

Regular Board Meeting

April 7, 2011

Meeting called to order at 7:30 p.m. by President Manthei. Trustees present: Engel, Iverson, Koelbl, Schumacher, and Wehrs. Excused: Leicht. Also present: Police Chief Charles Ashbeck, Public Works Director Scott Halbrucker, Village Attorney Bryant Klos, Recreation Director Michelle Czerwan, Coulee News Special Correspondent Emily Wilson, Community & Economic Development Director for Short Elliott Hendrickson Dave Carlson, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Engel, seconded by Trustee Koelbl to approve the minutes of the March 15, 2011, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

General Fund: \$54,952.77

Water Utility: \$173,908.44

Sewer Utility: \$316,212.69

Storm Water Utility: \$220.42

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

Special Event Application

The Board reviewed a Special Event Application submitted on behalf of Our Savior's Lutheran Church for a 5K run/walk to be held on Saturday, June 4, 2011, as part of the annual June Dairy Days event. Police Chief Ashbeck has worked closely with the organizers of the event, and the route is acceptable to both La Crosse County and the Village of West Salem.

Motion by Trustee Koelbl, seconded by Trustee Engel to approve the Special Event Application as submitted. Roll call vote: Unanimous aye.

Applications for Temporary Class "B" (Picnic) Licenses

Motion by Trustee Wehrs, seconded by Trustee Iverson to approve Temporary Class "B" (Picnic) Licenses for Riverview Park and Village Park for June Dairy Days beginning June 3 and ending June 5, 2011. Roll call vote: Unanimous aye.

License Approvals

Motion by Trustee Schumacher, seconded by Trustee Koelbl to approve Applications for Cigarette License, Non-Intoxicating Beverage License, Dance Permit License, and Coin Machine Permits for nine machines for The Silverado Saloon at 158 South Leonard

Street. Roll call vote: Unanimous aye.

Operator's Licenses

Motion by Trustee Engel, seconded by Trustee Iverson to approve Operator Licenses for Rebecca Lyn Nuttleman, Michele Lee Neumann, and Benjamin James Zahn. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Wehrs to convene in closed session at 7:35 p.m. pursuant to Wis. Stat. Sec. 19.85(1)(e) for deliberating or negotiating the purchasing 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 Engel, seconded by Trustee Koelbl to reconvene in open session at 8:33 p.m. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to authorize the Village to enter into an option to purchase with the Farmers Cooperative on the combined properties for \$150,000. Roll call vote: Unanimous aye.

Street Committee

Trustee Koelbl reported on the March 23, 2011, Street Committee meeting. The purpose of the meeting was to review for recommendation to the Village Board a proposed scope of services for utility and street design and engineering oversight for Hamilton and Mill Streets in conjunction with Pathways Project and to discuss possible grant opportunities for downtown development. Randy Sanford reviewed with the Committee Short Elliott Hendrickson's proposed scope of services, services yet to be completed on this year's utility and street projects, and the engineering fees proposed. Mr. Sanford explained the project is to the point where Pathways and the Village projects are close to bidding out. As discussed at previous Street Committee meetings, SEH has reviewed the remaining Village utility design, construction management, and construction observation work yet to be completed for Pathways. The Scope of Services presented is divided into three Tasks. Task 1 is utility and street design work for Hamilton and Mill Streets. Task 1 includes coordination of utility mains and coordination and implementation of work not covered under the TE funds. The proposed cost for Task 1 is \$9,800. Task 2 is construction engineering services, including construction management, resident project representative oversight, and survey staking for a proposed amount of \$28,500. SEH would propose to bill monthly for services and expenses at a not to exceed cost of \$38,300 for 300 hours of work. The engineering schedule proposes street and utility design to be completed in April, construction services beginning in June, and construction services ending in September. The proposed number of hours and cost can be reduced if the Village decided to contract for less hours of work. The Committee recommended the Village Board accept the proposed Scope of Services as outlined not to exceed \$38,300. David Carlson introduced a proposal for community development block grant funding for downtown development in West Salem. The block grant program is a tool for general-purpose local units of government in need of funds to undertake needed infrastructure projects. The program is designed to enhance the vitality of a community by

undertaking public investment that contributes to its overall community and economic development. Downtown development grants are available for a range of activities intended to promote the revitalization of downtown business districts. Examples would include projects intended to alleviate slum and blight conditions, support improvements to utilities, streetscape improvements, parking, streets, and other infrastructure specifically serving the downtown district. Mr. Carlson explained it is possible to obtain up to 100 percent funding for additional projects, based upon the level of funding the Village has already committed to other downtown revitalization efforts. Pathways, Safe Routes to School, and the West Garland Street project are all examples of enhancement projects in progress in West Salem that would also serve as the “local match” of funds toward a community development block grant plan. The process in applying for community development block grant funds would start with the Village designating a specific area of the downtown as a unique classification district. This district could include the present Pathways project area and add to it area between Jefferson and Elm Street for drainage improvements. The area for enhancement also includes a half mile radius outside the designated specific area. Mr. Carlson stated the timing is optimal for the Village to apply for block grant funding in that actual construction of the matching enhancement projects has not begun. With the upcoming changes in administration, Department of Commerce staff has stated that applications should be received by May 1 in order that they can be evaluated and funded before the reorganization takes place or June 30. Applications are scored on a point system that considers the applicant’s overall distress, need for the improvement, ability to pay for the improvement, leveraging of other funds, and project readiness. Mr. Carlson informed the Committee he would propose preparing the blight determination for \$2,500, and an application for the Village for a fee of \$5,000. Of the \$5,000, \$2,500 would be due when the application is submitted, and \$2,500 would be due if the grant is awarded. If the State does not award the funding, the remaining \$2,500 would not be charged. The Committee recommended the Village Board move forward with a downtown revitalization and development grant application. Mr. Carlson also explained alternative financing options the Village could consider such as a tax incremental district to reimburse the Village for its expenditures toward Pathways, Safe Routes to School, and West Garland Street. Mr. Carlson agreed to attend the next Village Board meeting to explain the community development block grant process, tax incremental district financing, and to answer further questions about eligible activities and the award process.

Motion by Trustee Koelbl, seconded by Trustee Engel to approve the Street Committee meeting minutes of March 23, 2011. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Wehrs to accept the proposed Scope of Services provided by Short Elliott Hendrickson in an amount not to exceed \$38,300. Roll call vote: Unanimous aye.

Motion by Trustee Iverson, seconded by Trustee Schumacher to approve the Master Agreement for Professional Services with Short Elliott Hendrickson, Inc. Roll call vote: Unanimous aye.

Motion by Trustee Koelbl, seconded by Trustee Engel to approve proceeding with an application for a community development block grant and enter into the Supplemental

Letter Agreement with Short Elliott Hendrickson, Inc. as stated in the Agreement. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the March 21, 2011, Planning Commission meeting. A public hearing was held concerning Chapter 3 Zoning Ordinance and re-adoption of the existing Chapter 14 Floodplain Ordinance and associated map as incorporated in the proposed, revised Village Code of Ordinances. There were no citizens present to speak for or against the proposed revision and re-adoption. The Commission reviewed the public notice published regarding the adoption of a revised Village Zoning Ordinance and re-adoption of the existing Floodplain Ordinance and associated maps as incorporated in the proposed revised Village Code of Ordinances Chapter 3 and Chapter 14, respectively. Attorney Klos noted when the entire Code of Ordinances is approved, Chapters 3 and 14 will be adopted as is. Changes to other Code sections can be made and do not require a public hearing. The Commission noted the date of adoption will need to be changed on the zoning map, and a correction on how Maple Street is shown on the map will require revision. The Planning Commission recommended to the Village Board adoption of revised Chapter 3 Zoning Ordinance and re-adoption of the existing Chapter 14 Floodplain Ordinance and adoption of the new zoning map with the changes noted for incorporation in the proposed, revised Village Code of Ordinances.

Motion by President Manthei, seconded by Trustee Engel to approve the minutes of the March 21, 2011, Planning Commission meeting as written. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Engel reported on the Utilities Committee meeting of March 22, 2011. The purpose of the meeting was to review Ordinance No. 436 Revise Chapter 8 Sewer Use Ordinance and User Charge System and 2011 Sewer Utility Budget and to discuss State action removing all storm water maintenance requirements. Village Engineer Dave Sauer explained the purpose and history of Chapter 8 Sewer Use Ordinance and User Charge System. Chapter 8 was enacted in March of 1998 using language supplied and recommended by the Wisconsin Department of Revenue. The Ordinance sets forth rules and regulations on how to recover all variable and operating costs. Schedules included in Chapter 8 set forth different classifications of users, including residential, commercial, industrial, and public authority. Calculations are made based on gallons of water being billed and did not use the volume of water received at the treatment plant as the collection system itself picks up more water than is being billed out. After determining the total users, the meter sizes by user classification, and determining the annual fixed costs, an equivalent unit charge was calculated and the user charges necessary to meet the needs of the utility. When determining required revenues to meet the expenses of operating the Sewer Utility, sprinkler credits were not included in the calculations. The Utility has been granting sprinkler credits since enacting the new ordinance. The Ordinance Chapter is divided into sections: Section 1 is the Sewer Use Ordinance, Section 2 is the User Charge System, and Section 3 contains all the user charge system schedules. The Committee reviewed the original Clean Water Fund loan terms, principal and interest owed to the State, reserve and redemption holding requirements, and past equity transfers between the Water Utility

and the Sewer Utility. The Committee felt it is an appropriate time to contract for a sewer rate study given the changes that have occurred since enactment of the Ordinance in 1998. The Committee recommended directing Dave Sauer put together a proposal for a sewer rate study. Teresa Schnitzler shared with the Committee a plan included in Governor Walker's proposed budget to eliminate municipal stormwater standards regulating pollutants running off streets, parking lots, and other urban surfaces. The Committee felt stormwater management continues to be important and recommended continuing the Storm Water Utility in order to continue funding storm water management efforts.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the March 22, 2011, Utilities Committee meeting. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Wehrs reported on the March 24, 2011, Finance and Personnel Committee meeting. The purpose of the meeting was to review a request from the Coulee Region Humane Society to consider and implement cat licensing and to review the 2011 budget regarding police officer new hire and the impact of the proposed Budget Repair Bill and 2011-2013 State of Wisconsin Capital Budget. Heather Schmid and Amiie Gabriliska discussed the health and safety benefits of licensing cats. Ms. Schmid compiled a 12-month period report on animal control assists in West Salem. From November 2009 through October 2010, animal control assisted 70 dogs, cats, and small animals for the Village of West Salem. Forty-four of the assists were cats or 63% of West Salem's total use. Exactly 2% of the cats were actually reclaimed by their owners, 13% were placed into new homes, leaving 85% of stray cats being euthanized. Cats are associated with the highest share of costs attributable to West Salem. Requiring cat licenses will accomplish a number of things, including the requirement for rabies vaccinations, identification of an owner to reunite a lost pet with its owner, and the revenue generated from cat licensing. Currently, the Cities of La Crosse and Onalaska, the Towns of Shelby and Campbell, and the Village of Rockland require cat licensure. The Committee discussed the procedure to implement a cat licensing program, enforcement of the program, and the advantages and disadvantages of licensing cats. The Committee requested information on the number of rabies incidents in La Crosse County, and Ms. Schmid will provide more information. The Committee took no action on the matter. The Committee reviewed the status of the State Budget Repair Bill, the resulting financial impact on West Salem, and the potential impact of the 2011-2013 Wisconsin Capital Budget. Taking into account reductions in shared aid revenue, transportation aids, recycling grants, and no increases in municipal levies for 2012, West Salem will need to reduce next years budget by approximately \$100,000. Several line items of the present 2011 Village Operating Plan will require amendment in order to comply with the Budget Repair Bill once it becomes effective. The Village Board voted to delay for three months the budgeted hiring of a new police officer. The Committee directed Attorney Klos to review the procedure and process of amending the 2011 Village budget to implement the budget repair bill and to report back to the Finance and Personnel Committee.

Motion by Trustee Wehrs, seconded by Trustee Engel to approve the minutes of the Finance and Personnel Committee meeting of March 24, 2011. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Engel reported on the April 7, 2011, Utilities Committee meeting. The purpose of the meeting was to discuss a sewer user charge system review and update proposal received from Village Engineer Dave Sauer and recommendation to Village Board and to review a future purchase of a sludge spreader and authority to Public Works Director for purchase options and funding. Village Engineer Dave Sauer presented a proposal to review the entire sewer user charge system and update same utilizing current volumes of water metered and charged using existing rates. The proposal would also assemble current operating costs and update those to reflect current conditions. The user charge tables would also be updated. Mr. Sauer's proposal to provide this study would be \$5,700. The Committee discussed the potential of a much broader review to include a combined study of both the sewer and water utilities. The Village has grown considerably since the last sewer study and evaluation, and the Water Utility has also experienced new operating costs with the addition of the new tower and iron filtration plant. Mr. Sauer was asked to prepare a cost estimate to prepare a combined cost analysis, and he has proposed a cost of \$9,800. The Committee recommends accepting the proposal from Cedar Corporation to prepare a combined water and sewer utility user charge system analysis at the proposed cost of \$9,800. Scott Halbrucker updated the Committee on the sludge hauling and sludge spreading needs of the Sewer Utility. His inability to rent or obtain sludge spreading equipment has been a problem the last two years. Mr. Halbrucker has been presented with several opportunities to purchase a sludge spreader and most recently a sludge truck, but the equipment has sold quickly. Mr. Halbrucker is requesting direction from the Committee for purchase and funding options. The Committee recommended authorizing the Public Works Director to purchase a sludge spreader in an amount not to exceed \$20,000 from the Equipment Replacement Fund.

Motion by Trustee Engel, seconded by Trustee Schumacher to approve the minutes of the April 7, 2011, Utilities Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Schumacher to accept the proposal from Cedar Corporation to prepare a combined water and sewer utility user charge system analysis at the proposed cost of \$9,800. Roll call vote: Unanimous aye.

Motion by Trustee Engel, seconded by Trustee Koelbl to purchase a sludge spreader not to exceed \$20,000 from the equipment replacement fund and grant authority to Public Works Director Scott Halbrucker on the purchase options. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Engel to adjourn the meeting at 8:58 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator