

Public Hearing
Ordinance No. 440
Street and Sidewalk Excavations and
Tree Planting and Boulevard Care Ordinance

October 18, 2011

Public hearing called to order at 6:55 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Leicht, Schumacher, and Wehrs. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Staed, Recreation Director Michelle Czerwan, and Village Administrator Teresa Schnitzler.

This hearing pertains to proposed Ordinance No. 440, which, if adopted, will delete and recreate Sections 5.05, 5.05(A), and 5.05(B) to address street, boulevard, and sidewalk excavations, will create 5.06 to set forth driveway permit application, location, construction, and repair requirements, and the Ordinance will delete and recreate 5.10(H) regarding boulevard changes and prohibitions.

There were no citizens present to speak for or against the proposed Ordinance.

Motion by Trustee Leicht, seconded by Trustee Engel to adjourn the public hearing at 6:58 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator

Regular Board Meeting

October 18, 2011

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Leicht, Schumacher, and Wehrs. Also present: Public Works Director Scott Halbrucker, Police Chief Charles Ashbeck, Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Staed, Recreation Director Michelle Czerwan, and Village Administrator Teresa Schnitzler.

Minutes

Trustee Koelbl informed the Board he made a mistake with his vote to approve the minutes of the September 21, 2011, Finance and Personnel Committee meeting. The Finance and Personnel Committee meeting received Fire Protection District explanation for its budget requests, and because of the insurance increase portion of the meeting minutes, Trustee Koelbl would have voted "nay".

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the October 4, 2011, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$66,075.71
<u>Water Utility:</u>	\$48,671.82
<u>Sewer Utility:</u>	\$35,778.01
<u>Storm Water Utility:</u>	\$407.50

Motion by Trustee Engel, seconded by Trustee Wehrs to approve the payment of all claims as listed and with a correction to the claim listed payable to the City of Onalaska. Roll call vote: Unanimous aye.

Ordinance No. 440 – Street and Sidewalk Excavations

Motion by Trustee Wehrs, seconded by Trustee Iverson to approve Ordinance No. 440 Street and Sidewalk Excavations and Tree Planting and Boulevard Care. Roll call vote: Unanimous aye.

Ordinance No. 441

Motion by Trustee Leicht, seconded by Trustee Schumacher to schedule a public hearing on Ordinance No. 441 Street Privilege Permit for Tuesday, November 1, 2011, at 6:55 p.m. Roll call vote: Unanimous aye.

Request to Transfer Property

Village Administrator Teresa Schnitzler prepared a proposed letter from the Village to La Crosse County stating the Village would like to acquire a portion of La Crosse County-owned parcel number 7-1234-0, more commonly known as "Lewis's Point". West Salem owns adjacent parcel number 16-1050-200 and development of this 14-acre park is in progress. Lewis's Point is highly used by boaters and park users. This parcel would be a positive addition to our park plans. West Salem and the Lake Neshonoc Protection and Rehabilitation District are discussing a mutual project to further continue the exceptional riprap work La Crosse County performed to protect the shoreline and to install permanent picnic tables or benches. Permanent picnic tables or benches should take care of the problem of La Crosse County's tables being stolen and thrown into the lake. The letter requests La Crosse County consider transferring ownership of Lewis's Point to the Village. West Salem would be willing to fund the cost of the survey, deed preparation, and recording fees.

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the proposed letter to La Crosse County requesting the transfer of Lewis's Point to the Village of West Salem. Roll call vote: Unanimous aye.

Resolution No. 14.11

Motion by Trustee Engel, seconded by Trustee Schumacher to approve Resolution No. 14.11 in Support of Public Transit. Roll call vote: Unanimous aye.

WHEREAS, the Village of West Salem consistently seeks to provide high quality public transportation to its citizens at a reasonable cost; and

WHEREAS, the 2012-2013 budget for the State of Wisconsin cut 10 percent from the State support for public transit; and

WHEREAS, the 10 percent cut will either result in reduced services for the citizens of the Village of West Salem or a fare increase for the users of public transportation including the Shared Ride taxi system; and

WHEREAS, recent Legislative Fiscal Bureau projections indicate that there will be a \$27,000,000.00 surplus in the transportation fund in the 2012-2013 time frame; and

WHEREAS, use of the \$27,000,000.00 surplus would restore the 10 percent in State support for public transit and leave a \$13,000,000.00 surplus in the transportation fund;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees for the Village of West Salem hereby directs the Village President and Village Administrator to contact the State Legislature and the Governor for the restoration of public transit funding pursuant to Wisconsin Statutes Sec. 85.20 for Calendar Year 2012 and 2013 to be at the same levels as 2011.

ADOPTED this 18th day of October, 2011.

/s/ _____
Dennis Manthei, Village President

(SEAL)

/s/ _____
Teresa L. Schnitzler, Village Administrator

Finance and Personnel Committee

Trustee Engel reported on the October 5, 2011, Finance and Personnel Committee meeting. The purpose of the meeting was to review for recommendation the West Salem 2012 Fee Schedule and to continue 2012 operating plan preparations. The Committee met in closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: employee retention. In open session, the Committee reviewed a proposed 2012 Fee Schedule. Proposed fee, permit, and license changes include: Increasing alcohol license late fees; eliminating a pharmacist's license; increasing nine parking-associated citation amounts; increasing police department accident report charges; increasing return check charges; implementing a new street privilege permit charge; and increasing transient merchant registration fees. The Committee recommended approval of the 2012 Fee Schedule. The Committee continued review of the proposed 2012 operating plan and discussed several avenues for reducing expenditures, including opting out of the shared ride program, eliminating janitorial services, employee allocation to utility funds, and reduction of services. Health and property insurance

premium changes have not been submitted to the Village yet. The Committee discussed undesignated surplus funds applied to past operating plans and unused budgeted expenditure carryovers from past operating plans. The Committee directed Teresa Schnitzler to compile a ten-year history of surplus funds applied to budgets and net incomes from prior year ends. The next meeting of the Finance and Personnel Committee is scheduled for Wednesday, November 2, 2011, at 8:00 a.m. Scott Schumacher reported he had met with a representative of WHV, Inc. regarding proposed automated logic building automation software upgrades proposed for the Village Hall. After reviewing the heating and cooling controls, Mr. Schumacher recommended the Village replace the malfunctioning modem to reinstate communications between the system and WHV. If other components of the heating and cooling system fail, the Village will need to consider the \$3,334 upgrade. Mr. Schumacher also recommended the Village set aside funds for future replacement of the air handling units on the building. Teresa Schnitzler was directed to contact WHV for purchase of a new modem at approximately \$150.

Motion by Trustee Engel, seconded by Trustee Leicht to approve the meeting minutes of the October 5, 2011, Finance and Personnel Committee. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Koelbl to approve Resolution 13.11 Village of West Salem Fee Schedule. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Koelbl reported on the Buildings and Grounds Committee meeting held on October 11, 2011. The purpose of the meeting was to review for recommendation to Village Board a proposal to construct a concession stand on Village-owned property at the West Salem High School baseball field and to receive an update on the West Salem Community Shelter use status, changed locks on the building, and a key issuance policy. West Salem High School Seniors Nolan Wahoske and Brent Servais are proposing to construct a concession stand adjacent to the West Salem High School baseball field as part of their senior exit project. Their mentor, Randy Schultz, explained the Friends of West Salem Baseball would like to assist in the planning and the construction. The plan consists of a 35' X 60' cement slab with a building and covered shelter constructed on the slab. At this time, the project will include the covered shelter and concession stand only, and there is a provision for future installation of restroom facilities. Estimated construction costs are between \$10,000 and \$15,000. The building will be shared by high school baseball and a Legion ball league. The Friends of West Salem Baseball, American Legion, and the School District will be responsible for all maintenance, insurance, and utility costs associated with the new building. The project is planned for completion by March of 2012. The Committee discussed present and future utility needs for the new building and the locations of present utilities. The Committee recommended approval to the Village Board of construction of a new concession stand on Village-owned property at the West Salem High School Baseball field. Public Works Director Scott Halbrucker updated the Committee on the Village-wide change of locks and requests by the West Salem Hockey Association for a large number of keys to the West Salem Community Shelter and storage building. In the past, the Hockey Association has removed Village locks at the shelter and replaced the locks with their own locks, thus, eliminating the need for the large number of keys for

the facility. Mr. Halbrucker pointed out the continual removal and replacement of Village locks has led to an increased wear and tear on the mechanisms and eventual total malfunction of the locks. The Committee would like to review the present agreement with the Hockey Association for possible revisions. The next meeting of the Committee is scheduled for Tuesday, October 18, 2011, at 6:30 p.m. to review the Shelter agreement between the Village and the Hockey Association.

Motion by Trustee Koelbl, seconded by Trustee Engel to approve the minutes of the October 11, 2011, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Koelbl, seconded by Trustee Engel to approve construction of a concession stand on Village-owned property at the West Salem High School Baseball field subject to the School District agreeing to take care of maintenance and all utilities and signing a new lease agreement to that effect. Roll call vote: Unanimous aye.

Utilities Committee Meeting

Trustee Schumacher reported on the Utilities Committee meeting of October 13, 2011. The purpose of the meeting was to review and discuss the Sanitary Sewer and Water Utility Rate Study dated September 2011 and to review for recommendation to Village Board bids received for Faye Drive storm water ditch brush and timber removal project. Village Engineer Dave Sauer reviewed with the Committee the September 2011 rate study he completed at the direction of the Utilities Committee. The purpose of the study was to determine if current utility rates are generating sufficient revenue to support the joint sanitary sewer and water utilities. In drafting the rate study, Mr. Sauer reviewed annual financial audit reports and the usage charge system drafted in 1998. One-third of the revenues for the sewer utility are derived from variable rates and are dependent on the amount of water used. There has only been a three percent increase in sewer rates over the last thirteen years. Two-thirds of the revenues received are from fixed charges. The sewer utility annual shortage of revenue is routinely between \$25,000 and \$100,000 depending on the dollar amount of capital expenditures in a given year. Overall revenue for 2011 is projected to be \$670,000. This is approximately \$28,500 short of projected expenses of \$698,000 for 2011. Overall revenue for 2011 in the Water Utility is projected to be \$650,000, and net revenue for the utility is estimated to be \$244,500 for 2011. Mr. Sauer recommended that revenues for the sewer utility need to be increased by approximately \$100,000 per year which is approximately 15 percent of the current projected revenue of \$670,000. The increase in revenue would allow funding of the replacement fund and would allow funding of capital improvements at a sustainable level. Increasing the volume charge from the current rate of \$1.85 per thousand gallons of water used to \$2.67 per thousand gallons would raise revenues 15 percent. Revenue transfers from the Water Utility to the Sewer Utility, enacting sewer connection charges, and fully capturing the revenue from wastes received from outside the Village, or a combination of all recommendations should be considered to achieve the 15% recommended revenue increase of \$100,000 per year. The Committee recommended acceptance of the Sanitary Sewer and Water Utility Rate Study as presented. The Committee directed Dave Sauer to review and revise Chapter 8 Sewer Use Ordinance/User Charge System. The Committee also recommended a transfer from the Water Utility to the Sewer Utility of \$100,000 and to direct the Village Administrator to plan a \$100,000 equity transfer each year at budget preparation time.

Dave Sauer informed the Committee timber and brush need to be cleared from the Faye Drive storm water ditch in order to design and engineer the best course of action for the ditch. Requests for bids to clear the timber and brush from the ditch were sent to five contractors, and two contractors responded with bids. Johnson Operating Services, Inc. of La Crosse submitted a bid of between \$6,000 and \$10,000, and Chippewa Valley Tree Care of Eau Claire submitted a bid of \$10,194.23. Both contractors would like to remove the brush and timber on the river side of the ditch. The Committee recommended acceptance of the bid from Johnson Operating Services, Inc. in an amount not to exceed \$10,000 contingent upon acquiring an access easement from William Bosshard. The Committee also recommended authorizing Attorney Bryant Klos to negotiate a two-year access easement with William Bosshard which obligates the Village to remove two dirt stump debris piles from the addition as compensation for the granting of the easement.

Motion by Trustee Schumacher, seconded by Trustee Engel to approve the minutes of the Utilities Committee meeting of October 13, 2011. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Iverson to transfer \$100,000 from the Water Utility to the Sewer Utility as recommended by the Utilities Committee. Roll call vote: Unanimous aye.

Motion by Trustee Schumacher, seconded by Trustee Leicht to accept the bid from Johnson Operating Services, Inc. in an amount not to exceed \$10,000 to clear the timber and brush from the Faye Drive storm water ditch contingent upon acquiring an access easement with the funds to be taken from the Harter payment to the Storm Water Utility. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Schumacher to authorize Village Attorney Bryant Klos to negotiate a two-year access easement obligating the Village to remove two dirt stump debris piles from Riverview Estates Addition as compensation for the granting of the easement. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to convene in closed session at 7:35 p.m. pursuant to Wis. Stat. Sec. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session, to-wit: Discussion and consideration of purchase of real estate. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Iverson to reconvene in open session at 8:18 p.m. Roll call vote: Unanimous aye.

Motion by Trustee Koelbl, seconded by Trustee Leicht to adjourn the meeting at 8:19 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator