

Village of West Salem
Public Hearing
Ordinance No. 527 – Amendment of Village President and Trustee Compensation
February 6, 2024

Public hearing called to order at 6:50 p.m. by Village President Scott Schumacher. Trustees present: Anderson, Curtis, Leicht, and Twining. Absent: Lautz. Excused: Hennessey. Also present: Public Works Director Loren Schwier, Attorney Bryant Klos, Village Administrator Teresa DeLong, and Village Clerk/Treasurer Ashley Bohl.

Ordinance No. 527, if adopted, will increase the compensation of the Village President from \$1,500.00 per year to \$2,000.00 per year and will increase the Village Trustee compensation from \$600.00 per year to \$1,000.00 per year.

Motion by Trustee Leicht, seconded by Trustee Curtis to close the public hearing at 6:54pm. Roll call vote: Unanimous aye. Motion approved.

Ashley M. Bohl, Village Clerk/Treasurer

Village of West Salem
Regular Meeting
February 6, 2024

Regular meeting called to order at 7:00 p.m. by Village President Scott Schumacher. Trustees present: Anderson, Curtis, Lautz, Leicht, and Twining. Excused: Hennessey. Also present: Public Works Director Loren Schwier, Attorney Bryant Klos, Village Administrator Teresa DeLong, Village Clerk/Treasurer Ashley Bohl and Jessica Sands.

Minutes

Motion by Trustee Twining, seconded by Trustee Anderson to approve the minutes of the January 16, 2024, regular meeting as written. Roll call vote: Unanimous aye. Motion approved.

Claims

Claims were presented for payment totaling \$335,487.71.

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

Ordinance No. 527 – Amendment of Village President and Trustee Compensation

Motion by Trustee Anderson, seconded by Trustee Leicht, to approve adoption of Ordinance No. 527. Roll Call vote: Unanimous aye. Motion approved.

Resolution No. 1.24 – Public Funds Designation

Motion by Trustee Leicht, seconded by Trustee Twining, to approve Resolution No. 1.24 – Public Funds Designation. Roll Call Vote: Unanimous aye. Motion Approved.

Temporary Class “B”/“Class B” Retailer’s License Application

Motion by Trustee Curtis, seconded by Trustee Leicht to approve the issuance of a Temporary Class “B”/“Class B” Retailer’s License to the West Salem Fine Arts Board for

the Four Guyz in Dinner Jackets event including waiving the license fee. Roll Call vote: Unanimous aye. Motion approved.

Buildings and Grounds Committee

Trustee Curtis reported on the February 1, 2024 Buildings and Grounds Committee meeting. The purpose of the meeting was to discuss possible options of remodeling Village Hall to accommodate the growing West Salem Police Department. Police Chief Kyle Holzhausen presented the Committee Members with plans he had rendered that involve remodeling the existing board room into a new Patrol Squad Room, Locker Room, Equipment Room, and a new hallway. The design included blocking off the existing hallway to create a secure in-take area, as well as adding doors for easy accessibility between the new areas created with the remodel. Chief Holzhausen expressed beyond the absolute need for more space for his growing department, morale was also one of the important reasons for taking action now. Public Works Director Loren Schwier presented information he researched regarding using accordion-style walls that are removeable and can be configured to a specific area. Committee Member Lautz asked about the specifications of these walls, citing he wanted to be sure they were sturdy enough to maintain a secure area. The Committee then began to discuss the plans in detail, including the location of doors, walls to be constructed, and walls to be removed. The Committee voiced that they felt this remodel is incredibly necessary and important for the Police Department, and also that they understood this was only temporary, with a use-life of roughly 2-3 years. Financing was also discussed. Clerk/Treasurer Bohl brought to the Committee's attention that there are remaining funds from recent financing totaling roughly \$40,000 that could be used towards this project. Committee Member Lautz continued discussion on what the next steps would be in order to be able to present this to the Village Board. It was determined that Chief Holzhausen and Director Schwier need to meet with Building Inspector Chad Woodard to determine an architectural standpoint in regards to obtaining permits, including whether or not drawings are needed, and what the electrical and IT needs of the project would be. A cost analysis also needs to be completed, as well as a detailed list of materials needed.

Trustee Leicht recommended the Board consider other alternative options.

Motion by Trustee Anderson, seconded by Trustee Lautz to approve the February 1, 2024 Buildings and Grounds Committee meeting minutes as presented. Roll call vote: Unanimous aye. Motion approved.

Utilities Committee

Trustee Twining reported on the February 1, 2024 Utilities Committee meeting. The purpose of the meeting was to review the 2024 Water Utility budget, 2024 Sewer Utility budget and the 2024 Storm Sewer Utility budget. Public Works Director Loren Schwier presented a proposed 2024 Water Utility Budget. The proposed budget includes an increase for laboratory testing due to a steady increase in cost over the last couple of years. Maintenance of water hydrants shows a continued budgeted amount of \$10,000 as years' previous. On the administrative side, there was an increase in salaries due to the addition of the new Clerk/Treasurer. Utility locating also shows an increase due to the number of locates being done for the recent fiber optic installations. Capital outlay includes \$44,000 being set aside for well maintenance as required. The Village has three wells that each must undergo maintenance once every 10 years. The Village plans on working on one well each over the next three years, with the \$44,000 being the cost for

each well. The budget also includes an increase for new meters and MXU's as they are more readily available now since their short-supply as a direct result of the COVID-19 pandemic, and the Village will be able to install more new meters. Mr. Schwier presented a proposed 2024 Sewer Utility Budget. Phosphorous chemical budget is less than what was spent in 2023. Mr. Schwier explained that they have to purchase it by the semi-truck load and the load they purchased will last for the next five years. The funds being set aside will carry-over each year to be used for the next purchase. Other chemicals showed a decrease due to the new plant not needing as much funds. An increase in plant maintenance funds is due to warranty work that is refundable to the Village. Administrative budget shows an increase because of the new Clerk/Treasurer. New to the budget this year is an allocation of \$75,000 to purchase a new sludge hauling tractor. The Village hauls sludge from the processing plant to be distributed in crop fields. Mr. Schwier explained that in previous years, the Village rented tractors from the local snowmobile alliance and that recently, the La Crosse County Highway department has rented out the tractors for their own use, leaving no availability. The Village is looking to purchase a used tractor themselves to be able to continue to spread the sludge. Also included in the budget is \$67,074 to refill the Equipment Replacement Fund, which is required by the Safe Drinking Water Fund loan. Mr. Schwier presented a proposed 2024 Storm Water Utility Budget. In September of 2022, the Wisconsin Department of Natural Resources spent two days performing a storm water management audit of Village practices, documents, and policies in place. In order to meet the MS4 permit requirements, the Village needs to complete a storm water modeling project, perform commercial storm water inspections, adopt new ordinances, increase public education and awareness efforts, perform more construction and detention pond inspections, and continue catch basin inspections and clean outs. In order to enforce these requirements, the Village spent \$60,413 in 2023. The budget for 2024 is \$20,000, as there is no way to estimate the impact of what enforcement will cost each year. The Village will be required to complete the storm water modeling project in 2024. An increase in the Administration budget was necessary to allow the addition of the new Clerk/Treasurer. Capital Overlay includes a budget to perform spot replacements of curbs and gutters on Mark Street.

Motion by Trustee Leicht, seconded by Trustee Anderson to approve the February 1, 2024, Utility Committee meeting minutes as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Anderson, seconded by Trustee Curtis to approve the 2024 Water Utility Budget as presented. Roll call vote: Unanimous aye. Motion approved.

Discussion continued on the used tractor for sludge spreading including usage hours and when the Village would need to utilize this tractor. Director Schwier explained it is based upon the weather, but it is done in the spring and again in the fall, for roughly a week at a time. President Schumacher suggested posting a request for proposals for tractors to rent with the open availability of usage when weather permits.

Motion by Trustee Anderson, seconded by Trustee Twining to approve the 2024 Sewer Utility budget as presented, with the direction to publish a request for proposal in regards to renting the use of a tractor. Roll call vote: Unanimous aye. Motion approved.

Trustee Lautz began discussion on outside services employed and entertained the idea of researching other firms and comparing costs. President Schumacher suggested and the Board agreed that it may be beneficial for the Village to use multiple firms depending upon the project.

Motion by Trustee Anderson, seconded by Trustee Twining to approve the 2024 Storm Water Utility budget as presented, including direction to compare services between engineering firms. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Twining to convene in closed session at 7:41 p.m. 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-wit: real estate purchase agreement and real estate development agreement. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Lautz, seconded by President Schumacher to reconvene in open session at 7:56 p.m. Motion unanimously approved by voice vote.

Motion by Trustee Lautz, seconded by Trustee Leicht to approve Resolution 2.24, Authorization to Execute Real Estate Purchase Agreement, as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Twining, seconded by Trustee Anderson to adjourn the meeting at 7:58 p.m. Approved by voice vote.

Ashley M. Bohl, Village Clerk/Treasurer