

Regular Board Meeting

March 18, 2014

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

Minutes

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the March 4, 2014, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$78,712.04
<u>Water Utility:</u>	\$9,275.18
<u>Sewer Utility:</u>	\$11,923.72
<u>Storm Water Utility:</u>	\$1,538.64

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the payment of all claims as listed. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Garbage and Recycling Ad Hoc Committee

Trustee Baltz submitted proposed Garbage and Recycling Ad Hoc Committee member appointments for review and action by the Village Board. Each of the proposed appointees has agreed to serve on the new Committee. Proposed members are:

Walter F. Baltz, Chair
Scott Schumacher, Village Trustee Member
Scott Halbrucker, West Salem Public Works Director
Harold G. Hoffman II, Citizen Member.

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve the Garbage and Recycling Ad Hoc Committee appointments as presented. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Capital Improvement Planning Committee

Trustee Lautz reported on the March 17, 2014, Capital Improvement Planning Committee meeting. The purpose of the meeting was to review the Recreation Department assets and capital needs. Michelle Czerwan presented a Parks and Recreation Department capital improvement project list with estimated costs. Programming space, storage space, and office/meeting room space remain top priorities for the Recreation Department. Michelle addressed each need with two

funding options. The first option would be to construct a new facility to accommodate present and future space needs. Jackson County constructed a community center in 2010, and Michelle obtained the floor plan and operating costs for that center. A new facility could be jointly constructed with a law enforcement center to better serve the needs of the community and would be a better use of funding. The estimated cost presented by Chief Ashbeck at the March 3, 2014, meeting was \$2 to \$2.7 million for a new law enforcement facility, while construction of a joint facility with the Recreation Department would be \$3.5 to \$4 million. The second option presented would be to acquire an existing facility to remodel for Recreation Department use. A building acquisition option at this time is the West Salem Middle School. Michelle included playground equipment replacement and park development as necessary projects for the Village to consider. Greene Park is currently not developed, and the public has requested a park be created on the west side of the Village. Greene Park playground equipment, structures, and development would cost approximately \$42,000. The Neshonoc lower park is also undeveloped, and placing park equipment at this location would be approximately \$42,000. The old and outdated equipment at Village Park should be replaced, and the approximate costs would be \$40,000. Playground equipment has an expected life of 18 to 22 years. Michelle would prioritize park development as developing Greene Park first and then Village Park equipment replacement second. Riverview ball fields are utilized constantly from spring through fall each year. Portable sanitation units are placed at the ball fields now, and a concession stand/scoring tower is on site. Parking is a significant issue at the Riverview ball field site. Participants are parking on the street, in the grass, blocking public works drop off sites, and infringing on area business access. This is not a safe area for the number of participants using the area. Michelle is researching possible parking opportunities with Northern Engraving. The cost of the new restroom/concession building at the high school baseball field was \$35,000 with all of the construction labor done "in-kind". A restroom/concession stand constructed at Riverview would not need to be as large as the new high school baseball field structure, but it would need to contain all of the same components. The tennis courts at Village Park have deteriorated to the point major repairs or complete reconstruction needs to be addressed. The Recreation Committee will be presented details of tennis court resurfacing as part of a senior exit project this week. Preliminary cost estimates range from \$18,000 to \$85,000 depending on the deterioration of the courts. Tennis court resurfacing has an expected life of 15 years, and the Village Park tennis courts were last addressed in 1995. The Committee then discussed how to fund the four department capital project needs. Revenues from the levy are 35% to 40% of the total revenues in the Village operating plan. The Committee has been charged with capital improvement planning for the next three to five years, but the Village Board is going to need to review and start planning for longer-term projects now. Karl Green will update the working spreadsheet to now include all department capital assets, outlining the estimated remaining life of each present asset, and noting the amount of funding that should be set aside each year in order to replace each asset at the end of its useful life. It was noted that when an asset is replaced, funds should continue to be set aside to prepare for purchasing new after its useful life. The next meeting of the Committee has been scheduled for Tuesday, April 1, 2014, at 4:30 p.m. The Committee will review a proposed draft of a capital improvement planning report.

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the March 17, 2014, Capital Improvement Planning Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Schumacher to adjourn the meeting at 7:04 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator