

Regular Board Meeting

October 2, 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, Public Works Director Scott Halbrucker, Village Engineer Dave Sauer, Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Staed, and Village Administrator Teresa Schnitzler.

Agenda Addition

Motion by Trustee Wehrs, seconded by Trustee Iverson to add "Department Head Updates" before the Committee reports. Roll call vote: Unanimous aye.

Minutes

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 18, 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>	\$135,675.41
<u>Water Utility:</u>	\$8,679.28
<u>Sewer Utility:</u>	\$14,639.24
<u>Storm Water Utility:</u>	\$1,615.87

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

Faye Drive Drainage Ditch Project Bids

Engineer Dave Sauer presented his Faye Drive bid analysis to the Board. Bids for the project were received and opened on September 20, 2012. The specifications called for a unit price contract with the total listed based on the estimated bid quantities and using the bid unit prices. A total of five bids were received for the project. After all the unit costs are added up, the two responsive low bidders were Pember Companies, Inc. and Gerke Excavating. The bid award will be dependent upon the Village's direction to complete two "as ordered" bid items for placing riprap along the drainage ditch between the ordinary high water mark and the end of the new 36" storm sewer. Although Pember Companies is the low bidder if the two "as ordered" bid items are not done for the project, Gerke Excavating is the low bidder if the two "as ordered" bid items are done for the project. The reason for this is the unit bid price for the riprap items. Pember Companies has a unit bid cost of \$100 per cubic yard while Gerke Excavating has a unit bid cost of \$37 per cubic yard. Assuming the Village selects to complete the two "as ordered" bid items, the estimated total bid costs are Pember Companies in the

amount of \$141,070 and Gerke Excavating for \$139,303.50. The “as needed” riprap provisions included in both the original bid and Cedar Corporation’s new estimates still are only estimates and the quantities may be more or less depending on what is actually encountered on the ground when the work is done. Dave Sauer and Bryant Klos explained that before awarding the contract, the Village must decide on how many of the “as ordered” soil choked riprap bank protection items will be ordered and how many riffle drops and which ones. After that determination is made, the contract would be awarded either with all, some, or none of those optional “as ordered” items. Mr. Sauer has recommended the Village complete the two “as ordered” bid items for the riprap additions to the ditch downstream from the new storm sewer. There is erosion in these areas which will be improved by constructing the riprap structures. If these areas are not completed, there will be a continuation of the erosion which may need more attention in the future.

Motion by Trustee Koelbl, seconded by Trustee Lautz to go ahead with the total project and award the contract to Pember Companies. Roll call vote: Unanimous aye.

Alcohol Beverage License

Motion by Trustee Leicht, seconded by Trustee Iverson to approve alcohol beverage licenses to Jeremy D. Marzofka and Jocelyn J. Oldenburg. Roll call vote: Unanimous aye.

Finance and Personnel Committee

Trustee Leicht reported on the September 25, 2012, Finance and Personnel Committee meeting. The purpose of the meeting was to review for recommendation the proposed 2013 Police Department, Recreation Department, Library, and West Salem Emergency Medical Team budgets and to continue 2013 operating plan preparations. Police Chief Charles Ashbeck distributed his proposed 2013 police department budget. Based on Chief Ashbeck’s proposed 15-year police squad car rotation budget financing plan, a new squad car with required squad car equipment is included in the 2013 proposed budget. A Village Hall computer server is included in the proposed budget. The server will manage and back up not only the Police Department’s thirteen computers, but also the Recreation Department and the Administration Office computer systems. Teresa Schnitzler recommended this capital purchase be shown as a Public Buildings Capital Expense rather than a Law Enforcement Capital Expense since it will improve and serve all three departments in the Community Center. Other proposed capital purchases include bulletproof vests, tactical gear, an enclosed trailer for police department training equipment, an enclosed trailer for Safe Routes to School materials which will be reimbursed by grant funds, and a set aside for aging computers and equipment. Proposed increases in operating expenses reflect rising costs to operate the department. The proposed police department budget will be included in the operating plan for consideration. Recreation Director Michelle Czerwan distributed her proposed 2013 recreation department budget. Ms. Czerwan has presented expenses and capital increases which are all offset by increased revenues and prior year set aside funds. Revenue has been increased in user fees, sponsor fees, grant funds, concession sales, and wearing apparel orders. Ms. Czerwan intends to apply for Urban Forestry Grant funds in addition to utilizing the Imprelis damage claim funds to remove and replace trees in three Village parks. The Village presently owns two gators, and Ms. Czerwan proposed purchasing a used field groomer from the City of Onalaska for

\$4,000 instead of purchasing a new gator. Electrical service for Riverview II ball field and funds toward shelter roof replacements are included in the proposed budget as well. The proposed recreation department budget will be included in the operating plan for consideration. Teresa Schnitzler distributed proposed 2013 library and youth services budget requests. The adult library budget proposes renewal of the Village-sponsored magazine subscriptions, purchasing a large floor mat for placement behind the circulation desk, and purchase of a hand-held vacuum for cleaning book drop bins and small messes for a total request of \$1,069. The youth services request is for \$212 in acrylic sign holders for better direction and announcement purposes in the teen and children's areas. Ms. Schnitzler informed the Committee the bank balance in the library aluminum can and donations fund is \$6,894. After purchasing a replacement back door this year, the 2013 requested items can be funded from this account. The Committee agreed to include the 2013 library budget requests in the operating plan for consideration. The proposed 2013 1st Responders budget request was reviewed by the Committee. It was noted the organization's budget funding request is the same amount as was requested in 2010, 2011, and in 2012 in the amount of \$34,258.30. The request will be included in the 2013 operating plan. The next meeting of the Committee is Thursday, October 4, 2012, at 4:00 p.m.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 25, 2012, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

Recreation Committee

Trustee Schumacher reported on the Recreation Committee meeting held on September 25, 2012. Recreation Director Michelle Czerwan presented the Committee with the revised square foot formula results for park development fees as well as the fees currently charged by the City of Onalaska and the Village of Holmen. The Committee reviewed the numbers and the information provided by Onalaska and Holmen, and the Committee agreed that further analysis is necessary to provide an appropriate amount of supporting documentation before proposing increased fees. The Committee has also requested the breakdown of costs associated with establishing and outfitting a new park. Mr. Schumacher reported he had met with the West Salem School Superintendent Troy Gundersen, Glen Jones from the Wisconsin Department of Safety and Professional Services, and the engineering firm of Ramaker & Associates regarding the West Salem swimming pool. Mr. Gundersen stated the School District would be replacing the pool heater and there is no official plan to close the pool. The School District recently resurfaced the tennis courts for a total cost of \$17,000 with a life expectancy of five to seven years. Since the School District views the pool and the tennis courts as one property, the District would have no plan to remove the pool until after that time. There is no long-term plan that includes an indoor or outdoor pool. Wisconsin Department of Safety and Professional Services stated the bathhouse can be updated without being required to update the swimming pool. Mr. Schumacher talked with Ramaker & Associates regarding a needs and feasibility assessment. An assessment would include an evaluation of the pool as it stands, determine projected repair needs, and give an estimate of the costs necessary to handle said repairs.

Motion by Trustee Schumacher, seconded by Trustee Koelbl to approve the minutes of the Recreation Committee meeting held on September 25, 2012. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Lautz reported on the September 26, 2012, Buildings and Grounds Committee meeting. The purpose of the meeting was to meet with representatives of the West Salem Hockey Association for a discussion and possible recommendation on upgrading the lighting at the West Salem Community Shelter to more energy efficient fluorescent units and regarding the Wisconsin Department of Natural Resource's response to the request for placement of two temporary locker rooms to facilitate the West Salem High School hockey program with a possible recommendation to the Village Board of Trustees. Joe Belling, on behalf of the West Salem Hockey Association, reviewed the four bids received for supplying and installing 32 four-foot lineal high bay compact fluorescent panel light fixtures with wire guards. Kish & Sons Electric's proposal is \$6,320, Bahr Electric is \$5,440, Wehrs Electric is \$5,650, and P & T Electric is \$8,005. The West Salem Hockey Association Board of Directors met and voted to move forward with accepting the Bahr Electric low bid of \$5,440, and the lights have already been installed. The Hockey Association would like the Village to fund half of the cost or \$2,750. The Committee recommended the Village discontinue billing the Hockey Association for electrical lighting costs for the 2012-2013 hockey season for an equivalent of \$2,500 as the Village's cost share in the upgrade of the lights. The Village contacted the Wisconsin Department of Natural Resources regarding the request of the West Salem Hockey Association to place two, 14'X60' or 70' mobile homes to be used for home and visitor team locker rooms adjacent to the hockey shelter. The Hockey Association has made its proposal to move locker rooms onto the facility as a short-term solution with the long-term solution being major remodeling and/or purchase of the facility from the Village. Beth Norquist, Community Services Specialist for the DNR, acknowledged the description and the placement of the converted mobile homes for locker room use seems a reasonable alternative solution for additional locker rooms. Ms. Norquist stated as long as the length of time that the mobile homes would be in place is less than six months and only for the hockey season, the DNR has no issue or concern with the obligations of the Knowles-Nelson Stewardship grant agreement. Ms. Norquist also stated that if the placement of the mobile homes is longer than six months, this would then become a conversion issue and would need to be addressed as such. Ms. Norquist requested the dates that the locker rooms would be installed for the hockey season and when the locker rooms would be removed. Joe Belling stated the West Salem Hockey Association does not have an issue with providing a letter stating they acknowledge the trailers cannot be in place for more than six months and the Association will remove the trailers as conditions permit. Under Other Business, John Lautz reported he recently reviewed maintenance, repair, and overall condition of the West Salem Community Center. Mr. Lautz informed the Committee storage is a problem at the Village Hall and is resulting in code violations. Mr. Lautz felt the Hockey Association's materials and supplies presently stored in the Village cold storage building could be moved into the temporary locker units. The West Salem High School baseball team supplies also need to be moved out of the Village's building so the Village can use its building for storage.

Motion by Trustee Lautz, seconded by Trustee Wehrs to approve the minutes of the September 26, 2012, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye.

Motion to approve the recommendation that the Village discontinue billing the West Salem Hockey Association for the electrical lighting costs for the 2012-2013 hockey season for an equivalent of \$2,500 as the Village's cost share in the upgrade of the lights at the West Salem Community Shelter. Roll call vote: Schumacher – nay; remainder of Board – aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Koelbl to adjourn the meeting at 8:00 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator