

Regular Board Meeting

October 1, 2013

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Baltz, Koelbl, Lautz, Leicht, and Schumacher. Excused: Wehrs. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Coulee News Special Correspondent Emily Staed, Village Attorney Bryant Klos, Jeremy Foreman, Brock Fortney, Susan Higdon, Christine Cronk, Daniel Cronk, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 17, 2013, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$65,089.09
<u>Water Utility:</u>	\$7,014.28
<u>Sewer Utility:</u>	\$8,315.30
<u>Storm Water Utility:</u>	\$500.51

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.

Ordinance No. 457

Ordinance No. 457, if adopted, will delete and recreate Section 2.07(A) of the Code of Ordinances relating to appliance, tire, and other large article item pickup. The Ordinance sets examples of large article items, a limit on the amount of large article items placed curbside for pickup, and addresses electronic waste and items excluded from the large article pickup service.

Motion by Trustee Leicht, seconded by Trustee Koelbl to schedule a public hearing on Ordinance No. 457 – Appliances, Tires, and Other Large Article Items for Tuesday, November 5, 2013, at 6:55 p.m. Roll call vote: Unanimous aye.

Application for “Reserve Class B” Alcohol Beverage Retail License

Motion by Trustee Koelbl, seconded by Trustee Schumacher to approve the issuance of a “Reserve Class B” Alcohol Beverage Retail License, Non-Intoxicating Beverage License, Dance Permit License, and Coin Machine Permit to Jeremy Foreman and Brock Fortney for Trips Bar and Grill, LLC, at 153 South Leonard Street. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Alcohol Beverage License Applications

Motion by Trustee Schumacher, seconded by Trustee Koelbl to approve the issuance of alcohol beverage licenses to Sarah L. Erickson, Clarissa R. Thomson, Amanda M. Wengrzynowicz, Morgan A. Wengrzynowica, and BriAnna M. Zeitz. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Utilities Committee

Trustee Schumacher reported on the September 20, 2013, Utilities Committee meeting. The purpose of the meeting was to review for possible recommendation to the Village Board storm water drainage options and costs received for a storm water drainage issue on North Mark Street in Neshonoc Lake Addition and to receive an update from Public Works Director Scott Halbrucker on the televising of sewer mains. Storm water from two Mark Street curb inlets currently discharges into a drainage easement area to the east of Mark Street over land owned by Chris and Dan Cronk. As directed by the Committee at its August 2, 2013, Scott Halbrucker requested Gerke Excavating supply the Village with a new bid for the modified Option 4 to include landscaping. This option would connect the 15” pipe into the 36” storm sewer rather than running the 15” pipe to the lake. The estimated location of this connection would be about 70 feet from the lake. This option would effectively contain all of the Village’s water in the pipe and none of it will run over the ground. Gerke Excavating submitted a proposal in the amount of \$13,422.50 to complete this work, including turf restoration and hydro-seeding. All improvements are underground except for the manholes. Mr. Halbrucker will contact Gerke Excavating to see when the company can begin the work and how long it will take to complete. Attorney Klos stated easements will need to be accurately located and obtained from the Cronks while at the same time releasing the Village’s easement to run water over the ground. Attorney Klos stated an accurate legal description can be recorded once the pipe is in the ground and work is complete. Attorney Klos requested the Cronks forward to him a copy of their title policies, and he will draft a proposed easement for the Cronks’ review. The Committee recommended accepting Gerke Excavating’s proposal for this project in the amount of \$13,422.50 and to direct Attorney Klos to draft the necessary easement documents. Mr. Halbrucker presented the Committee with consultant Visu-Sewer’s condition analysis and rehabilitation recommendations following the recent sewer main inspection and televising project. Inspection began at East Hamilton and North Rose Street and continued west on Hamilton Street to West Avenue South across Highway 16 and ended on Boundary Drive. Hamilton Street from Leonard Street to Harmony Street was rated “fair” with surface roughening but the sewer main structure was all right. Mr. Halbrucker explained an old clay tile main is collapsing next to the newer sewer main in this two block area. This is likely what is causing the poor street condition on Hamilton Street. Mr. Halbrucker is recommending Hamilton Street be included in the 2014 street reconstruction project budget, and he is requesting budget figures from Village Engineer Dave Sauer. The Committee discussed the poor condition of the sewer main in West Avenue South, under Highway 16, and within the Anderson Mobile Home Park. Since the work required in the Anderson Mobile Home Park is extensive, the Committee felt rehabilitation of this area should be postponed until plans can be created and discussions had with the Anderson Mobile Home Park owners.

Motion by Trustee Schumacher, seconded by Trustee Koelbl to approve the minutes of the September 20, 2013, Utilities Committee meeting as presented. Roll call vote: Unanimous aye.

Easement Grant Agreement

Village Attorney Bryant Klos presented a proposed easement grant agreement between the Village of West Salem and Christine and Daniel Cronk. The easement agreement grants the Village easements from the Cronks for the construction, reconstruction, operation, and maintenance of an underground storm sewer and all required above ground manholes and discharges, and obtains assurances from the Cronks they will agree to execute an easement to the Village for the exact location of the new storm water pipe upon completion of the construction and survey work.

Motion by Trustee Leicht, seconded by Trustee Koelbl to authorize the Village President and Village Administrator to enter into the Easement Grant Agreement with Daniel and Christine Cronk. Roll call vote: Unanimous aye.

Acceptance of Bid Proposal

Motion by Trustee Schumacher, seconded by Trustee Baltz to accept Gerke Excavating's proposal for the North Mark Street storm water discharge project in the amount of \$13,422.50. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Lautz reported on the September 25, 2013, Buildings and Grounds Committee meeting. The purpose of the meeting was to review and discuss for recommendation open skate and community skate schedules for the West Salem Community Shelter, review for updates, revisions and changes the West Salem Community Shelter Agreement between the Village and the Hockey Association, and update and discuss the surface mold issue on the ceiling at the West Salem Community Shelter. John Hammes informed the Committee the Hockey Association received complaints last year from hockey players regarding a lack of free hockey skate time. The use agreement provides community skate time on Saturday evenings from 6:00 p.m. to 10:00 p.m., and no pucks or sticks are allowed during the open, community skate hours. The Association would like to accommodate for everyone, including those interested in playing hockey with sticks and pucks. The Committee discussed the varying abilities of skaters on the ice during open skate and potential safety concerns of combining hockey players with young children who are not playing hockey. The Committee requested the Hockey Association obtain costs to acquire cable and netting for use in splitting the rink in half in order to keep hockey skaters and the open skaters separated. It was agreed people are referring to the Hockey Association website for the community skate schedules, and the Recreation Department will continue to print the next week's schedule and post it on the door at the community shelter every Friday. The Association would like to propose open skate times where no sticks or pucks can be used and open skate times for everyone, including skaters with sticks and pucks. The Committee directed Attorney Klos to draft a revised agreement to include open skate times where no sticks or pucks are allowed, and open skate times where sticks and pucks may be used with a divider to separate the two groups. The open skate matter will be reviewed again mid-January 2014. Mr. Lautz stated the use agreement clearly needs to set forth what is actually being practiced by both the Village and the Hockey Association. Mr. Lautz stressed all communications should be conducted in writing as boards and committees change over time and having everything in writing will eliminate confusion and miscommunication. Mr. Lautz noted this agreement was entered into on

November 1, 2011, and, therefore, this is now the start of the third year of the agreement. Section III refers to provisions for open skate time, and Attorney Klos will prepare a proposal for the Committee's review. Mr. Lautz suggested all additions, modifications, and maintenance requested or contemplated by the Hockey Association should also be submitted in writing to the Village Building Inspector for review and written comment. The Village needs to ensure State Building Codes are adhered to. Section IV sets forth the procedures for inspecting the Community Shelter building and surrounding area prior to October 1 of each year and on April 1 of each year. The Village and the Association will continue to work together on these inspections and details of the inspections will be documented in writing. The Hockey Association will ensure all State codes are adhered to in the storage areas. Section IX sets forth storage shed details. The Village and the Association discussed construction of a wall to separate storage areas and pouring concrete pads. Mr. Lautz directed the Hockey Association to present a proposal on the concrete and the wall. Storage is provided on a temporary basis, and it should be understood this can change. The temporary trailers and the new concrete pads for the temporary trailers both need to be addressed in a revised use agreement. Mr. Lautz shared the Building Inspector's concerns on ADA compliance issues with the community shelter building. The issues do need to be addressed, and Ms. Czerwan is obtaining costs to start the process to create ADA compliance in the building. The Committee discussed a shared cost to include the West Salem School District. The prior to October 1 inspection has not been completed yet. The Hockey Association has a representative who can accompany Village personnel this week or September 30 for the inspection. Mr. Hammes reminded the Committee of the non-working ballast issues in the community shelter building, and Public Works Director Scott Halbrucker will be informed of the lighting work needed in the building. Ms. Czerwan reported Coulee Region Environmental took samples of the surface mold on September 24. The sample must have a week to culture, and Coulee Region Environmental will submit their findings on the mold and provide a scope of work to the Village as to what should be done. The firm will also provide suggestions on treatment and paint options. Coulee Region also inspected the attic. There was no moisture found on the fire walls in the attic, and what moisture is present came up from below through the ceiling boards. The firm was asked if the mold can be treated now and the ceiling painted in the spring. Coulee Region stated as long as the mold is not dangerous, this is an option. It was agreed the Hockey Association will keep the floor area open and clean until a decision is made on the mold issue.

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the minutes of the September 25, 2013, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye.

Capital Improvement Planning Committee

Trustee Lautz reported on the September 30, 2013, Capital Improvement Planning Committee meeting. The purpose of the meeting was to continue review of Department Head questionnaire responses and schedule dates to meet with each department supervisor and continue financial discussions and planning. Karl Green distributed a per capita cost comparison for municipal services offered by eight municipalities in La Crosse County. Mr. Green prepared graphs illustrating law enforcement costs, fire costs, solid waste costs, road costs, government costs, parks and recreation costs, conservation and development costs, and total debt service costs, all per capita. The

graphs show West Salem has consistently lower costs to provide these services compared to surrounding municipalities. Teresa Schnitzler distributed the most recent "MunicipalFacts" publication compiled by the Wisconsin Taxpayers Alliance. The publication examines patterns and trends in municipal finance for 243 Wisconsin cities and villages broken down by population. Basic spending has risen over the last five years, but shared revenue and property taxes have not increased at the same rate. The Committee agreed West Salem has three choices: 1) cut services, 2) reduce maintenance, or 3) begin debt service borrowing. If West Salem chooses to continue services and maintenance and borrow for capital projects, a portion of the capital funding amounts taken out of the budget should be put in a separate, set aside account to fund future projects. The Committee reviewed graphs provided by Mr. Green presenting West Salem's housing stock values and commercial stock values. Seventy-one percent of West Salem's value is in residential housing stock, and the Committee was cautioned to be aware levy increases will affect residents. Residential growth will increase revenue dollars, but additional costs do accompany residential growth. The next meeting of the Committee is scheduled for Monday, October 7, 2013, at 4:30 p.m. At this meeting, the Committee will meet with Public Works Director Scott Halbrucker and Village Administrator Teresa Schnitzler. An October 21 meeting was scheduled to meet with Police Chief Charles Ashbeck and Recreation Director Michelle Czerwan. At these meetings, discussions will be had regarding what each department needs in the short term and in the long term in order to continue services and what would happen if nothing were to be done. The Committee then reviewed a spreadsheet prepared by Karl Green illustrating eighteen example bonding amounts and each bonding increment's impact on the mill rate and assessed value being taxed. This information is important in educating Village residents on how much their property tax bills affect services provided by the Village.

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the September 30, 2013, Capital Improvement Planning Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Koelbl to adjourn the meeting at 7:46 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator