilize the Simplified Rate Case Application annually to keep ahead of the costs of operating the utility. The present user fee rate is \$2.36 per thousand gallons of water used. The new, proposed rate would be \$2.43 per thousand gallons of water used. The present fixed base rate is \$10.14 per quarter, and the new base charge would be \$10.44 per quarter. A quarterly water usage of 12,000 gallons would go from \$38.46 per quarter to \$39.60 per quarter raising water revenue from sales by \$20,456 per year. The quarterly public fire protection charge would also increase three percent from \$25.83 to \$26.60. Ms. Schnitzler recommended the increase go into effect as of July 22, 2017, and the increase would then appear on the November 1 regular water bills. The Committee recommended to the Village Board approval of the filing of a three percent Simplified Rate Case Application with the increase effective as of July 22, 2017. Public Works Director Scott Halbrucker updated the Committee on various in progress and planned utility projects. Completion of the sewer main lining project started last year is in progress from Garland and West Avenue to East Boundary Drive. Mr. Halbrucker discussed various manhole rehabilitation projects, the South Youlon Street reconstruction and utility project, and this year's storm water issues and projects.

Motion by Trustee Schumacher, seconded by Trustee Brown to approve the minutes of the May 22, 2017, Utilities Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the addition of a grinder pump to tie into the Village system per Village Engineer Dave Sauer's recommendations. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the filing of a three percent Simplified Rate Case Application with the Public Service Commission with the increase effective as of July 22, 2017. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the May 30, 2017, Finance and Personnel Committee meeting. The purpose of the meeting was to discuss in possible closed session the Recreation Department and review of Recreation Director employment applications. The Committee convened in closed session, reconvened in open session, and it was noted nineteen applications were reviewed by the Committee in closed session. The Committee directed Teresa Schnitzler to schedule interviews for six of the applicants for Monday, Tuesday, and Wednesday, June 5, 6, and 7, 2017. The meeting was then adjourned.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the Finance and Personnel Committee meeting minutes of May 30, 2017, as presented. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the June 5, 2017, Finance and Personnel Committee meeting. The purpose of the meeting was to discuss in possible closed session the Recreation Department and interview applicants for Recreation Director. The Committee convened in closed session, interviewed two candidates, and then convened in open session and adjourned.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the June 5, 2017, Finance and Personnel Committee meeting minutes as presented. Roll call vote: Unanimous aye.

New West Salem Police Officer Jacob Donley was sworn in by Village President Dennis Manthei.

Motion by Trustee Schumacher, seconded by Trustee Lautz to adjourn the meeting at 7:30 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator