

Regular Board Meeting

October 7, 2014

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Baltz, Koelbl, Lautz, Leicht, Schumacher, and Wehrs. Also present: Village Attorney Bryant Klos, Coulee News Special Correspondent Emily Staed, Police Chief Charles Ashbeck, Recreation Director Michelle Czerwan, Gary Hougom of Hilltopper Refuse & Recycling Service, and Village Administrator Teresa Schnitzler.

Minutes

Motion by Trustee Leicht, seconded by Trustee Lautz to approve the minutes of the September 16, 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>	\$104,581.20
<u>Water Utility:</u>	\$11,633.36
<u>Sewer Utility:</u>	\$10,440.26
<u>Storm Water Utility:</u>	\$875.90

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.

Alcohol Beverage License Application

Motion by Trustee Schumacher, seconded by Trustee Leicht to approve the issuance of alcohol beverage licenses to Alyssa Marie Brown and Allen B. Herman. Roll call vote: Baltz – abstain; remainder of Board - aye. Motion approved.

Law Enforcement Committee

Trustee Wehrs reported on the September 24, 2014, Law Enforcement Committee meeting. The purpose of the meeting was to meet with the West Salem Police Union to discuss a successor contract agreement. Police Union President Brett Myers presented the Union's contract proposals. The Union is requesting:

- a two-year contract;
- 1.5% wage increases on January 1, 2015, July 1, 2015, January 1, 2016, and July 1, 2016;
- a wage step increase of 1% at 10 years, 15 years, and 20 years of service;
- an increase of the clothing allowance to \$600 per year;
- at 20 years of service receive a 60% payout of unused sick time at retirement instead of at 25 years of service;
- an award of accumulated compensatory and "Kelly" time in addition to earned vacation to an officer's estate or beneficiary at death;

- an additional fifth week of vacation awarded at 25 years of service;
- two hours of compensatory time to be earned by officers assigned to be field training officers;
- ten paid holidays instead of nine paid holidays; and
- a starting officer wage of \$18.00 per hour and a cost of living increase in 2016.

In addition, the Union proposed implementing a vacation/holiday sign up book for a one-year trial basis. The Village then presented its contract change proposals as follows:

- a two-year contract;
- 1% pay increase on January 1, 2015, and 1% pay increase on January 1, 2016;
- implementation over a two-year period of employee contributions to the Wisconsin Retirement System with increase in wages to cover the employee contribution portion; and
- certified field training officers to receive an additional \$0.50 per hour while actively training probationary employees.

The Committee and Union discussed each proposed change, and all agreed to schedule another meeting for mid-October on the proposals.

Motion by Trustee Wehrs, seconded by Trustee Leicht to approve the minutes of the September 24, 2014, Law Enforcement Committee meeting as presented. Roll call vote: Unanimous aye.

Law Enforcement Committee

Trustee Wehrs reported on the October 1, 2014, Law Enforcement Committee meeting. The purpose of the meeting was for the Committee to meet and discuss a successor police union contract. The Committee convened in closed session 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: Discuss West Salem Police Union successor agreement. The Committee then reconvened in open session, and the Committee directed Teresa Schnitzler to make contact with the police union to schedule a joint meeting to discuss a successor agreement.

Motion by Trustee Wehrs, seconded by Trustee Leicht to approve the minutes of the Law Enforcement Committee meeting held on October 1, 2014, as presented. Roll call vote: Unanimous aye.

Buildings and Grounds Committee

Trustee Lautz reported on the September 25, 2014, Buildings and Grounds Committee meeting. The purpose of the meeting was to discuss parking and traffic improvement proposals for the baseball field, concession stand, and community shelter area, receive an update on the baseball field bleacher/stadium seating/press box project, and receive an update on the progress of the community shelter ceiling painting project. Prior to the 2014 baseball season, the Legion Ball and Friends of West Salem Baseball created a gravel driveway and approach at the intersection of North Mill Street and East Avenue to give the groups access to the concession stand and baseball fields. The driveway and approach was allowed to remain through the baseball season, and the public works department is now set to install curb and gutter on East Avenue as the driveway is a traffic hazard and is contrary to Village Ordinances. Mr. Halbrucker presented a conceptual drawing of where a driveway entrance off the west side of the present

parking lot and parking area can be created. Mr. Halbrucker offered to donate the gravel for the new parking lot entrance off the present parking lot. Mr. Schultz and Mr. Gavaghan requested the curb and gutter work be delayed until after April of 2015 so concrete and construction trucks are able to access the baseball field area in order to build the new press box and install bleachers and stadium seating this fall and early in 2015. The Committee was agreeable to delaying the work until after the completion of the baseball field projects. The Committee recommended approval of the installation of a driveway off the west side of the present community shelter parking lot and the creation of parking area and installing curb and gutter to close off the temporary driveway on East Avenue as presented. Rick Schultz and Sean Gavaghan updated the Committee on the bleacher/stadium seating/press box project proposed for the high school baseball field area. The West Salem School Board gave its approval to begin foundation work on the project, and a request for funding from the School District has not been acted on yet. The Legion Ball organization applied for West Salem to be the location for the 2015 State baseball tournament, and this location was chosen. There are several reasons the stadium seating and press box project has begun, one being the press box is a requirement for the State baseball tournament. The present bleachers are outdated and are no longer safe, and replacing the bleachers has been planned for quite some time. The State baseball tournament has moved the replacement plans up the timetable. Mr. Schultz presented the design plans for the stadium seating and press box to the Committee. The Committee then recommended acceptance of the Legion and Friends of West Salem Baseball's construction plans pending obtaining proper permits from the State of Wisconsin and Village of West Salem. Recreation Director Michelle Czerwan updated the Committee on the Hockey Association's progress of painting the ceiling at the Community Shelter. Brad Hundt contacted Mrs. Czerwan to report the painting project is complete. Mr. Hundt reported the Association used 80 gallons of paint treated with mildeside and 50 gallons of primer. Mrs. Czerwan requested the Committee go to the Community Shelter and look at the finished painting project and also look at the room constructed in the recreation storage building. Mrs. Czerwan noted the two humidistat fans and additional fans to keep air moving to prevent humidity from collecting have not been installed yet.

Motion by Trustee Lautz, seconded by Trustee Koelbl to approve the minutes of the September 25, 2014, Buildings and Grounds Committee meeting as presented. Roll call vote: Unanimous aye.

Motion by Trustee Lautz, seconded by Trustee Koelbl to approve the Buildings and Grounds Committee recommendation to install a gravel driveway off the west side of the present community shelter parking lot and the creation of a parking area and installing curb and gutter to close off the temporary driveway on East Avenue. Roll call vote: Unanimous aye.

Planning Commission

President Manthei reported on the September 29, 2014, Planning Commission meeting. The purpose of the Planning Commission meeting was to review for recommendation a Conditional Use Permit Application submitted by Marcie Peterson, Owner of Marcie's Pet Spa. Marcie Peterson requests approval to provide animal daycare and overnight animal boarding within a Business District under Code of Ordinance Section 3.03(G)(2) Permitted Uses. Marcie Peterson's new building is presently under construction.

Marcie's Pet Spa is planning to utilize the new facility for dog and cat grooming, daycare, boarding, and retail. The grooming and retail aspects of the business are both single room spaces. The boarding will include twenty-five 5' X 5' kennel suites and five 4' X 4' grooming kennel holding suites. All kennels are individually enclosed and sound-proof. The daycare is approximately 1,500 square feet and includes dividers to maintain the 45-dog capacity. Marcie's Pet Spa also plans an outdoor fenced yard for both the daycare and boarding dogs. Attorney Klos explained this matter is different than conditional use permit applications. A conditional use permit is utilized to apply for a use that is listed as an approved conditional use. Marcie Peterson's application requests an interpretation of the use and approval for a use under other uses similar or incidental to the defined uses for a Business District. Kennels are allowed in Agriculture Zones, but this is not a true kennel because there are other services offered. Code of Ordinance Section 3.02(F)(3) requires that such unclassified and unspecified uses are submitted to the Planning Commission for review and recommendation as to whether the proposed use is an approved use or not and then that recommendation is made to the Board of Appeals for final determination because it is a zoning interpretation. The Village Board does not make final determination. The process is similar to a conditional use permit, but requires a full explanation to the Planning Commission by Marcie Peterson of the complete nature of the business. The complete nature of the business would be put in writing and either recommended for approval or denied. If the Board of Appeals approves the proposed use, the business must then be conducted in that fashion or it would be deemed a zoning violation. Ms. Peterson explained the outdoor area used for exercise and animal bathroom breaks will be 500 square feet and located on the east side of the building. The outside area will be of artificial turf for safety and odor containment. The animals will be kept mostly indoors, however. The property will be surrounded by an eight-foot high wood privacy fence. Ms. Peterson stated she has visited with each of the neighbors in the area of her new facility, and all of the neighbors support the new business. The Planning Commission inquired about property setbacks, where the building sits on the lot, vehicular access off the street, storm water containment, disposal of pet urine and feces, possible noise complaints, and offering the opportunity for residents in the area to make public comment on the proposed use either to the Planning Commission or to the Board of Appeals or both. The Planning Commission agreed there was not enough information presented at this time to make a recommendation to the Board of Appeals. The Commission requested Ms. Peterson submit more information for review at a future meeting. Information requested includes:

1. Complete written explanation of the nature of business, including hours of operation and hours animals will be in the outside area;
2. A clear plot plan showing the location of the building on the lot, setbacks from each lot line, outdoor area location, parking lot, and driveway access;
3. An explanation on how storm water will be controlled to a pre-developed condition for all storm events;
4. An explanation of how pet waste odor will be controlled and where pet waste water will be drained to; and
5. Any additional information the Planning Commission can review for action.

Ms. Peterson was instructed to contact Village Administrator Teresa Schnitzler once the requested information has been compiled, and a Planning Commission meeting will then be scheduled.

Motion by President Manthei, seconded by Trustee Koelbl to approve the minutes of the September 29, 2014, Planning Commission meeting. Roll call vote: Unanimous aye.

Household Waste Ad Hoc Committee

Trustee Baltz reported on the September 30, 2014, Household Waste Ad Hoc Committee meeting. The purpose of the meeting was to open and review sealed bids for refuse and recycling collection services with possible recommendation to the Village Board. Bids for garbage, recycling, and dumpster service were received from Hilltopper Refuse & Recycling Service, Harter's Quick Clean-up, and Waste Management, Inc. Scott Schumacher opened and read the first year bid amounts submitted by each hauling service. It was noted Waste Management, Inc. did not submit a bid for municipal dumpster services as specified by the Request for Bid. Under the Terms and Contract Price section of the Request for Bid, if the automated cart option is chosen by the Village, the contractor was asked to provide a bid price to continue the current curbside weekly collections from January 1, 2015, through March 31, 2015. Harter's Quick Clean-Up did not submit a bid price for this request. The Request for Bid document asked for the contractor to designate which collection day(s) are proposed for pickup of both refuse and recycling. Harter's Quick Clean-up did not submit proposed weekly pickup day(s). Hilltopper Refuse & Recycling stated pickup dates would be Monday and Tuesday, and Waste Management proposed Wednesday and Thursday. The Request for Bid document requested contractor provide a list of acceptable large articles and appliances, the rate to be charged for resident's use in accessing large articles and appliance pick up services, and the frequency of pickups, but not less than once per month. Harter's Quick Clean-up did not submit large article and appliance information with its bid documents. The Request for Bid document included a provision the contractor shall provide a price to residents who wish to add an additional cart for either refuse or recycling. Waste Management did not submit a price for additional carts. Hilltopper Refuse also submitted an alternate bid sheet for 64-gallon refuse and recycling cart size with the option residents are able to purchase an additional cart for \$4.00 per month, billed to the resident through Hilltopper. The Committee agreed the bid numbers need to be reviewed and summarized for comparison, and Attorney Klos and Teresa Schnitzler will provide the calculations in a spreadsheet format. The Committee agreed to meet on Monday, October 6, 2014, in order to review the summary and make a recommendation to the Village Board.

Motion by Trustee Baltz, seconded by Trustee Koelbl to approve the minutes of the Household Waste Ad Hoc Committee meeting held on September 30, 2014. Roll call vote: Unanimous aye.

Household Waste Ad Hoc Committee

Trustee Baltz reported on the Household Waste Ad Hoc Committee meeting held on October 6, 2014. The purpose of the meeting was to review bids submitted for refuse and recycling collection services with a recommendation to the Village Board. Attorney Klos presented his bid computations and outlined each bidder's best bid. Hilltopper Refuse & Recycling's alternate bid of \$14,313.97 per month average for the life of a ten-year contract presents the most cost savings for the Village. Attorney Klos noted Waste Management's five-year contract bid to leave the process as it is collected now was the next lowest bid amount at \$16,936.86 per month. Harter's Quick Clean Up's dual cart system bid of \$17,454.24 per month for seven years was the next lowest bid. Language

contained at the bottom of the five-year bid sheet stated “any options other than specified above must be noted and detailed on a separate sheet.” Therefore, Hilltopper’s alternative bid for 64-gallon single stream recycling was an allowed bid under the bidding process. Gary Harter informed the Committee the City of Onalaska opted for the 64-gallon carts, and the City decided to change the cart sizes offered. Gary Hougom stated the Towns of Shelby and Holland both are offering the 64-gallon cart size and only 20 to 30 residents have contracted for an additional cart. The Town of Shelby as an approximate 2,000 pick-up count. Hilltopper has offered the option that residents are able to purchase an additional cart for \$4.00 per month, billed to the resident through Hilltopper. The Committee recommended acceptance of the ten-year alternate bid presented by Hilltopper Refuse & Recycling for 64-gallon refuse and single-stream recycling carts with a CPI increase over the ten-year contract not to exceed 3 percent. The recommendation will be presented to the Village Board on Tuesday, October 7, 2014. If the Village Board approves, contracts would then be prepared.

Motion by Trustee Baltz, seconded by Trustee Koelbl to approve the minutes of the October 6, 2014, Household Waste Ad Hoc Committee meeting as presented. Roll call vote: Unanimous aye.

Trustee Baltz presented an overview of the research and activities of the Household Waste Ad Hoc Committee since its inception, detailing informational gathering meetings with representatives from the Cities of Onalaska and La Crosse and Villages of Bangor and Holmen, informational gathering meetings with Hilltopper Refuse, Harter’s Quick Clean-Up, and Waste Management, and detailed proposals presented for the bidding process.

Motion by Trustee Baltz, seconded by Trustee Schumacher to accept the ten-year alternate bid presented by Hilltopper Refuse & Recycling for 64-gallon refuse and single-stream recycling carts with a CPI increase over the ten-year contract not to exceed 3 percent. Roll call vote: Unanimous aye.

Motion by Trustee Baltz, seconded by Trustee Wehrs that the Village Board abolish the Household Waste Ad Hoc Committee. Roll call vote: Unanimous aye.

Motion by Trustee Leicht, seconded by Trustee Wehrs to adjourn the meeting at 8:08 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator