

Regular Board Meeting

August 21, 2012

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

Minutes

Motion by Trustee Lautz, seconded by Trustee Iverson to approve the minutes of the August 7, 2012, Regular Board meeting as written. Roll call vote: Unanimous aye.

Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$43,665.03
<u>Water Utility:</u>	\$17,397.42
<u>Sewer Utility:</u>	\$12,770.91
<u>Storm Water Utility:</u>	\$1,320.00

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

Planning Commission Appointee

President Manthei reported Scott Guthrie has resigned his position as a Planning Commission member effective September 1, 2012. President Manthei has recommended Joseph Burke be appointed to complete Mr. Guthrie's unexpired term through April 14, 2014.

Motion by President Manthei, seconded by Trustee Leicht to appoint Joseph Burke to the Planning Commission to complete Scott Guthrie's unexpired term through April 14, 2014. Roll call vote: Unanimous aye.

Alcohol Beverage License Applications

Motion by Trustee Schumacher, seconded by Trustee Koelbl to approve the issuance of alcohol beverage licenses to Ronald D. Corn and Brooke N. Mootz. Roll call vote: Unanimous aye.

Utilities Committee

Trustee Schumacher reported on the August 8, 2012, Utilities Committee meeting. The purpose of the meeting was to review and discuss sewer utility user and fixed rates. Increasing expenses of the Sewer Utility and deficit and cash flow issues continue to be a concern for the Sewer Utility. User fees and other operating revenues are no longer

covering the costs of operating the Utility. User fees were last reviewed and an increase was approved in January of 2006. The 2012 approved Sewer Utility Budget eliminated sprinkler credits and authorized a \$100,000 equity transfer from the Water Utility to the Sewer Utility in lieu of rate increases. The equity transfer is only covering operating and some maintenance expenses of the Sewer Utility, and the Utility still needs to raise funds in order to finance sewer replacements. The Sewer Utility is also unable to fully fund the required equipment replacement fund each year. The equipment replacement fund is approximately \$80,000 short at this time. The Committee acknowledges the treatment facility debt will retire in less than six years, which will reduce the annual debt service by approximately \$335,000 per year. Scott Halbrucker distributed sewer maintenance and rehabilitation costs list, but he is unable to compute and/or plan for capital projects until he has direction on how much revenue will be available. Attorney Klos suggested actual usage data be collected for the last three years for each class of customers and actual sewer billed for August 2010, 2011, to the recent August billing in 2012. This information can be used to trend actual usages and revenues over the last three years. The Committee recommended directing Attorney Klos to work with Scott Halbrucker and Teresa Schnitzler to draft a budget plan using the existing approximate \$50,000 per year of projects work plus an additional \$50,000 in deferred maintenance work. The Committee agreed to meet again on Thursday, September 6, 2012, at 8:00 a.m.

Motion by Trustee Schumacher, seconded by Trustee Wehrs to approve the minutes of the Utilities Committee meeting of August 8, 2012. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the August 16, 2012, Finance and Personnel Committee meeting. The purpose of the meeting was to review and discuss employee evaluation, termination, and possible hiring. The Committee convened in closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee agreed to schedule a future meeting for Wednesday, August 22, 2012, at 4:00 p.m.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the August 16, 2012, Finance and Personnel Committee meeting minutes as presented. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Lautz reported on the August 20, 2012, Buildings and Grounds Committee meeting. The purpose of the meeting was to meet with the West Salem Hockey Association regarding placement of two temporary locker rooms to facilitate the West Salem High School hockey program and to discuss an upgrade of the lighting system in the shelter to more energy efficient fluorescent units. Chair John Lautz requested the West Salem Hockey Association inform the Village of West Salem when it contacts outside agencies regarding the West Salem Community Shelter. Mr. Lautz would like the Village and the Hockey Association to be equally informed and up to date on all issues. Joe Belling informed the Committee that the West Salem High School hockey program is coming back to West Salem. Junior varsity and varsity programs will be scheduled at the West Salem Community Shelter. In order to accommodate these

programs, the West Salem Hockey Association will need to increase and upgrade the locker room capacities. In the past, the Association has erected three to four temporary locker rooms throughout the shelter as well as utilized half of the Lions Building. Last year, the Association moved some of that capacity into two stick-built locker rooms currently located on the parking lot side of the shelter. For the upcoming season, the Association proposes to add significant locker capacity by moving in two converted mobile homes on the north side of the shelter building. The mobile home units will remain moveable. Placement on the north side of the shelter will require the Association to do some leveling, but it should not have any impact on the green space on the south side of the shelter. Both converted mobile homes will be painted to match the color of the shelter facility, skirted, and will be maintained at a level consistent with other property owned and operated by the Association. Both will also be locked when not in use and will not be accessible by the general public. The Association is requesting permission to place the converted lockers on the north side of the community shelter during the annual effective period of their usage agreement. The Committee recommended acceptance of the West Salem Hockey Association's proposal for placement of temporary lockers on the north side of the community shelter contingent upon West Salem School District approval and approval from the Wisconsin Department of Natural Resources. Joe Belling informed the Committee the West Salem Hockey Association would like to change the lighting under the shelter to compact fluorescent panel lighting. The Association has received a quote from Kish & Sons Electric in the amount of \$198 per light. There are 32 lights, and the total quote is \$6,320 to replace all lights. The Association would like to make this change in September. Mr. Belling estimates the annual electrical cost savings will be \$640. The Association would like the Village to fund one-half of the cost or \$3,160. The Association would fund the metal cages to be installed around each light fixture because the Village has no need for the cages. The Committee requested the Association obtain additional bids, determine if the School District will provide financial assistance to this electrical upgrade, and provide the Committee a spreadsheet evidencing the estimated cost savings of the upgrade. Once this additional information is obtained, the Committee will schedule another meeting with the Association.

Motion by Trustee Lautz, seconded by Trustee Koelbl to approve the August 20, 2012, Buildings and Grounds Committee meeting minutes as presented. Roll call vote: Unanimous aye.

Motion by Trustee Lautz, seconded by Trustee Wehrs to accept the West Salem Hockey Association's proposal for placement of temporary lockers on the north side of the community shelter as recommended by the Buildings and Grounds Committee. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Iverson to convene in closed session at 7:27 p.m. pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to-wit: potential claim for damages. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Iverson to reconvene in open session at 7:40 p.m. Approved by voice vote.

Motion by Trustee Leicht, seconded by Trustee Lautz to adjourn the meeting at 7:41 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator