

## Regular Meeting

July 7, 2020

Regular meeting was called to order at 7:00 p.m. by Village President Manthei. Trustees present: Brown, Hennessey, Lautz, Leicht, and Schumacher. Excused: Wee. Also present: Public Works Director Loren Schwier, Police Chief Jeremy Randall, Recreation Director Tony DeGaetano, County Board Supervisor David Hundt, West Salem Friends of Baseball Vice President Eric Schmidt, Mario Millonzi of Upper 90 Energy, and Village Administrator Teresa DeLong.

### Minutes

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the minutes of the June 16, 2020, Regular Board meeting as written. Roll call vote: Unanimous aye. Motion approved.

### Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$33,426.04
<u>Water Utility:</u>	\$11,699.43
<u>Sewer Utility:</u>	\$17,685.85
<u>Storm Water Utility:</u>	\$1,461.47

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

### Investment Grade Audit Presentation

Mario Millonzi introduced himself and Upper 90 Energy. Upper 90 Energy was founded in 2016 with an industrial engineering approach to issues that organizations face concerning facilities and the use of energy. Upper 90 is locally and independently owned. The services Upper 90 Energy provides include energy efficiency opportunity analysis, renewable energy solutions, sustainability planning, and education and stewardship. Significant work has been done by Upper 90 for school district buildings, and it is now branching out to other public entities. Mr. Millonzi prepared a preliminary energy efficiency report for the Village Hall, library, treatment plant, and the Village Shop. He prepared a summary of proposed energy conservation measures, including a brief project description, estimated budget, estimated Focus on Energy rebate/incentives, and an overall simple investment payback. He collected energy cost data for the last three years for the four locations. He is proposing LED lighting conversion, building envelope improvements, and HVAC optimizing. He estimates the proposal would reduce the utility consumption by 20% to 25%. Mr. Millonzi also prepared a Project Development Agreement for review and action by the Village Board. The proposed Agreement outlines the services Upper 90 would provide and sets out the

basis and maximum amounts that would be charged to the Village. The proposed contract costs are calculated based on a maximum square footage of 44,608 square feet at \$0.03 per square foot of audited square-footage for a total not to exceed \$1,338.

Motion by Trustee Hennessey, seconded by Trustee Lautz to table action on the Project Development Agreement until 2021. Roll call vote: Unanimous aye. Motion approved.

#### Ordinance No. 496

Village contracted building inspection services are provided by General Engineering Company. Municipalities need to now align with the Wisconsin Department of Safety and Professional Services regulations for commercial building inspection and plan review of small buildings and to notify the Department of their inspection status for providing commercial construction inspection services. Last year, the Village updated the commercial electrical requirement changes. The State is now asking municipalities who provide commercial inspections for construction to now follow through on that aspect of becoming delegated. Once the Village Ordinance changes have been approved, West Salem will be added to a list available on the DSPS website indicating who to contact for inspections. Ordinance No. 496 updates Sections of Chapter 7 Building Codes to comply with current and new DSPS requirements, and it also meets the requirements to request agent municipality delegation authority from the State.

Motion by Trustee Leicht, seconded by Trustee Brown to schedule a public hearing on proposed Ordinance No. 496 for Tuesday, July 21, 2020, at 6:55 p.m. Roll call vote: Unanimous aye. Motion approved.

#### Planning Commission

President Manthei reported on the June 22, 2020, Planning Commission meeting. The purpose of the Planning Commission meeting was to review for a possible public hearing amendments to Conditional Use Permit No. 25 issued to ABEN Properties for a multi-family residential project at 943 East Garland Street. Attorney Klos presented a proposed Second Amendment to Conditional Use Permit No. 25, wherein the First Amendment revisions approved in 2018 are noted in bold type and the proposed Second Amendment changes are noted in bold and underlined type. Requested changes include:

1. an extension of time to October 1, 2020, for planting boulevard trees along East Garland;
2. a condition that the second amendment shall not go into effect or be recorded until the Village Engineer certifies that the storm basin and drainage swale have been totally completed;
3. garbage and recycling roll out carts provided and serviced weekly;
4. clarify LP-Smart siding instead of cement board siding on the residential units;
5. completion date for the two, easternmost units shall be May 15, 2020, the center two units shall be completed no later than August 31, 2020, and all of the remaining buildings throughout the development shall be completed no later than June 1, 2021; and
6. two fire hydrants have been installed instead of the three hydrants previously required.

The Commission members asked questions of the developer regarding progress of the project, occupancy, and aesthetics. The Commission scheduled a public hearing on the Second Amendment to Conditional Use Permit No. 25 for Wednesday, July 15, 2020, beginning at 5:00 p.m. with a Planning Commission meeting to follow.

Motion by President Manthei, seconded by Trustee Schumacher Lautz to approve the minutes of the June 22, 2020, Planning Commission meeting as presented. Roll call vote: Unanimous aye. Motion approved.

#### Buildings and Grounds Committee

Trustee Hennessey reported on the June 24, 2020, Buildings and Grounds Committee meeting. The purpose of the meeting was to meet with Friends of West Salem Baseball representatives to review a proposal to convert half of the West Salem Community Shelter to a year-round turf practice facility with possible recommendation to the Village Board of Trustees. Attorney Klos reviewed for the Committee and attendees the relevant Wisconsin Department of Natural Resources Stewardship aids grant requirements put in place in 1991 for the concrete and roof structure additions to the West Salem Community Shelter. Property acquired or developed with assistance from that grant program cannot be converted to uses inconsistent with public outdoor recreation without the approval of the Department of Natural Resources. The Village must continue the use as approved or submit a request to the Department for a change in use. Attorney Klos believes the DNR would approve a plan submitted by the Friends of West Salem Baseball as the use is still an outdoor recreation facility. The facility must be open to the public for use more than a nominal amount of time, however. Vinnie Pontius explained what the Friends of West Salem Baseball would like the Village Board to consider. The Friends propose to convert half of the West Salem Community Shelter to a year-round turf practice facility. The Friends and other community partners plan to raise funds to pay for installation of a permanent wall to divide the cement arena into two separate areas, install artificial turf flooring, and install netting to provide batting cages and pitching areas for both off season and inclement weather. The proposal is to turn over management of the facility to the West Salem Parks and Recreation Department to schedule use by the Friends of West Salem Baseball, the Recreation Department, and, as time allows, other community or outside groups. The Recreation Department could charge rent for use of this new area by the community or outside groups. Mr. Pontius proposed a memorandum of understanding agreement between the Friends and the Village, outlining a reasonable amount of use by the Friends at no further charge in exchange for the capital outlay to upgrade the facility. The agreement would also discuss a cost-sharing agreement on utility costs. The Friends would use the east half of the shelter, and the west half would still be available for public uses as it has been in the past. The east half would be closed during the winter and open in the summer. The Friends would install LP heaters for some temperature control during the winter. After questions and clarifications, the Friends of West Salem Baseball agreed to prepare an outline of their proposed schedule of use and plans for the area. The Committee directed the Village Attorney to draft a letter to the Department of Natural Resources requesting approval of a conversion of the West Salem Community Shelter as proposed by the Friends of West Salem Baseball for review by the Buildings and Grounds Committee.

Motion by Trustee Hennessey, seconded by Trustee Lautz to approve the minutes of the Buildings and Grounds Committee meeting of June 24, 2020, as presented. Roll call vote: Unanimous aye. Motion approved.

#### Buildings and Grounds Committee

Trustee Hennessey reported on the July 6, 2020, Buildings and Grounds Committee meeting. The purpose of the meeting was to review a proposed letter to the Wisconsin Department of Natural Resources regarding the Friends of West Salem Baseball proposal to convert half of the West Salem Community Shelter to a year-round turf practice facility with possible recommendation to the Village Board of Trustees. Attorney Klos presented a proposed letter to the Wisconsin Department of Natural Resources Stewardship aids grant representative outlining the Friends of West Salem Baseball proposal. Vinnie Pontius stated the Friends of West Salem Baseball has talked with the West Salem Lions Club president about the proposal, and the Club supports the conversion and plans to contribute funds toward the plan. Mr. Pontius has located the natural gas line across East Avenue, which could be extended for heating purposes. The Building Inspector should be consulted on building permitting requirements, such as any sprinkler system obligations, square footage requiring State of Wisconsin approval, and other requirements. Mr. Pontius stated there are revenue-generating opportunities for the West Salem Recreation Department for rent of the new facility, and he presented examples of rent charged for other area facilities. The Committee unanimously recommended to the Village Board that the letter drafted by Attorney Klos be sent to the Department of Natural Resources requesting approval of a conversion of the West Salem Community Shelter as proposed by the Friends of West Salem Baseball.

Motion by Trustee Hennessey, seconded by Trustee Lautz to approve the minutes of the July 6, 2020, Buildings and Grounds Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Hennessey, seconded by Trustee Lautz to approve sending the letter drafted by Attorney Klos to the Wisconsin Department of Natural Resources outlining the proposal presented by the Friends of West Salem Baseball and including a request on whether it is acceptable. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Schumacher to adjourn the meeting at 7:54 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator