

Regular Board Meeting

July 1, 2014

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

Appointment of Trustee to Preside Over Meeting

Motion by Trustee Koelbl, seconded by Trustee Schumacher to appoint Trustee Leicht to preside over the regular meeting of the Board. Roll call vote: Unanimous aye.

Minutes

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the June 17, 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>	\$160,049.10
<u>Water Utility:</u>	\$18,835.62
<u>Sewer Utility:</u>	\$34,109.27
<u>Storm Water Utility:</u>	\$10,606.38

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

“Class B” Beer Retail License Application

Motion by Trustee Koelbl, seconded by Trustee Schumacher to approve the issuance of a “Class B” Beer Retail License to Gerald J. Beyer for Big Boer Smokers, LLC. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Alcohol Beverage License Applications

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve the issuance of Alcohol Beverage Licenses to William G. Bartle, Ashley Ann Beckey, Gerald J. Beyer, Jessica B. Brown, Alexis C. Gilbertson, Sierra M. Johnson, and Kyle R. Tranberg. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Law Enforcement Disciplinary Committee

Chair Mark Johnson appeared before the Board to introduce himself, provide his background, and to report on the June 18, 2014, Law Enforcement Disciplinary Committee meeting. The purpose of the meeting was the annual meeting as provided

in West Salem Code of Ordinances Section 1.29 to elect a Chairperson. The Committee recommended maintaining status quo and nominating Mark Johnson as Chair of the Law Enforcement Disciplinary Committee. Chair Mark Johnson noted the Committee has not met in a year, and this fact speaks highly of the West Salem Police Chief and the Department. Jeffrey Trotnic stated he has high regard for the West Salem Police Department, and he would be shocked if there was a matter to come before this Committee. Mr. Trotnic believes the West Salem Police Department is an outstanding organization operated by a fine Chief of Police. Mr. Johnson and Mrs. Engel agreed with Mr. Trotnic's assessment.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to approve the minutes of the June 18, 2014, Law Enforcement Disciplinary Committee meeting as presented. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Schumacher reported on the June 18, 2014, Utilities Committee meeting. The purpose of the meeting was to review the Storm Water Utility financial update, discuss issues with the storm water system, discuss a Storm Water rate increase, and to review the sewer replacement fund status. Scott Halbrucker distributed a copy of the 2014 Storm Water Utility budget. Mr. Halbrucker noted the budget was approved with a \$44,155 deficit. Expenditure line items for an annual \$66,000 loan payment and extensive storm water work on West Hamilton Street total over \$111,000. The checking account balance is \$13,567. Mr. Halbrucker distributed pictures of a number of storm water issues the Village must take care of, but the funds are not available to spend to correct the issues. Projects Mr. Halbrucker presented include:

- repair of the 36-inch storm water pipe running from Clark Street to the Elm Street ditch with an approximate cost between \$15,000 to \$20,000;
- repair of hole in the middle of Daffodil Street next to a manhole at a cost of approximately \$5,000;
- repair of a hold in Waterloo Avenue at an approximate cost of \$2,000;
- correction of storm water drainage issue on the east side of the Village Park for approximately \$2,000; and
- miscellaneous storm water drain issues throughout the Village.

The Committee discussed financing strategies in order to support the repairs and work needed in the storm water utility, such as a rate increase and borrowing from other funds. The Committee requested additional financial information from Scott Halbrucker and Teresa Schnitzler, and the information will be reviewed for a possible storm water rate increase. Mr. Halbrucker distributed an updated sewer replacement equipment, service life, installed cost, and yearly cost spreadsheet for the Sewer Utility Replacement Fund. Mr. Halbrucker explained the Sewer Utility is depositing \$100,000 annually into the equipment replacement fund, and the account balance has increased somewhat over the last two years. However, in order for the equipment replacement fund balance to be at a balance it is required to be, the Sewer Utility should deposit \$125,423 each year for the next five years. The equipment replacement fund balance should be \$778,903, and the actual balance the end of December 2013 was \$388,051, leaving a fund shortage of \$390,852. The next meeting of the Utilities Committee has been scheduled for June 25, 2014, at 4:30 p.m.

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the minutes of the June 18, 2014, Utilities Committee meeting as presented. Roll call vote: Baltz – abstain; remainder of Board – aye. Motion approved.

Utilities Committee

Trustee Schumacher then reported on the June 25, 2014, Utilities Committee meeting. The purpose of the meeting was to review the Storm Water Utility financial update, discuss issues with the storm water system, and discuss with possible recommendation to the Village Board Resolution 3.14 Storm Water Equivalent Runoff Unit Charge. Chair Scott Schumacher reminded the Committee the 2014 Storm Water Utility Budget was approved with a \$44,155 deficit. Expenditure line items for an annual \$66,000 loan payment and extensive storm water work on West Hamilton Street total over \$111,000. The Committee had requested additional information in order to discuss and make recommendations on a storm water utility equivalent runoff unit charge increase. Teresa Schnitzler informed the Committee that last rate increase was approved on December 18, 2012, and was reflected on the February 1, 2013, utility bills. The 2013 action was a 50¢ per quarter increase, and the increase raised \$10,370 per year. Ms. Schnitzler distributed a spreadsheet comparing West Salem's ERU charge with fifteen other municipality's charges. Scott Halbrucker restated the four urgent projects and costs as submitted at the last Utilities Committee meeting:

- repair of the 36-inch storm water pipe running from Clark Street to the Elm Street ditch with an approximate cost between \$15,000 to \$20,000;
- repair of hole in the middle of Daffodil Street next to a manhole at a cost of approximately \$5,000;
- repair of a hold in Waterloo Avenue at an approximate cost of \$2,000; and
- correction of storm water drainage issue on the east side of the Village Park for approximately \$2,000.

Mr. Halbrucker inspected the storm water management system throughout West Salem, and he listed 55 catch basins where the black top and the curb have sunk around the catch basin. Costs to repair the catch basins range anywhere from \$500 to \$5,000, depending on what is actually wrong with it. The Faye Drive ditch repair project is not yet complete. A 12-foot pipe must be added to extend the pipe in the cul de sac as water is eroding the hill. The Village should purchase 200 feet of pipe and attach it to the end in order to get the water to the ditch. The Elm Street water issue will continue to worsen over time, and this project needs to be engineered, easements procured, and construction corrections made soon. Mr. Halbrucker reviewed the 2015, 2016, and 2017 Five-Year Street Reconstruction Plan. The 2015 plan includes Franklin Street reconstruction from Leonard to Youlon, and the storm water costs are estimated to be \$13,000. Mark Street from East Avenue to Hamlin Street and West Franklin from Youlon to Harmony Street are planned for 2016. The Mark Street project is a Wisconsin Department of Transportation 80/20 grant, and the storm water costs are estimated at \$38,000. The storm water estimated costs for the Franklin Street project are \$14,500. The 2017 plan includes East Avenue from North Mill to North Mark Street. Estimated storm water work is 1,000 feet of curb and gutter at an estimated cost of \$40,000. If the levy increase referendum does not pass, this project may have to be divided over two budget years due to the high construction and utility costs. Mr. Halbrucker compared costs to repair just sections of curb and gutter to replacement of the entire curb and gutter, and construction costs are nearly half if the entire curb and gutter is replaced

during street reconstruction instead of repairing certain sections. The Committee discussed financing strategies in order to support the repairs and work needed in the storm water utility this year, such as a rate increase and borrowing from other funds. The proposed Resolution reviewed by the Committee would increase the equivalent runoff unit charge from \$4.50 to \$6.50 per quarter, which would raise \$42,104 in revenues. The Committee recommended to the Village Board adoption of Resolution 3.14 Storm Water Equivalent Runoff Unit Charge with a modification to increase the equivalent runoff unit charge to \$7.00 per quarter.

Motion by Trustee Schumacher, seconded by Trustee Wehrs to approve the minutes of the June 25, 2014, Utilities Committee meeting as presented. Roll call vote: Unanimous aye.

Resolution 3.14 Storm Water Equivalent Runoff Unit Charge

Motion by Trustee Schumacher, seconded by Trustee Wehrs to approve Resolution 3.14 Storm Water Equivalent Runoff Unit Charge. Roll call vote: Unanimous aye.

WHEREAS, as set forth in Code of Ordinance Chapter 15, Stormwater Utility, the Village Board is responsible for the management of stormwater and other surface water discharges within and beyond the La Crosse River, and other bodies of water within the Village, and it is a matter that affects the health, safety, and welfare of the public; and

WHEREAS, because all residents benefit from an adequate infrastructure to protect streets, parks, and private property from flooding, erosion, and stagnant water, the Village Board of Trustees has determined all residents should be required to participate in such cost recovery, and the fact that a particular property may not under most storm conditions discharge to municipal storm or sewer infrastructure is not a basis for exemption from storm water utility charges; and

WHEREAS, Chapter 15 of the Village Code of Ordinances gives the Village Board of Trustees authority to establish such rates and charges for storm water management services as are necessary to finance any necessary property or easement acquisition and the planning, design, construction, maintenance, and operation of stormwater management facilities in accordance with the procedures set forth in Chapter 15 and at sufficient levels to fund the capital, operating, and other expenses as set forth in the adopted Storm Water Utility budget, which are not funded by other sources of revenue; and

WHEREAS, as set forth in Chapter 15, the Director of Public Works and the Utilities Committee have prepared annual budgets for the Storm Water Utility, which budgets include all operation, maintenance, capital costs, and other costs related to the operation of the Storm Water Utility; and

WHEREAS, in order to continue maintenance of existing retention and detention ponds, the maintenance and repair of the storm water collection network, which includes catch basins, storm sewers, storm discharge outlets, and to continue to accommodate a public works employee wage and benefit allocation to the Storm Water Utility, the Utilities Committee has recommended a \$2.50 per quarter Equivalent Runoff Unit charge increase;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby approves the Equivalent Runoff Unit charge of \$4.50 per quarter be increased to \$7.00 per quarter to be effective and reflected on the August 1, 2014, regular billing.

ADOPTED AND DATED this 1st day of July, 2014.

(SEAL)

/s/ _____
Dennis Manthei, Village President

/s/ _____
Teresa L. Schnitzler, Village Administrator

Household Waste Ad Hoc Committee

Trustee Baltz reported on the June 23, 2014, Household Waste Ad Hoc Committee meeting. The purpose of the meeting was to discuss and act on a format for inviting area refuse and recycling contractors to present information to the Committee. Chair Baltz noted a quorum is a majority of the members of a committee, and there was not a quorum of the Household Waste Ad Hoc Committee present. Chair Baltz directed Teresa Schnitzler to make contact with Harter's Quik Clean-up, Hilltopper Refuse and Recycling, and Waste Management to invite each to meet with the Committee on Thursday afternoon, July 17, 2014, for approximately one hour each. Chair Baltz and Mr. Halbrucker discussed large article pick-up issues, tree and brush drop off site misuse, and the refuse haulers should be prepared to discuss these services with the Committee.

Street Committee

Trustee Koelbl reported on the June 30, 2014, Street Committee meeting. The purpose of the meeting was to review for recommendation to Village Board a proposed Use and Lease Agreement with JC Property Investments, owner of 103 North Leonard Street, and to review a recommendation regarding installation of stop signs along West Franklin Street.

Use and Lease Agreement

The Committee reviewed the proposed Use and Lease Agreement drafted by Attorney Klos setting forth use and lease terms for the sidewalk and paved boulevard on the East Hamilton Street side of 103 North Leonard Street. Craig Miller has requested he have 24-hour access to both overhead service bays within the building and to the fenced-in area adjacent to the alley. The Agreement proposes that this 62 lineal feet of boulevard can be painted yellow by the owner and the owner can supply and post no parking signs in this area. As a result of this boulevard closure area, the Village will lose the equivalent of two public parking spaces. In return for this Agreement, Mr. Miller will pay to the Village the sum of \$10 per parking space per month for a total of \$240 per year. Mr. Miller understands the Village will be painting white parking spaces in the remaining 50 lineal feet of boulevard area, and this area may be used for public parking. As part of the Agreement, the Village shall have the continual right during the winter months and during its snowplowing operations to plow snow off of Hamilton Street onto the boulevard area not only where the public parking is but also where the 62 lineal feet is cross-marked for no parking. The Village agrees that it will remove the snow from the 62 lineal feet and from the other boulevard areas as time permits in its winter plowing operations. Mr. Miller may remove snow from this area also, but may not deposit said snow in the street. The Committee recommended approval of the Use and Lease Agreement. Chief Ashbeck was asked to review the West Franklin Street area for possible installation of stop signs at various intersections. Chief Ashbeck prepared a spreadsheet summary of fourteen intersections in the West Franklin Street and Daffodil Street area, prioritizing each as a high, middle, or low priority. Chief Ashbeck proposed he work with Scott Halbrucker to install stop signs as needed over time.

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve the minutes of the Street Committee meeting held on June 30, 2014. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Schumacher to approve the Use and Lease Agreement as recommended by the Street Committee. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Lautz reported on the June 30, 2014, Buildings and Grounds Committee meeting. The purpose of the meeting was to meet with the West Salem Hockey Association regarding an agreement to paint the ceiling of the West Salem Community Shelter and to discuss future mold prevention, purchase and installation of circulation and exhaust fans, and an agreement on the use of the installed fans. Ms. Czerwan updated the Committee on last year's ceiling mold treatment and the fact the Village purchased 30 gallons of exterior acrylic latex paint with mildeside for the community shelter ceiling. The Buildings and Grounds Committee had decided at that time to treat the mold and the ceiling would be painted this Spring. Ms. Czerwan had received quotes to paint the ceiling, and the costs were in the \$12,000 to \$15,000 range. The ceiling was last painted in 2007. At that time, the Village also purchased the paint, and the Association arranged for the ceiling to be painted. The West Salem Hockey Association had previously agreed to paint the ceiling if the Village supplied the paint. However, the painter family has since left West Salem. The Association cannot supply labor to paint the ceiling. The Association did not agree the mold issue is totally due to their use of the facility, they do not feel they are responsible for the painting. The Committee discussed the conclusions and recommendations made by Coulee Region Environmental and ServPro regarding proper ventilation of the facility. Humidity is becoming trapped in the ceiling. The installation of additional fans to move the air and use of the exhaust fans has been recommended. The Association will research what the building needs for ventilation and talk with its board of directors, and Ms. Czerwan will contact painters for new quotes to paint the ceiling using the paint already purchased by the Village last year. The next meeting of the Committee has been scheduled for Monday, July 14, 2014, at 5:30 p.m.

Motion by Trustee Lautz, seconded by Trustee Koelbl to approve the minutes of the June 30, 2014, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Wehrs to adjourn the meeting at 7:32 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator