

Regular Board Meeting

September 19, 2017

Meeting called to order at 7:00 p.m. by Village President Dennis Manthei. Trustees present: Brown, Hennessey, Lautz, Leicht, and Schumacher. Excused: Trustee Wee. Also present: Police Chief Charles Ashbeck, Village Attorney Bryant Klos, Coulee News Special Correspondent Tobias Mann, Recreation Director Tony DeGaetano, Public Works Director Scott Halbrucker, County Board Supervisor Ray Ebert, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the September 5, 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>	\$152,934.14
<u>Water Utility:</u>	\$40,474.62
<u>Sewer Utility:</u>	\$21,769.18
<u>Storm Water Utility:</u>	\$9,489.75

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

Special Event Application

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the Special Event Application submitted by the West Salem High School for the annual Homecoming Parade utilizing Leonard Street from Lewis Street to Elm Street scheduled for Friday, September 29, 2017, from 1:00 to 3:00 p.m. Roll call vote: Unanimous aye.

Alcohol Beverage Licenses

Motion by Trustee Schumacher, seconded by Trustee Hennessey to approve the issuance of Alcohol Beverage Licenses to Nadea Hefti, Myron L. Hole, and Christina M. Strapp. Roll call vote: Unanimous aye.

Board of Appeals

The Board reviewed the minutes and actions taken at a public hearing and meeting of the Board of Appeals held on September 5, 2017. Chair Carl Wallace stated the Board of Appeals will consider public comments and review an Appeal from Decision of Building Inspector submitted by Janet Miller-Jacobson. Mrs. Jacobson has appealed for a variance to the zoning code in order to raze and reconstruct a single-car garage on

her property at 213 East Franklin Street. She is seeking a variance in order to construct the new garage in the same location as the present garage. The building inspector denied her building permit on July 31, 2017, due to insufficient sideyard setback. Village Code Section 3.03(F)(2)(6) requires a three-foot minimum setback. The proposed garage is eighteen inches off the side lot line. Janet Miller-Jacobson informed the Board her home was built 150 years ago. The garage floor was made of wood, and it has now rotted out due to infestation of carpenter ants and termites. Due to the small size of her lot, she cannot meet Village Code setback requirements. This lot is not legal according to the Village Code of Ordinances, and it should not have been approved as a lot. Mrs. Jacobson has had a heart transplant, and her doctors have stated she needs a garage. Mrs. Jacobson distributed pictures of her lot and where the house and garage presently are located on the lot. Mrs. Jacobson applied for a building permit to construct a garage on the same location, with the front brought forward a few feet to meet the same lines as her neighbor's garage. Neighboring property owners Sue and Harry Peterson, Lee Schmitz, and Paul Andres were all present and spoke in favor of the request. Mrs. Jacobson spoke with the majority of the property owners listed on Exhibit "A" of the Appeal, and all were in favor of granting the request. The Village received written contact from Barb and Paul Seielstad also in favor of the request. No property owners spoke in opposition to the Appeal. The Board of Appeals discussed the infestation, the fact the Village probably caused the hardship in this case, size and location of the proposed garage, favorable response from the neighboring property owners, and conditions of the variance, if approved. The Board approved the request for a variance to the zoning code with the following three conditions:

1. There must be a 16-inch roof overhang in order to keep water off of the neighbor's property;
2. The garage must be moved one foot to the east off the west property line; and
3. All garage walls must be constructed to fireproof construction standards as determined by the Village of West Salem Building Inspector.

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the minutes of the Board of Appeals meeting held on September 5, 2017. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the September 6, 2017, Planning Commission meeting. The purpose of the Planning Commission meeting was review for recommendation to the Village Board a Certified Survey Map submitted by La Crosse County Economic Development Fund for a three-acre parcel adjacent to Identity Works on Industrial Drive in the Lakeview Business Park. The Planning Commission recommended approval of the Certified Survey Map.

Motion by President Manthei, seconded by Trustee Schumacher to approve the minutes of the September 6, 2017, Planning Commission meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the Certified Survey Map submitted by La Crosse County Economic Development Fund. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Schumacher reported on the September 13, 2017, Utilities Committee meeting. The purpose of the meeting was to review the Neshonoc Road Regional Storm Water Control Basin bids received on September 5, 2017, for possible recommendation to Village Board. The Neshonoc Road Regional Storm Water Control Basin project is proposed to serve as a regional water control basin for a 35.1-acre drainage area that includes the area west and east of Neshonoc Road, an area on both sides of East Garland Street, and the Jerry King multi-family development currently under construction on Neshonoc Road. This project is part of the approved conditional use permit plan for the Jerry King development wherein he donated the 3.66-acre land area south of his proposed construction to be used for storm water control. Storm water discharge from this site travels to the Home Street right-of-way and then into the ditch and culvert system that drains through the Village Park and the downtown area and ultimately to the railroad right-of-way along Elm Street. The area is often wet, and this will become more wet with the new King development due to increased storm water. The King development did not install any storm water retention as the plan was for his storm water to drain to this regional basin. Six bids were received and opened on September 5, 2017, in response to the Neshonoc Road Stormwater Control Basin request for bids. Based on Mr. Sauer's engineer's analysis, the responsive low bidder is Gerke Excavating, Inc. for a total bid price for the contract of \$151,168.45. The bid includes a list of unit price bid items for excavation, topsoil stripping and replacement, stormwater control structure, stormwater piping, riprap, clearing and grubbing, sand fill material and seeding/restoration for the 3.66-acre site. Mr. Sauer's estimate for this project at bid time was \$147,000. This is more than the original budget cost of \$30,000 given last year before design was started. This original estimate was not based on the available elevation at the site or compliance with the new Village storm water ordinance. There is only two feet of elevation drop to work with the design which resulted in excavating the storm water control basin deeper than anticipated. More material will need to be removed from the site. The final design has two basins with the second basin excavated to a depth of ten feet below existing grade to allow storm water infiltration to reduce storm water flow rates through the Village. This second basin was not anticipated in the original budget cost estimate. The first basin will always be wet, and the second basin will be dry. The final design requires an excess of nearly 5,300 cubic yards of material of which much of the material is topsoil and silty clay sand subsoil. Topsoil is a value which Mr. Sauer predicted would reduce the project cost significantly. The three low bids did not reflect this, however. Two alternatives to reduce project costs were also included in the bids. Taking these deducts from Gerke's bid results in a project cost reduction of \$36,228. The deducts are for providing engineered soil and seeding. If the Village voted to take these deducts, sand material would replace the engineered soil, and the Village would need to seed the site. Estimated costs for this would be about \$9,000 so the net result for taking these deducts is about \$25,000, reducing total construction cost to approximately \$127,000. The schedule for the project requires completion and seeding by November 15, 2017. The seeding would be dormant until spring of 2018. Weather-wise, October is the best time to construct this basin since dry weather is necessary. The Committee discussed how to fund the higher than anticipated costs of the project. There would likely be two pay requests, with the first request being received in late November. The Village would have thirty days to pay the first pay request from the date of receipt so payment could be made in December with a transfer of funds, if needed. The Committee recommended the Village Board award the Neshonoc Road Storm Water Control Basin

project to the responsive low bidder Gerke Excavating, Inc., in the amount of \$151,168.45 and to accept Deductive Alternate Bid Item #1 which replaces the engineered soil with sand material in the amount of \$25,252.50.

Motion by Trustee Schumacher, seconded by Trustee Lautz to approve the Utilities Committee meeting minutes of September 13, 2017, as presented. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Leicht to award the Neshonoc Road Storm Water Control Basin project to Gerke Excavating, Inc. in the amount of \$151,168.45 and to accept Deductive Alternate Bid Item #1 which replaces the engineered soil with sand material in the amount of \$25,252.50. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the September 18, 2017, Finance and Personnel Committee meeting. The purpose of the meeting was to review proposed the 2018 Parks and Recreation Department budget, review employee health insurance options for 2018, continue review of 2018 Operating Plan, and consider a motion to convene in closed session. Recreation Director Tony DeGaetano presented his proposed 2018 department budget. Overall, Mr. DeGaetano's proposed budget presents a decrease in expenditures of \$25,922 and a corresponding decrease in revenues of \$21,650. The department plans to spread recrowning of ball fields over three years, and the Village Park ball field is scheduled for 2018 at a cost of \$4,950. Also included in planned expenditures is completion of the Recreation Department relocation project, Village Park Shelter improvements, and purchase of a replacement baseball diamond chalker. Prior budgets included payments from participants for sports apparel and a corresponding expenditure to purchase the apparel. Mr. DeGaetano plans to change to an on-line ordering process to eliminate department staff time and accounting resulting in a decrease of \$10,000 in the expenditures section of Recreation Programs and a corresponding decrease in the Revenue section. Capital projects proposed include blacktopping around the Riverview ball field building, completion of the fencing at the second ball field at Riverview, construction of a storage shed at Pineview Park, and appropriations of funds for future replacement of the West Salem Community Shelter roof and replacement of ball field lights. The Village Park Shelter roof and the Village Park Comfort Station roof were both replaced this year. The Committee requested Mr. DeGaetano consider using concrete around the Riverview building instead of blacktop and to talk with the West Salem School District about constructing the Pineview Park storage shed through a senior exit project or a classroom project. Included in the Recreation Program Salaries budget line is the addition of a 20-hour per week staff member at a rate of \$11.00 per hour for the department. This employee would cover office hours when the director and assistant director are not in the office, assist in programming duties, answer phones and public inquiries, process program registrations, and assist with special community and program events. Teresa Schnitzler informed the Committee Health Traditions will discontinue offering health insurance plans in 2019. The organization will continue its business through 2018 and then until all past claims have been processed. The Village presently maintains a health maintenance organization plan wherein employees choose a primary care physician from a network of local healthcare providers. Various alternative options being offered

in this area are being reviewed, including reviewing the present plan with Health Traditions at an increase in premiums of 39 percent, renew with Health Traditions using an alternative plan with premium increases ranging from 13 percent to 42 percent, higher deductibles, and higher co-pays, becoming a member of the Western Wisconsin Municipal Consortium through WEA Trust at a 33 percent increase and employees have State-wide providers (either Mayo or Gunderson), and consideration of Gunderson health plan providers. An alternative quote from WPS Insurance is now also being reviewed. The Western Wisconsin Municipal Consortium and WPS are both preferred provider organizations wherein an employee is allowed to visit any in-network physician or healthcare provider without first requiring a referral from a primary care physician. The Village presently sponsors a health reimbursement account plan in order to take advantage of higher deductibles and out-of-pocket costs while attempting to keep the employee expenses minimal. The benefits of an HRA are contributions made by the Village are not included in the employee's gross income and reimbursements may be tax-free if the employee pays qualified medical expenses. The Committee discussed the possibility of utilizing a health savings account instead of the health reimbursement account. A health savings account is a type of savings account that allows employees to set aside money on a pre-tax basis to pay for qualified medical expenses. A health savings account can be used only in the case of a high deductible health plan. High-deductible plans usually have lower monthly premiums than plans with lower deductibles. By using the untaxed funds in a health savings account to pay for expenses before the employee reaches his or her deductible and other out-of-pocket costs, such as co-payments, the Village could reduce its overall health care costs. Health savings accounts can be opened through a bank or other financial institution, funds roll over year to year if the funds are not spent, and a health savings account can earn interest. The Committee directed Ms. Schnitzler to talk with the insurance broker about this option. The Committee then convened in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, investment of public funds, or conduct of other specific public business, whenever competitive or bargaining reasons require a closed session, to-wit: possible land purchase. In open session, the Committee stated the next Finance and Personnel Committee meeting is scheduled for Thursday, September 21, 2017, at 4:30 p.m. to review the Public Works Department and Police Department proposed 2018 budgets.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 18, 2017, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Leicht to convene in closed session at 7:17 p.m. pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation, i.e., Coulee Region Joint Municipal Court. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Brown to reconvene in open session at 7:59 p.m. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Hennessey to adjourn the meeting at 8:00 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator