

## Regular Meeting

October 18, 2022

Meeting called to order at 7:00 p.m. by Village President Scott Schumacher. Trustees present: Curtis, Hennessey, Lautz, Leicht, and Twining. Also present: Public Works Director Loren Schwier, Police Chief Kyle Holzhausen, Recreation Director Tony DeGaetano, Salem Lodge 125 F. A.M. Members Jon Bergh, Greg Bergh, Lester Hanson, and Mark Jerdee, Cory Scheidler of Cedar Corporation, Village Attorney Bryant Klos, and Village Administrator Teresa DeLong.

### Minutes

Motion by Trustee Twining, seconded by Trustee Hennessey to approve the minutes of the October 4, 2022, Regular Board meeting as written. Roll call vote: Unanimous aye. Motion approved.

### Claims

Claims totaling \$103,548.14 were presented for payment. Motion by Trustee Leicht, seconded by Trustee Curtis to approve the payment of all claims as listed. Roll call vote: Unanimous aye. Motion approved.

### Fire Suppression Solutions FST Donation

Jon Bergh, Greg Bergh, Lester Hanson, and Mark Jerdee of the Salem Lodge 125 F. & A.M. addressed the Village Board. The Salem Masonic Lodge has been a part of the West Salem Community for over 162 years. The Lodge is committed to ensuring that it helps make the community and surrounding area a better and safer place. In the past, Salem Lodge donated two defibrillator units to the West Salem High School plus West Salem High School Scholarships and was proud to provide a new Jaws of Life Unit to the West Salem Fire Department. This is why Salem Lodge is donating two fire suppression units tonight to the West Salem Police Department. The units are small, compact, state-of-the-art devices that can extinguish a rolling fire in a contained area in less than a minute. The units can minimize and sometimes even eliminate the need for water to put out a fire, saving the structure from both fire and water damage. The suppression units emit a powerful aerosol that is environmentally safe and will not harm humans or animals. The units are especially effective when helping to extract citizens or fire fighters from within a burning building. Once the pin is pulled, the unit is thrown into the room. Within thirty-five seconds, the fire's ability to burn will be eliminated and the temperature can be reduced by 1,000 degrees. Salem Lodge is donating the two units in the hope that neither will ever need to be used. The Salem Lodge also presented six Masonic Care Bears to the West Salem Police Department to be provided to any children at the time of a stressful event.

### Application for Temporary Class "B"/"Class B" Retailer's License

Motion by Trustee Leicht, seconded by Trustee Curtis to approve the issuance of a Class "B"/"Class B" Retailer's License to Berg-Hemker-Olson American Legion Post 51 to hold a wine walk on Thursday, November 3, 2022, from 5:00 p.m. to 7:30 p.m. Roll call vote: Unanimous aye. Motion approved.

### Public Safety Municipal Complex Needs Assessment Report

Cory Scheidler, Director of Architecture for Cedar Corporation, presented the public safety municipal complex needs assessment report. The report reviewed existing and future space needs for the West Salem Police Department, Fire Department, Tri-State Ambulance, and La Crosse County Dispatch. The current police department utilizes a total of 2,846 square feet of space in the West Salem Community Center. The report finds the department lacks space, has no space to expand, and is functionally obsolete. The recommended police department size should have 13,454 square feet of space. Cedar Corporation staff met with the West Salem Fire Department, Tri-State Ambulance, and the County Dispatch personnel to determine the space needs of each. The recommended location is 5.76 acres located on Garland Street East extended, between Lakeview Healthcare and the cemetery. The next steps in the process should be to begin planning and grant review, preparing final design and construction documents, and budgeting for same.

#### Fiber Deployment Expansion Agreement

Motion by Trustee Hennessey, seconded by Trustee Curtis to approve the Fiber Deployment Expansion Agreement with Lynxx Networks as revised. Roll call vote: Leicht – abstain; remainder of Board – aye. Motion approved.

#### Bid Analysis

Bids were received on September 28, 2022, for the Elm Street and Storm Sewer Upgrade Project. This project will reconstruct Elm Street between Youlon and Oak Streets, and includes removal of the existing storm sewer and the installation and lowering of a 36" diameter storm sewer. New curb and gutter will be completed along the north side of the street. The responsive low bidder was McCabe Construction, Inc. with a bid of \$647,474. The project is planned to be paid for by using compensation received from La Crosse County for the jurisdictional transfer to the Village of that part of CTH B from CTH M through the Village to the intersection with City Loop. This transfers maintenance of the section of CTH B from La Crosse County to the Village of West Salem. Phase 1 is the storm sewer installation at the Oak Street and Elm Street intersection, and this will be completed before the end of December. The remainder of the project would be completed by June 30, 2023.

Motion by Trustee Lautz, seconded by Trustee Hennessey to accept the bid from McCabe Construction, Inc. in an amount not to exceed \$647,474. Roll call vote: Unanimous aye. Motion approved.

#### Special Event Application

Motion by Trustee Twining, seconded by Trustee Lautz to approve the issuance of a Special Event Permit to the West Salem Business Association and the West Salem Park & Recreation Department in order to hold the annual Downtown Trick or Treating and Trunk or Treat events on Monday, October 31, 2022, from 3:00 to 5:00 p.m. Roll call vote: Unanimous aye. Motion approved.

#### Planning Commission

Village President Scott Schumacher reported on the October 10, 2022, Planning Commission meeting. The Commission reviewed an Application for Conditional Use Permit submitted by Shirley Alexander, member of Susan Court, LLC. Susan Court, LLC would like to create a zero lot line townhome at 100 and 102 Jennifer Lane. The

parcel is presently a duplex, and the owner would like to convert the structure to a separate ownership townhome. A certified survey map has been prepared for review by the Commission in conjunction with the conditional use permit application. The Commission requested confirmation that the duplex has been constructed with the required firewall in place from the basement to the roof deck. The owners stated this was present. The fire department or building inspector will be contacted to confirm this. The Commission scheduled a public hearing on the Conditional Use Permit Application for Wednesday, November 9, 2022, beginning at 5:00 p.m. with a Planning Commission meeting immediately following.

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

#### Law Enforcement Committee

Trustee Lautz reported on the October 12, 2022, Law Enforcement Committee meeting. The Committee met in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate for 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 discuss the West Salem Police Union Contract.

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the Law Enforcement Committee closed session meeting minutes as presented. Roll call vote: Unanimous aye. Motion approved.

#### Law Enforcement Committee

Trustee Lautz reported on the October 12, 2022, Law Enforcement Committee meeting. The purpose of the meeting was to discuss initial proposals for a successor agreement to the 2022 agreement. WPPA Business Agent Mike Backus addressed the Committee stating the past couple of years, law enforcement has become a job that is less desirable, and there are presently 82 agencies in the State of Wisconsin with job openings, some of which may have more than one opening. Mr. Backus asked if West Salem wants to become an agency that trains police officers or does West Salem want to retain its police officers? Mr. Backus stated wage analysis are performed at intervals in a regional area to include Town of Campbell, Village of Holmen, Cities of La Crosse and Onalaska, and the County of La Crosse. The Police Union requests a fair and equitable across the board wage increase in each year of a successor agreement along with a reasonable increase to the shift differential. The Union would like to modify the holiday, vacation, sick leave, and the accumulated sick leave at retirement. Chair John Lautz stated the Village desires to retain its police force, the agency comparables used by the Union are not fair comparables to West Salem, and then Mr. Lautz outlined the Village initial proposals for a successor agreement. Modifications proposed include a three-year contract duration, amended wage schedule and hourly paychecks, work schedule and overtime provisions, amend vacation accrual, holiday and sick leave policies, lateral transfer language, job postings and transfers, school resource officer and patrol relief officer work schedules, and removal from the contract of permissive and illegal language. The Union responded to some of the Village proposals, and it was decided the Union should create its proposed work schedule for presentation to the Village at its next meeting.

Motion by Trustee Lautz, seconded by Trustee Hennessey to approve the Law Enforcement Committee meeting minutes of October 12, 2022, as presented. Roll call vote: Unanimous aye. Motion approved.

#### Finance and Personnel Committee

Trustee Leicht reported on the October 13, 2022, Finance and Personnel Committee meeting. On behalf of the West Salem Lions Club, Lance Jorgensen presented a request for funding to the Committee. The Lions Club intends to make some improvements to the shelter at the Village Park. The first item on the Club's list is plumbing. The plan is to trench water and sewer lines to the shelter, install a hot water heater, a three-compartment stainless steel sink, and a wash sink. The current bids for the trenching, plumbing, and equipment total \$17,607. The Lions Club has budgeted \$7,500 toward this project, and Club members will do some of the interior plumbing themselves to off-set some costs. The Club recently obtained a \$1,000 donation so the funds requested from the Village total \$9,000 to complete the project. The Lions Club plans to meet with the West Salem Community Foundation, West Salem Business Association, and the June Dairy Days Committee to request additional funding. Once this Phase 1 is complete, Phase 2 is lowering the window sills, and Phase 3 is to construct a roof out the north side of the building. Recreation Director Tony DeGaetano then presented the department 2023 budget requests. The Parks Salaries and Fringes has been increased slightly in order to attract better seasonal park employee staff. The Public Works Department and Parks Department has drafted a proposed job description for a Public Works/Parks Department full time employee which would address labor shortages in both departments. This will be discussed in more detail with the Public Works Department budget. Program Salaries and Fringes have also increased to hire umpires and referees for the recreation programs. The number of participants in all programs has increased by 15 to 20 kids per program. Program user fee revenues are increased along with the expenses to operate the programs. The department has raised the registration fees by \$5 for the majority of the recreation programs. The department is funding over 62 percent of its programs by registration user fees and sponsor fees. A Capital expenditure proposed is replacement of the John Deere Kubota rugged terrain vehicle. This vehicle is used for dragging fields and plowing snow. Other purchases include replacement of soccer goals and volleyball nets. The rest of the funds included for capital are continued set asides toward future capital purchases. The Committee reviewed the 2023 EMS budget request. The financial aid request from the Village is \$46,942, a \$5,100 increase from 2022. The Village calls for service totaled 74 percent of the total medical team responses. The Committee commended the West Salem Emergency Medical Team for its continued service to the Village and for its ability to keep its budget to fair and reasonable levels each year. The Committee discussed the financial challenges for the upcoming budget, wages and salaries, potential uses of American Rescue Plan Act funds, and a probable operating referendum in 2023.

Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the minutes of the October 13, 2022, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

#### Finance and Personnel Committee

Trustee Leicht reported on the October 17, 2022, Finance and Personnel Committee meeting. Public Works Director Loren Schwier presented the department 2023 budget requests. Mr. Schwier applied for and was successful in acquiring funding through the State-Let Urbanized Area STP-Urban Project Program for three large street reconstruction projects. Federal funding covers 80 percent of the construction costs, and the Village is responsible for the remaining 20 percent plus engineering and design. Mark Street from East Garland to East Avenue is scheduled for reconstruction in 2024. Therefore, engineering and design will begin in 2023. Engineering for the Mark Street project is estimated at \$25,000, and \$5,000 is included for miscellaneous engineering that is routinely reimbursed. Street Repairs anticipated in 2022 for \$50,000 will be used for the first phase of the Elm Street and Storm Water Upgrade Project. This phase will address the Oak and Elm Street intersection problem. This week, La Crosse County will review and act on West Salem's Resolution regarding a jurisdictional transfer of County Trunk B from City Loop west to County Trunk M. If the La Crosse County Board approves the transfer, it will transmit to the Village \$800,000 to cover the Elm Street reconstruction project in 2023. The total project bid is \$647,474. Other capital items include a new mower and \$40,000 set aside funds toward a new dump truck. Potential future capital purchases were discussed along with a 5-year street maintenance plan. The Park and Recreation Department and the Public Works Department both are in need of additional labor. Tony DeGaetano and Loren Schwier have discussed a public works/parks department laborer, a job description for this position, and proposed wages. Both departments are close to jointly funding this position by the elimination of the \$13,000 budgeted for a seasonal park worker and the elimination of the seasonal public works park mowing position for \$9,800. The Committee commended Mr. Schwier on his use of budgeted funds and his work preparing the 2023 budget. The Committee then reviewed proposals received from Baker Tilly Municipal Advisors, Wisconsin Public Finance Professionals, Robert W. Baird & Co., and Ehlers Public Finance Advisors for financial advisory services. The proposals set forth services and fees for specific municipal bonding projects, but most were able to state general financial advice would either be included in a future bond issue or charged at a per hour rate. With no specific bonding yet planned for 2023, the Committee decided \$5,000 should be included in the budget for financial advisory services. The Committee recommended the Village contract with Baker Tilly Municipal Advisors for future bonding and financial advice. The Committee discussed the upcoming budget, wages and salaries, potential uses of American Rescue Plan Act funds, and the jurisdictional transfer funding.

Motion by Trustee Leicht, seconded by Trustee Curtis to approve the minutes of the October 17, 2022, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Twining to work with Baker Tilly Municipal Advisors for future bonding and financial advice. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Twining, seconded by Trustee Leicht adjourn the meeting at 8:29 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator