

## Regular Board Meeting

September 17, 2013

Meeting called to order at 7:00 p.m. by President Manthei. Trustees present: Baltz, Koelbl, Lautz, Leicht, Schumacher, and Wehrs. Also present: Public Works Director Scott Halbrucker, Recreation Director Michelle Czerwan, Coulee News Special Correspondent Emily Staed, Village Attorney Bryant Klos, Matt Harter, Gary Harter, Mark Weilandt, Kelly Cottrell, Gary Hougom, Chad Brueggeman, John Hammes, Rich Berghefer, and Village Administrator Teresa Schnitzler.

### Public Comment

Kelly Cottrell, President of the West Salem Hockey Association, addressed the Board regarding the mold and repainting issue at the West Salem Community Shelter. Ms. Cottrell stated the Hockey Association would like to meet with the Village Buildings and Grounds Committee. She emphasized the Buildings and Grounds Committee was directed to meet to discuss the community shelter ceiling, and the Hockey Association was given short notice of this meeting. The Hockey Association requests a one week notice of scheduled meetings. Ms. Cottrell recited the Hockey Association's timeline of events since the observation of the mold on the ceiling and the Association's offer of volunteers to paint the ceiling. Two of the Hockey Association volunteers also work for one of the firms a quote was solicited from. Ms. Cottrell stated none of the mold was noticeable on the ceiling at the time of the Village and Hockey Association inspection walk through. The West Salem Hockey Association is grateful for its relationship with the Village, and the Association wants to collaborate with the Village on this project. The Association does not want hard feelings between the Village and the Association, but the Association does want better communications between the two groups.

Mark Weilandt, 121 North Rosewood Lane, West Salem, also addressed the Board regarding the mold and repainting issues at the Community Shelter. Mr. Weilandt acknowledged the quotes received are substantial and do not fit into either the Village or the Hockey Association's budgets. Mr. Weilandt talked with ServPro about stopping the mold from growing. Before October 1, ServPro can spray the ceiling to prevent mold from growing further. Next spring, the Hockey Association can then use dishwashing soap and water to remove the mold from the ceiling so that it can be painted. Mr. Weilandt stated it does not matter what kind of mold is on the ceiling. The point should be to get rid of it now and kill it. The \$2,500 ServPro would charge for this work is a more manageable number for the Village and the Association, and it would be a good solution. Mr. Weilandt stated there is a better paint than Sherwin Williams has offered. It contains a chemical that will prevent this from happening again. A more mild mildew resistant paint will only result in more frequent treatment and painting. Mr. Weilandt stated that according to ServPro, the combination of circulation issues and lots of rain this spring is what has caused the mold issue.

### Minutes

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 3, 2013, Village Board meeting as written. Roll call vote: Unanimous aye.

### Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$193,785.73
<u>Water Utility:</u>	\$59,670.91
<u>Sewer Utility:</u>	\$9,624.73
<u>Storm Water Utility:</u>	\$1,970.28

Trustee Wehrs pointed out the \$124.44 included in the Allied Cooperative bill is for his work on the dinosaur sculptures. Trustee Wehrs returned a paint brush for \$7.99 and he received \$30.00 in donations. The total cost for the dinosaur work was \$86.45.

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.

### Automated Cart System for Garbage Collection

Gary Hougom of Hilltopper Refuse & Recycling appeared before the Board to offer an automated system for collecting waste at a cost savings to both the hauler and to the Village. Mr. Hougom stated the Town of Holland and the Town of Shelby have switched to the automated system, and he did not want to offer the savings to other municipalities and not to West Salem. Hilltopper is not offering to West Salem the same cart system for recycling as dual stream recycling would only increase the costs to the Village.

Motion by Trustee Koelbl, seconded by Trustee Leicht to table this matter until next year when the new contract comes due for re-bidding the service. Roll call vote: Unanimous aye.

### Special Event Application

Motion by Trustee Leicht, seconded by Trustee Koelbl to approve the special event application submitted by the West Salem High School for a homecoming parade scheduled for Friday, October 11, 2013, contingent upon receiving payment from the School District for the permit. Roll call vote: Unanimous aye.

### Resolution 6.13

Motion by Trustee Koelbl, seconded by Trustee Leicht to approve Resolution 6.13 as presented. Roll call vote: Unanimous aye.

WHEREAS, by Village Ordinance 1.05, the Village Administrator is responsible to provide for the uniform and cost effective purchase of items, materials, and services on behalf of the Village of West Salem; and

WHEREAS, Village Ordinance 1.05(7) provides the Village Administrator is to act as purchasing agent directing the purchase of materials, supplies, equipment, and services of every kind and character for any and all departments and subdivisions of the Village; and

WHEREAS, the Village Board of Trustees has determined the Village should maintain its bank credit card with no annual fees in the Village of West Salem's name in order to provide for said uniform and cost effective purchases of items, materials, and services on behalf of the Village of West Salem;

BE IT RESOLVED, that the Village Administrator, or designee(s), is hereby authorized to apply for, sign, and maintain a Village of West Salem credit card with no annual fees and a credit limit of \$10,000.00;

FURTHER, BE IT RESOLVED, the Village Administrator is hereby directed to continue to carry out the purchasing and payment provisions as provided in Village Ordinance 1.05.

ADOPTED AND DATED this 17<sup>th</sup> day of September, 2013.

/s/ \_\_\_\_\_  
Dennis Manthei, Village President

(SEAL)

/s/ \_\_\_\_\_  
Teresa L. Schnitzler, Village Administrator

#### Finance and Personnel Committee

Trustee Leicht reported on the Finance and Personnel Committee meeting held on September 6, 2013. The purpose of the meeting was to meet with Hilltopper Refuse & Recycling regarding a proposal to utilize an automated system for collecting garbage waste and proposed change in service dates. Gary Hougom addressed the Committee stating Hilltopper has been meeting with all municipalities Hilltopper serves to offer an automated system for collecting waste at a cost savings to both the hauler and to the municipality. An automated system reduces the number of trucks required and employees for the hauler as the drivers will be able to lift and dump the carts without the drivers exiting the trucks. Mr. Hougom distributed a spreadsheet setting forth the current contract term and rates and proposed contract extension terms using an automated collection system. If the Village were to choose a 65-gallon cart with Hilltopper owning the carts, the annual cost would be \$68,428.80. If a 95-gallon cart is chosen, the annual cost would be \$69,465.60. Under the present contract with Hilltopper, the 2014 refuse hauling cost will be \$76,204.80. Hilltopper is not offering to West Salem the same cart system for recycling as dual stream recycling would increase the costs to the Village. Proposed 2014 costs using the automated system with the Village owning the carts would be higher than the present contracted rates. Hilltopper will insure residents adhere to garbage rules and regulations by use of video equipment. Hilltopper's trucks will be equipped with video cameras to monitor materials being dumped. In combination with radio frequency identification tags, the camera system will enable the company to determine who has tried to dispose of something that is not allowed in the waste stream, such as a television or other electronic device. The tags will also enable Hilltopper to track where the cart is located, when a cart has been emptied, and what the contents weighed. Residents will have the option of continuing to use clear plastic bags in the cart or simply placing the garbage in the cart without a bag. Additional and replacement bins will be available for direct purchase by residents. Provisions can be made for elderly and handicapped residents who are unable to place the carts curbside. Mr. Hougom stated the Towns of Holland and Shelby will begin the

cart system in April of 2014, and garbage pick-up days for Holland and Shelby are Monday and Tuesday. If West Salem chooses to move forward with the automated system, garbage pick-up days would change from Monday and Tuesday to Thursday and Friday. Hilltopper would notify all residents of the change by postcards. Hilltopper is proposing a contract extension to eight years. West Salem's contract with Hilltopper expires on December 31, 2014. Mr. Hougom agreed to attend the September 17, 2013, Village Board meeting to answer any additional questions the Board of Trustees may have.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the September 6, 2013, Finance and Personnel Committee meeting as presented. Roll call vote: Unanimous aye.

### Street Committee

Trustee Leicht reported on the September 6, 2013, Street Committee meeting. The purpose of the meeting was to review with possible recommendation to Village Board a no parking on Commerce Street request, review a proposed property maintenance standards ordinance, and review present Public Works Department large article pick up operations and discuss proposed changes to service. Rich Berghefer, owner of Creative Screen Print on Commerce Street, appeared before the Committee to request no parking regulations be enacted for 85 to 90 feet in front of his business. Mr. Berghefer informed the Committee that people are parking cars on Commerce Street with for sale signs in the windows. The number of cars for sale parked on Commerce Street has increased lately. Creative Screen Print receives semi truck deliveries, and the drivers cannot get to the company's dock due to the cars parked along Commerce Street. Mr. Berghefer has contacted several of the car owners asking them to move their cars. The Committee discussed avenues to address the parking issue on Commerce Street. The Board could amend 6.05(J)(1) to add no parking at any time along the southeast side of Commerce Street between West Avenue North and Brick Road, or the Board would add a subparagraph setting forth a footage section of no parking on the southeast side of Commerce Street. The Committee recommended amending 6.05(J)(1) of the Code of Ordinances to include a 90-foot strip of no parking at any time in front of Creative Screen Print on the southeast side of Commerce Street and also to review the rest of the parking ordinances for revisions. Complaints have been received for over year regarding a property on East Garland Street. The property owner is conducting a business out of his home, and the amount of stored debris has accumulated. Attorney Bryant Klos sent a letter notifying the property owner he is in violation of the zoning ordinance. The Committee agreed this is a zoning issue and will take up the matter of property maintenance standards at a later date. Public Works Director Scott Halbrucker informed the Committee the Village Ordinances on large article items and procedures are not specific enough, and information regarding the large article process is set out differently in "The Recycler" annual brochure and on the Village website. All three information sources need to be identical. A specific definition of what is acceptable as large article and what is actually garbage and refuse needs to be published, and the Committee should recommend an amount that should be deemed acceptable. The Anderson Mobile Home Park produces a significant amount of large articles, oftentimes filling a truck, and items placed for pick up are actually garbage items not large article items. Village Ordinances do not specify weight limits for large articles, and this should also be considered. The Committee directed Scott Halbrucker

to compile a list of acceptable items and present a workable ordinance revision for the Committee to consider.

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the Street Committee meeting minutes of September 6, 2013, as presented. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Koelbl to schedule a public hearing on Ordinance No. 454 Parking Rule Changes for Tuesday, October 15, 2013, at 6:50 p.m. Roll call vote: Unanimous aye.

#### Capital Improvement Planning Committee

Trustee Lautz reported on the September 11, 2013, Capital Improvement Planning Committee meeting. The purpose of the meeting was to review Department Head questionnaire responses and schedule dates to meet with each department supervisor and continue discussions and planning. A survey was completed by each of the Village department supervisors, and Karl Green combined the four department responses into a summary document for review by the Committee. Office location and space, technology, client base served, and infrastructure responses were charted for ease of discussion and review. Lack of space and technology concerns are common issues in all departments. The public works department not only has oversight of its physical location, but it also oversees all streets, storm sewer, water utility infrastructure, and sanitary sewer infrastructure. Capital planning needs to consider enterprise utility functions as well as general streets, snow removal, tree and brush, and building maintenance operations. The Committee discussed how its members can educate Village residents on how much of their property tax bills are actually the Village's portion of the total bill, what services residents are receiving for their tax dollars, and the importance of capital planning and prioritizing needs as opposed to reacting to issues. An equipment replacement plan is in place for the Sewer Utility, and a Five-Year Street Plan is updated annually, but the rest of the Village departments do not have such plans in place. The next meetings of the Committee will focus on assets owned and replacement plans, financial planning for acquisitions and replacements, and tax levy comparisons utilizing financing options. The next Committee meetings have been scheduled for Monday, September 30, 2013, at 4:30 p.m. and Monday, October 7, 2013, at 4:30 p.m.

Motion by Trustee Lautz, seconded by Trustee Schumacher to approve the minutes of the September 11, 2013, Capital Improvement Planning Committee meeting as presented. Roll call vote: Unanimous aye.

#### Buildings and Grounds Committee

Trustee Lautz reported on the Buildings and Grounds Committee meeting held on September 12, 2013. The purpose of the meeting was to review and discuss the surface mold issue on the ceiling at the West Salem Community Shelter, mold remediation and painting, recommendations for prevention of future mold issues, all with possible recommendations to the Village Board on mold remediation, painting, and prevention. After the 2012-2013 hockey season concluded, mold was noted on the ceiling at the West Salem Community Shelter. The West Salem Hockey Association offered to re-paint the ceiling if the Village purchased the paint. Thirty gallons of paint

was purchased by the Village this past spring, but the painting has not yet been completed. Michelle Czerwan presented the Committee with a spreadsheet setting forth quotes received from four entities for mold remediation and re-painting of the West Salem Community Shelter ceiling. Mrs. Czerwan contacted Midwest Environmental Management Company regarding inspection, testing, and supplying a report of their findings for an hourly rate of \$100 to \$500 to evaluate, collect samples, conduct testing, and then provide a scope of work report regarding the mold. Servpro proposes to soda blast the mold off the ceiling and re-paint the ceiling for \$14,277.86. Rohde Painting provided a rough estimate to power wash the ceiling with bleach and repaint the ceiling for \$15,000. Rucker Painting will not remove the mold but will repaint the ceiling for \$11,848.00. Rucker has determined an additional 50 gallons of paint will be needed to re-paint the ceiling. Fairway Painting and Sandblasting does not provide soda blasting services, but the company can remove the mold and re-paint the ceiling. The company is very busy right now, and a quote has not been received from Fairway yet. The Village does not want costs incurred again due to mold re-growth. Mrs. Czerwan reported in order to prevent the recurrence of microbial growth, the ceiling must be kept dry from humidity and condensation. Proper ventilation is a must, and the addition of fans to clear the ceiling area of excess moisture from melting ice and humidity will help significantly to prevent growth. It is unknown if the existing exhaust fans are in operating condition or if the fans have even been used in past years. It has been determined, however, that the existing fans are inadequate, and the structure would benefit from additional units to circulate and exhaust air. The attic space does not show signs of mold growth. The Committee discussed the spring inspection of the community shelter facility, the terms of the use agreement between the Village and the West Salem Hockey Association, and the agreement regarding maintenance and repairs of the facility. It was determined the West Salem Hockey Association has the financial responsibility to remediate the mold and re-paint the ceiling as the mold has been caused by the Association's use of the facility. Teresa Schnitzler contacted La Crosse County Environmental Health Manager Jim Steinhoff regarding mold testing and air testing. La Crosse County does not perform testing. Mr. Steinhoff relayed the presence of mold is an indication of a water issue. There is a lot of misinformation in the media about mold. Since there are over a million different kinds of mold, the mere presence of mold does not always mean a health risk. People with compromised immune systems may be affected more by breathing in mold, and some people can get a hay fever type illness from mold. However, the fact the mold is on a ceiling thirty feet above the floor makes it less likely to be a health issue. Mr. Steinhoff felt ventilation fans may not be enough. Proper ventilation must be addressed at all times, and some sort of de-humidification system should be discussed. The Committee felt prices should be obtained for fans to better ventilate the building. The Committee recommended contacting Midwest Environmental Management Company for an analysis of the mold to find out what kind of mold is on the ceiling.

Motion by Trustee Lautz, seconded by Trustee Koelbl to approve the minutes of the September 12, 2013, Buildings and Grounds Committee meeting. Roll call vote: Unanimous aye.

Motion by Trustee Lautz, seconded by Trustee Schumacher to contract with Midwest Environmental Management Company to evaluate the mold present at the West Salem Community Shelter, collect samples, and conduct testing in order to compile a scope of

work that should be done, timing of when the work should be done, and the approved products that should be used to take care of the mold issue. Roll call vote: Unanimous aye.

#### Planning Commission

President Manthei reported on the September 17, 2013, Planning Commission public hearing and meeting. The public hearing concerns a Petition for Change of Zone filed by La Crosse County, Wisconsin, for approximately .56± acres of area located at the present driveway entrance to Lakeview Health Care. The parcel is presently subject to La Crosse County Zoning in effect as of July 7, 1974, and La Crosse County is requesting the parcel be re-zoned to "R-2 Residential District" in order to construct a new community based residential facility duplex. There were no citizens present to speak for or against the Petition. The Commission discussed the Petition for Change of Zone filed by La Crosse County, Wisconsin. It was noted the 8-inch sanitary sewer force main has not been specifically located and the Village does not have an easement agreement for the force main. Mr. Speropulos stated the County and West Salem Public Works Director Scott Halbrucker will be locating the force main on September 18, 2013, and a legal description for the easement will be drafted and submitted to Attorney Klos for review and approval. The Commission recommended to the Village Board approval of the Petition for Change of Zone from La Crosse County Zoning in effect as of June 6, 1974, to "R-2 Residential District" contingent upon submission of a proper force main legal description and execution of an easement agreement with La Crosse County.

Motion by President Manthei, seconded by Trustee Baltz to approve the minutes of the September 17, 2013, Planning Commission public hearing and meeting. Roll call vote: Unanimous aye.

Motion by Trustee Baltz, seconded by Trustee Leicht to approve the Petition for Change of Zone as recommended by the Planning Commission contingent upon submission of a proper force main legal description and execution of an easement agreement with La Crosse County. Roll call vote: Unanimous aye.

Motion by Trustee Wehrs, seconded by Trustee Leicht to adjourn the meeting at 7:58 p.m. Approved by voice vote.

Teresa L. Schnitzler, Village Administrator